Project EXCEL Instructor Deadlines

DUE AUGUST 1

☐ **SYLLABI DEADLINE**
Fall Semester, 1st & 2nd Trimester, and Yearlong course syllabi are due via Simple Syllabus

DUE AUGUST 15

☐ **PROJECT EXCEL ONLINE APPLICATION**
All new & returning dual credit students must successfully complete and submit the online application.

DUE SEPTEMBER 1

☐ **FALL REGISTRATION DEADLINE**
All Fall Semester, 1st & 2nd Trimester, and Yearlong student registration forms are due in the Project EXCEL (PE) office.

DUE NOVEMBER 1

☐ **COURSE INFORMATION FORMS (CIF)**
Spring & 3rd Trimester CIFs are due in the PE office.

☐ **STUDENT DROP DEADLINE**
Last day for students to drop Fall Semester courses.

PROFESSIONAL DEVELOPMENT
Professional Development will take place during the month of November. Please watch email for additional information each year.

DUE NOVEMBER 8
*Approx. Date **

☐ **SIGNED CLASS ROSTERS**
Verified and signed Fall Semester & 1st Trimester class rosters need to be emailed to PE office.
***Please watch your email for specific due dates**

DUE DECEMBER 1

☐ **SYLLABI DEADLINE**
Spring & 3rd Trimester course syllabi are due via Simple Syllabus

DUE JANUARY 15

☐ **PROJECT EXCEL ONLINE APPLICATION ****
All new & returning dual credit students must successfully complete and submit the online application.
****This step is not required if the student completed the application in the Fall of the current academic year*

DUE FEBRUARY 1

☐ **SPRING REGISTRATION DEADLINE**
All Spring Semester & 3rd Trimester student registration forms are due in the PE office.

☐ **STUDENT DROP DEADLINE**
Last day for students to drop Yearlong courses.

DUE APRIL 1

☐ **STUDENT DROP DEADLINE**
Last day for students to drop Spring Semester courses.

DUE APRIL 8
*Approx. Date **

☐ **SIGNED CLASS ROSTERS**
Verified and signed Spring Semester & 3rd Trimester class rosters need to be emailed to PE office.
***Please watch your email for specific due dates**

DUE APRIL 30
*Approx. Date **

☐ **SIGNED PERFORMANCE REVIEW (PR) & COURSE IMPROVEMENT PLAN (CIP)**
Signed PR and CIP (if required) are due back in the PE office.
***Please watch your email for specific due dates**

DUE MAY 31

☐ **COURSE INFORMATION FORMS (CIF)**
Fall Semester, 1st & 2nd Trimester, and Yearlong CIFs are due in the PE office.

RESOURCES

PROJECT EXCEL ONLINE APPLICATION
jhttps://connect.vinu.edu/register/vp

STUDENT DROP FORMS
https://www.vinu.edu/web/project-excel/instructors-and-counselors

Project EXCEL
VINCENNES UNIVERSITY
www.vinu.edu/excel