



Early College Academy



2024-2025 Handbook

The Early College Academy is a program at Missouri Western State University
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Program Overview

Important Contact Information

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816-271-4109

eca@missouriwestern.edu

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MWSU Help Desk

816-271-4555

helpdesk@missouriwestern.edu

All other questions:

Noël Cross, Coordinator

816-271-4121

cross@missouriwestern.edu

Welcome to ECA!

Welcome to the Early College Academy (ECA)! We are honored to partner with schools to provide solid, foundational University coursework to high school students. The goal of this handbook is to provide a general overview of the program and specific details for staff, students, and families. Please don't hesitate to contact the ECA office for assistance!

Early College Academy Foundations

The Dual Credit program at Missouri Western started in the 1990s. It was a small program, serving around 200 students at approximately 10 area high schools with a handful of courses. ECA now provides coursework to more than 1500 students and serves over 50 high schools throughout Missouri.

In 2015, the Missouri Coordinating Board for Higher Education (CBHE) revised the state dual credit policy, the policy now reads as follows:

“High school instructors of dual credit courses are, in effect, adjunct instructors of the college or university providing dual credit. As for any instructor of college-level courses, high school instructors of dual credit courses shall meet the requirements for faculty teaching in institutions of higher education, as stipulated for accreditation by the Higher Learning Commission. Dual Credit instructors shall possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees for which they must possess the same level of degree.

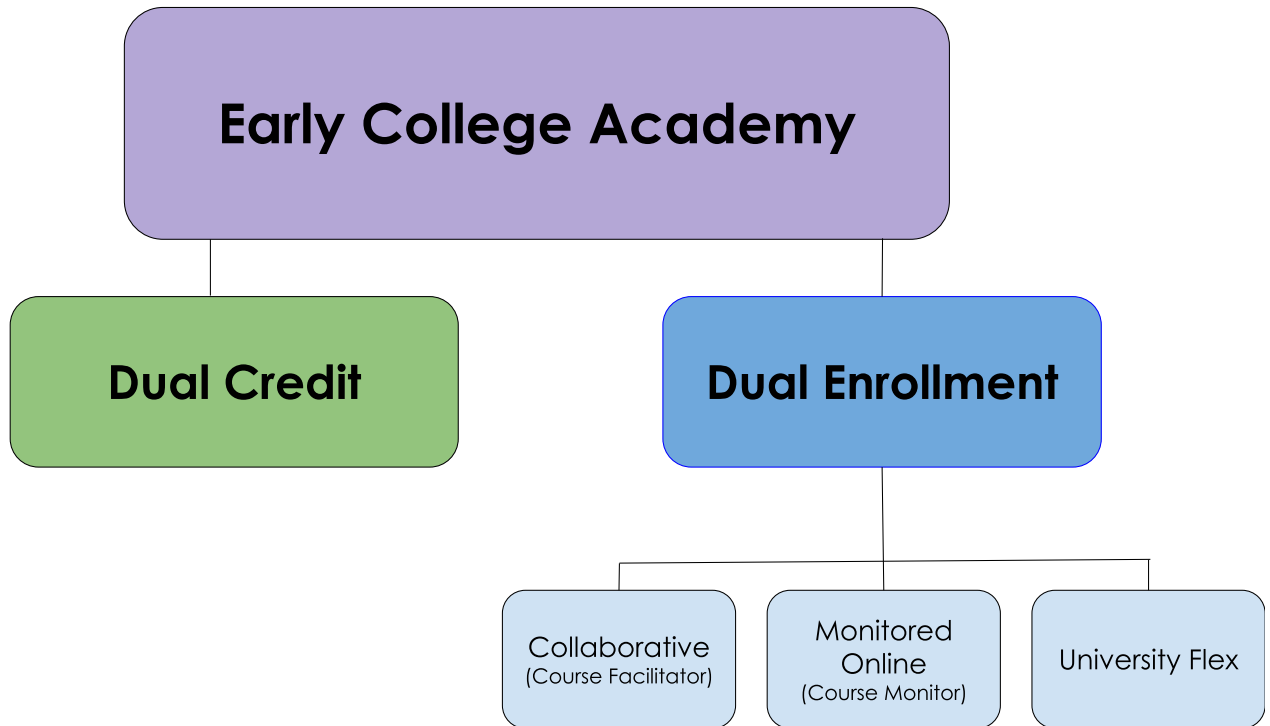
Instructors using credentials for qualification with a master's level degree in a discipline or subfield other than that in which he or she is teaching must have completed a minimum of 18 graduate credit hours in the discipline in which he or she is teaching.”

