

# Education Plan to Complete Education Requirements

Faculty Name:

Educational Area:

School Attending:

Current Degree:

Degree Seeking:

In order to earn the graduate hours needed for employment as an adjunct faculty at Vincennes University, I plan to take graduate courses in the area specified. I will send VU an unofficial transcript from the institution where I am taking the course(s) after completion of each course, in order to show that I am following the educational plan as agreed to. If for some reason I am unable to complete any of the courses as specified, I will send notice to the Provost's Office at VU, in writing, prior to teaching in any subsequent semester. Once I have completed all of the courses in the Plan I will have an official transcript sent direct to the Provost's Office at VU for placement in my faculty file.

Semester:	Course:	Cr. Hrs.:
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Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost's Signaure

\_\_\_\_\_  
Date