To review the full CBHE dual credit policy visit:

dhewd.mo.gov/cota/documents/CBHEPolicyonDualCredit2015.pdf

Dual Credit vs. Dual Enrollment: What's the Difference?

The Coordinating Board of Higher Education defines two modes of delivery of college coursework to high school students: dual credit and dual enrollment. Both dual credit and dual enrollment provide students with the opportunity to earn college credit while still in high school. Definitions are as follows:



Dual Credit

- College level courses taught by high school instructors to high school students, who are earning both high school and college credit for these courses simultaneously.
 - The instructor of record is the approved high school teacher.
 - The high school instructor is considered adjunct faculty at the University.
 - Textbooks are provided to all students in the course, including those for high-school-credit-only.
 - A MWSU faculty liaison is assigned by the academic department at the University. A stipend is provided to the faculty member each semester.
 - The Liaison Checklist and Site Visit Report detail the responsibilities of the university liaison and high school instructor rating criteria.



Early College Academy Dual Credit Liaison Checklist

Dual credit is defined as college-credit bearing courses taught to high school students by college-approved high school teachers. Liaison is defined as a college faculty member who provides dual credit instructors in his/her/their discipline with initial training and annual professional development and conducts site visits. Liaisons and dual credit instructors are to be instructional collaborators in delivering college courses to ECA high school students.

TIMELINE:

Two weeks to one month prior to start of MWSU semester (FYI - most districts will begin their classes two weeks prior to MWSU's semester)

- Provide the new dual credit instructor with information regarding expectations of the course which includes: GoldLink access, department-approved syllabi, learning outcomes, required textbooks, required assessments (General Studies) and grading policies.

One week prior to start of MWSU semester

- Remind DC instructor of registration, withdrawal, midterm, and final grade deadlines. ECA courses adhere to the MWSU calendar to comply with state and federal reporting requirements. This is also reflected in each Memorandum of Understanding signed by the partnering school's administration. Provide guidance for completion of assessments in alignment with grade deadlines.
- Remind DC instructor of Add/Drop/Withdrawal and refund timeline.
- Remind DC instructors to ensure students intending to take courses for the semester have applied and are registered. Refer DC instructors to the ECA office for questions.
- Collect DC instructor's course syllabus; review for alignment with MWSU department-approved syllabi. Upload to ECA shared drive.

First week of MWSU semester

- Begin looking at individual calendars to set dates for course-specific training/professional development.
- Begin looking at individual calendars to set dates for site visit(s).

After first week of MWSU semester

- Remain in contact with DC instructor to answer questions or support learning

Two weeks prior to the end of the semester

- Remind DC instructors of final grade deadlines
- Remind DC instructors to set aside class time to complete student course evaluations

Last week of the semester

- Upload to the ECA Shared Google Drive a copy of the course-specific training materials and the agenda for the new dual credit instructor training. Submit a professional development summary with examples of evidence, including: seminar description and materials or individualized meeting summary.
- Upload site visit report to ECA Shared Google Drive.

- Send a final correspondence of the semester with any remaining details/information and refer DC instructors to the ECA office for questions.
- Remind DC instructors to set aside class time to complete student course evaluations
- Collect General Studies or other departmental assessment artifacts/submit to the General Studies Assessment Committee/Assessment and Accreditation Office (if the final exam is used for General Studies Assessment, please forward those assessment artifacts to the Accreditation Office once those are made available).

GENERAL REMINDERS:

- Create annual discipline-specific professional development provided on (or off) campus prior to the start of the spring semester. This can be held in conjunction with other disciplines in an ECA campus-wide professional development day (but not required). Please feel free to design this according to the availability of your high school provider.
 - Submit a [professional development summary](#) with examples of evidence, including (but not limited to): Seminar description and materials or individualized meeting summary.
 - Foster regular collegial interaction/mentorship to further enhance instructor's pedagogy and breadth of knowledge in discipline. This can be accomplished through email, phone calls, or face to face meetings.
- Conduct site visits once **per course** per academic year to:
 - Observe teacher instruction and assess student engagement
 - Ensure that the course syllabus, textbook and assessment strategies are consistent with those of campus courses with the same course number.
 - Verify that the dual credit course being taught is equivalent in content and rigor to the campus course of the same number.
 - Monitor course(s) for adherence to departmental and institutional policies.
 - Ensure the dual credit instructor has materials necessary for the course
 - Communicate to the department chair and the ECA coordinator any issues of concern regarding student enrollment, student performance, course content and rigor, instructor performance, etc.
 - If a site visit is unsatisfactory, up to two additional visits may be required during the observation year.
 - Use the on-site evaluation report form. Both the Liaison's and the Dual Credit instructor's signatures are required. The forms can be located on the ECA website (or in the link above). These reports are due:
 - Fall Semester: Last day of fall semester classes
 - Spring Semester and Year-Long: Last Friday in April



**Missouri Western State University
Early College Academy
Site Visit Report**

During classroom observation site visits, the Faculty Liaison is to observe the course content and delivery, student discourse and rapport to ensure the Dual Credit course is equivalent to the course offered on campus. NACEP Curriculum Standard 3 also requires that a site visit report is submitted as evidence.

The site visit observation allows Faculty Liaisons the opportunity both to validate that the University's expectations for the course are being met and to continue to strengthen collegial collaboration.

Dual Credit Instructor: _____ Faculty Liaison: _____

Dual Credit Course: _____ High School Site: _____

Textbook(s): _____

Date of Visit: _____

Criterion	Excellent = 4	At-Target = 3	Met-With Concerns = 2	Emerging = 1
Goals and Objectives	Lesson goals are clear and adhere to course objectives. Lesson goals are posted and visible to the student, and are congruent with observed instruction.	Lesson goals are clear and adhere to course objectives. Lesson goals are congruent with observed instruction.	Lesson goals are not congruent with observed instruction but align with course objectives.	Lesson goals do not adhere to course objectives or are missing.
Organization and Clarity	The lesson is well-organized, structured and clearly builds on students' previous knowledge. A lesson plan is prepared and followed.	The lesson is well-organized and structured. The instructor follows a clear sequence of instructions. A lesson plan is prepared and followed.	The lesson lacks focus and sequence. A lesson plan may be made available, but it is not clearly followed.	A lesson plan is not provided. The lesson lacks focus and sequence. The lesson seems to be disjointed and not related to course objectives.
Instruction and Activities	The lesson presentation is varied, interesting, and stimulating. Students are	The lesson presentation is clear and engaging. Students Are actively engaged in	The lesson presentation lacks variety – it may be teacher-centered,	The lesson presentation offers students little or no opportunity to engage with the content.

	provided the opportunity to exercise higher order thinking to express their grasp of content through a variety of activities, discussions, reflections, and/or cooperative learning.	the lesson through activities which may include discussions, cooperative learning, and demonstrations.	focusing heavily on lecture. Students are offered little opportunity to be engaged with the content.	
Subject Matter Expertise	The instructor demonstrates superior knowledge and mastery of the content.	The instructor demonstrates an excellent grasp of content knowledge.	The instructor has adequate knowledge of content knowledge and may struggle to explain concepts.	The instructor appears to be lacking fundamental knowledge of the content.
Student Rapport	Interactions between the instructor and students demonstrate a high level of respect and civility. Interactions between the instructor and students demonstrate a sensitivity and clear understanding to cultural and developmental differences among students in the classroom.	Interactions between the instructor and students demonstrate respect and civility. The Instructor demonstrates understanding of cultural and developmental differences among students in the classroom.	Interactions between the instructor and students are generally appropriate but may reflect occasional lack of understanding or awareness of cultural and developmental differences among students in the classroom.	Interactions between the instructor and students are inappropriate or hostile, with statements laced with sarcasm or conflict. There is an unawareness of cultural and developmental differences among the students in the classroom.

Comments:

Instructor Signature _____

Date _____

Liaison Signature _____

Date _____

Dual Enrollment

- The instructor of record is a University faculty member. Dual enrollment refers to students concurrently enrolled at a high school and a postsecondary institution. Dual Enrollment coursework includes:

Collaborative Courses

- Collaborative courses team-taught by the high school teacher (**Facilitator**) and the university instructor.
 - High school teachers must be approved by the University instructor of record (usually requires certification and/or undergraduate degree in field).
 - Training with an instructor of record is required.
 - While the course may be a mix of Dual Enrollment and High School-credit-only students, MWSU provides no support for High School-credit-only students (including textbooks).
 - The high school teacher may be responsible for some grading as set forth by the MWSU instructor; has access to view students in Canvas; and has a MWSU account.
 - Final grade is assigned by the MWSU instructor.
 - MWSU instructor's interface with students online and/or in person.
 - MWSU instructors may give the high school teacher the ability to adjust the course calendar in Canvas (e.g. exam dates).

Monitored Online Courses

- 100% Online courses populated with high school students only (**Monitor**)
 - Taught exclusively by MWSU Faculty:
 - High School assigns Monitor to access grades for report cards.
 - Monitor serves as a line of communication between student and instructor in emergency situations.
 - Monitor has MWSU email account and can access that school's section of course in Canvas
 - Populated with High School students only.

University FLEX Courses

- Courses taught on the MWSU campus (**FLEX**)
 - **On-Campus** - Students are enrolled in the same on-campus section with traditionally aged college students:
 - Students are responsible for books/materials.
 - The High School does not have access to Canvas, but does have a MWSU email account and confidentiality agreement.
 - The High School may obtain student grades from the ECA Director.
 - **On-Line** - Students are enrolled in the same online class sections with traditionally aged college students:
 - Students are responsible for books/materials
 - The High School does not have access to Canvas, but does have a MWSU email account and confidentiality agreement.
 - The High School may obtain student grades from the ECA Director.

ECA students can enroll in most undergraduate courses offered either online or on campus at MWSU and receive the ECA tuition rate. Please note that the high school may or may not agree to transcript high school credit for the course and students must meet course prerequisites. To find a list of courses that are available, please see the current course schedule at missouriwestern.edu/schedule.

For further information about University Flex courses, please contact:

Early College Academy

816-271-4121

eca@missouriwestern.edu.

Eligibility and Enrollment

Student Eligibility

To enroll in dual credit coursework, students must be recommended by their High School and have parent/guardian consent. In accordance with the Missouri Department of Higher Education and Workforce Development (MDHEWD) guidelines, students must meet the following eligibility requirements:

9th Grade

- Overall minimum grade point average of 3.0 on a 4.0 scale*
- Score at the 90th percentile or above on the ACT or SAT
- Counselor or Principal approval/consent**
- Parent or legal guardian approval/consent**

10th Grade

- Overall minimum grade point average of 3.0 on a 4.0 scale*
- Counselor or Principal approval/consent**
- Parent or legal guardian approval/consent**

11th and 12th Grade (Overall grade point average between 2.5 – 2.99 on a 4.0 scale)*

- Counselor or Principal approval/consent**
- Parent or legal guardian approval/consent**

11th and 12th Grade (Overall minimum grade point average of 3.0 on a 4.0 scale)* are automatically eligible for dual credit/dual enrollment courses.

* At the time of enrollment, students must provide a high school transcript verifying the cumulative GPA based on a 4.0 GPA.

** Principal/Counselor recommendation and parental consent are provided through the ECA online registration system.

Course Prerequisites

For the following courses, students must meet either the ACT, ACT On-Campus, placement exam or alternative qualifying prerequisite:

- ENG104 College Writing and Rhetoric
 - English ACT score of 18 OR a passing score on the Writing Placement Exam OR a 6 semester overall GPA of 2.7 or higher on a 4.0 scale
- MAT116 College Algebra
 - ACT math score of 22 OR passing score on the Math Placement Exam OR grade of C or higher in MAT 110 or higher.
- MAT119 Trigonometry
 - ACT math score of 22 OR passing score on the Math Placement Exam
- MAT132 Elementary Statistics
 - Grade of C or better in MAT116
- MAT167 Calculus
 - ACT math score of 25 OR grade of C or better in MAT116 and MAT119
- CHE111 General Chemistry
 - ACT math score of 22 OR C or higher in MAT 110 or higher OR passing score on the Math Placement Exam

Course prerequisites must be met the Friday before the beginning of the semester. For information about the Mathematics and Writing Placement exams and to schedule an exam visit: missouriwestern.edu/fye/placement-exams/

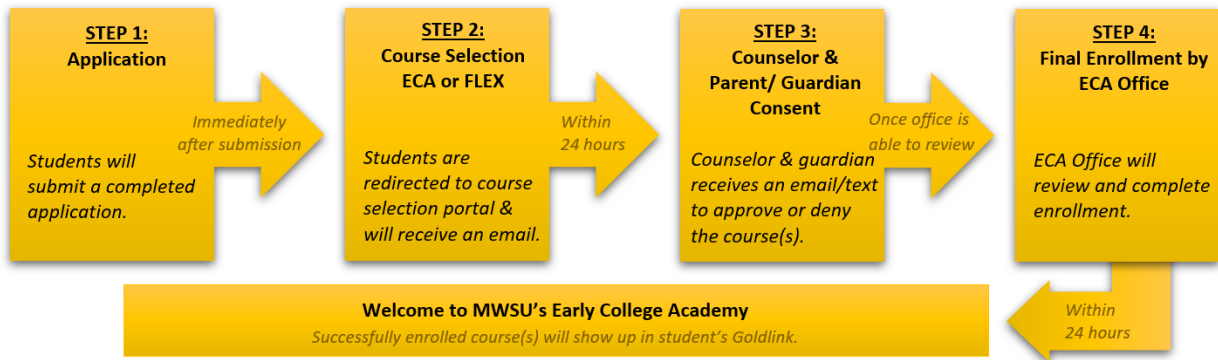
The Enrollment Process

Students enroll through ECA's online registration system. The registration is a multi-step process:

- Student creates an ECA application to select courses
- High school ECA "Approver" (typically the counselor) is responsible for entering the students' GPA and prerequisite information, then recommending the students for their coursework
- Parent receives notification via email or text from the ECA to provide consent
- The ECA reviews the registration and approves or declines

After registration has closed, the ECA emails course rosters with students' names and G numbers (G numbers are student ID numbers) to confirm enrollment with high school staff.

Submitting an Early College Academy Application



Step 1: Application

- Visit griff.vn/applyeca to start application
 - New to ECA? Create an account using personal email (**do not use high school email**).
 - Returning Student? Sign-in to Account (**email may be high school or personal**).
- Complete and submit application.

Step 2: Course Selection

- Once the completed application is submitted, students are immediately redirected to the course selection portal. An email is also sent instructing students to select courses.
- Types of courses offered:
 - **ECA Courses:** Any course taught at the high school, whether it be an in-person class with a high school teacher or an online course where there is a high school monitor overseeing the course. These courses are only for high school students.
 - **FLEX Courses:** All Summer courses are considered FLEX. FLEX means any course taught online or in person by an MWSU instructor not being overseen by a high school teacher or course monitor. These courses are comprised of both high school and college students.
- Once a course has been selected, the system will generate a student account by giving them a MWSU number (G Number) and a university email for the student **UNLESS** the student is a returning student, as they will already have a G Number and MWSU email assigned to them. Students must activate this account to have full access to their MWSU student records, including access to Goldlink and Canvas, and the ability to view and pay their bill.

Step 3: Counselor & Parent/Guardian Consent

- Counselor and Parent/Guardian will receive an email with a link to provide consent or denial for the selected course(s). email may be found in spam or junk mail from eca@missourivestern.edu.

Step 4: Final Enrollment by ECA Office

- The MWSU ECA Office reviews applicants and finalizes enrollment. When successfully enrolled, students will receive a confirmation email and the course(s) will show up in student's Goldlink.
- The ECA Office will only review a student's registration request once the course(s) have been approved/denied by the high school counselor AND parent/guardian.

General Information

University Communications

Missouri Western State University has designated the MWSU email system and the electronic portal goldlink.missouriwestern.edu as the official method of communication to students, faculty and staff. ECA students MUST activate Goldlink accounts and check email regularly. It is the responsibility of all Missouri Western students to check and communicate with the University (especially University instructors) through the Missouri Western email account. As such, all communications to students will be transmitted by Missouri Western email, or in rare cases, registered mail. Individual circumstances may permit or require communication by whatever means is necessary to reach the student promptly and reliably. Following reasonable efforts to deliver any communication to a student personally, an indirect or substituted mode of delivery may be attempted.

G Number

The first time a student is enrolled in a course (either credit or non-credit), the student is issued a student ID number, which is referred to as a G number. Once a student is enrolled in a dual credit/dual enrollment class, the G number is available on the right-hand side of the student's online ECA application homepage.

Goldlink accounts allow access to:

- MWSU email
- Tuition billing statement
 - Invoices will be emailed monthly to your Goldlink account
- Online payment system
 - Student accounts/payments are accessed through the "Paying for College" box
- Canvas
- Course schedule
- Unofficial transcript
 - Grades and unofficial transcripts are accessed through the "Student Records" box.

To activate student Goldlink account:

- At the time of registration, you will enter a personal email address. After you are successfully enrolled, you will receive an email with your login and activation code.
- Go to MWSU homepage (www.missouriwestern.edu)
- Click on “Goldlink” (located under Quick Links in bottom right corner)
- Click on “Activate Account”

Note: It is recommended that you copy and paste your activation code when you activate your account.

Canvas

Canvas is the platform that is used for managing online course content, assignments, testing and communication between students and the instructor. The content of Canvas will be loaded by the university instructor of the course. Students and high school staff are granted access to course section materials, assignments and grades. Usernames and passwords for Canvas are identical to MWSU email account login credentials. Canvas training and assistance is available on campus.

For more detailed information, please see the links below:

Students: griff.vn/CanvasGuide

Faculty: missouriwestern.edu/online/canvas-tutorials-for-faculty/

For additional assistance with Canvas, please contact:

Matt Whipple

Instructional Designer

816-271-4210

mwhipple1@missouriwestern.edu

Textbooks

When hard copies of textbooks are required, the ECA loans the books to students who are dually enrolled in ECA coursework. The ECA office makes arrangements to deliver the books to your school prior to the beginning of the semester and to pick them up at the end of the course. If a book is lost or damaged, the student is liable for the replacement cost. Please notify the ECA office if a book is lost or damaged.

Policies and Procedures

Privacy Related Policies

The Family Educational Rights and Privacy Act Of 1974 (FERPA), as amended, is a federal law which sets forth requirements aimed at protecting the privacy of educational records. Education records are defined as those records which directly relate to a student and are maintained by an educational agency or institution or by a party acting on behalf of that institution. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Students have the following inherent rights under FERPA:

- control the disclosure of their "education records" to others
- inspect and review their "education records"
- seek amendment to their "education records"
- file a complaint with the Department of Education

Once students are enrolled at MWSU, FERPA rights transfer to the student, regardless of the student's age.

In the absence of an official request, information contained in a student's records remains confidential between the student and MWSU and will not be released to third parties without the consent of the student, with the following exceptions:

- as directory information;
- to school officials with legitimate educational interest;
- to schools which the student is seeking admission;
- to organizations conducting studies of or on behalf of educational institutions;
- to federal, state or local education authorities;
- in connection with the receipt of financial aid;
- to accrediting agencies;
- to comply with a judicial order or subpoena;
- in health or safety emergencies;
- results of a disciplinary hearing to an alleged victim of a crime of violence;
- to parents of students under the legal drinking age if caught possessing or using alcohol or drugs.

Missouri Western State University defines directory information as:

- name;
- mailing address;
- telephone numbers;
- campus email address;
- date of birth (month/day);
- dates of attendance;
- enrollment status

Due to FERPA regulations, all confidential email communications between Missouri Western State University (MWSU) and high school staff must be sent through a secure email server. For that reason, staff are required to complete a MWSU email request form and a confidentiality agreement. Students and staff are encouraged to check MWSU email accounts regularly.

If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school. During the ECA registration process, students have the ability to provide FERPA consent for designated individuals.

Accessibility Resource Center

The primary purpose of the Accessibility Resource Center is to create an academic environment where students with disabilities have the same opportunities as their peers. For ECA students, any accommodations are typically the responsibility of the high school; however, unique circumstances may arise. For additional information about services visit: missouriwestern.edu/arc/. **If a student with a disability requires accommodations at or through MWSU, please have the appropriate personnel contact:**

Accessibility Resource Center (ARC)

Eder Hall 201

816-271-4337

arc@missouriwestern.edu

Tuition and Fees

The ECA tuition rate has been set to \$95 per credit hour for the Fall 2024 billing cycle and \$99 per credit hour for the Spring 2025 billing cycle. Students are charged a registration fee of \$15 per semester. Payment due dates are below.

- Fall and year-long classes:
 - Payment in full due by November 1st
- Spring classes:
 - Payment in full due by April 1st
- Summer classes:
 - Payment in full due by July 15th

Students can view statement information at any time through their Goldlink account. Statements are emailed monthly to student MWSU email accounts. A statement will also be mailed through the U.S. postal service. Instructions for making an online payment can be found at : missouriwestern.edu/eca/billing-payment-info/

Dual Credit /Dual Enrollment Scholarship

The Department of Higher Education and Workforce Development (MDHEWD)'s Dual Credit/Dual Enrollment Scholarship reimburses tuition and fees for eligible high school students taking dual credit or dual enrollment coursework. For detailed eligibility information please visit: dhewd.mo.gov/ppc/grants/documents/DCDE-flier.pdf

- Fall (August to December):
 - October 1st is the priority deadline for the fall semester each year. Applications received after that date and on or before December 1st will be considered based on funding availability.
- Spring (January to May):
 - February 1st is the priority deadline for the spring semester each year. Applications received after that date and on or before April 1st will be considered based on funding availability.

For more information AND TO APPLY, please see the links below:

Students: dhewd.mo.gov/ppc/grants/dcdeforstudents.htm

Educators: dhewd.mo.gov/ppc/grants/dcdeforeducators.htm

Drop/Withdrawal Process

If an ECA student chooses to drop or withdraw from a course, the student must complete the appropriate withdrawal form, which can be accessed through the student's Goldlink account. If a student does not complete the required paperwork, a failing grade must be submitted. Withdrawal deadlines can be found on the ECA website, located at missouriwestern.edu/ecg.

NOTE: Failure to attend classes does not constitute a withdrawal. Dropping a course at your high school does not constitute a MWSU withdrawal.

Tuition Adjustment Policy

- Within the first 5 days of ECA class enrollment: 100% tuition.
- Within 6 days through 12 days of ECA class enrollment: 75% credit on tuition
- Within 13 days through 19 days of ECA class enrollment: 50% credit on tuition
- Within 20 days through 26 days of ECA class enrollment: 25% credit on tuition
- After 27 days: No credit
 - Please note: the \$15 registration fee is non-refundable

Accessing the Student Bill and Making an Online Payment

In order to make an online payment, students must login to their Goldlink account.

Once logged in to Goldlink:

- Go to the "Paying for College" box
- Click on "Student Bill Inquiry and Payment Options"
- If you want to view your e-statements, click "View Activity" under your balance amount. E-bills are updated on the 5th of each month. You can make a payment from here.
- To make a payment, select "Make Payment."
 - Payment option without a service charge:
 - (ATM debit card or electronic check)
 - If you do not have a PIN-less ATM debit card you will need to use the electronic check option. Be prepared to have your bank routing number and checking or savings account number. You may save this method for future payments.

- Payment by credit card:
 - (American Express, Discover, Mastercard and Visa)
 - If you choose to pay by credit card you will be assessed 2.95% on each payment by the creditor. Click to continue to Pay Path.
- Select the payment method
- Enter personal information
- Review details
- Submit payment
- Print receipt

To authorize another user (i.e. parent or guardian):

- Click "My Account"
- Click "Authorized Users"

Tax Information

To retrieve your 1098-T for the current tax year, log into your MWSU Goldlink account:

- Click on "Print your Official 1098-T"
- Click the "Accept Consent" button
- Click "View Statement" and select the appropriate year
- Download and print

NOTE: If a student social security number is not provided, a 1098-T form will not be available.

Official Transcript Requests

An official transcript can be ordered online through the National Student Clearinghouse at missouriwestern.edu/registrar/transcripts.

Cost and Payment:

\$10.00 per copy (undergraduate and graduate are considered separate copies)

A credit or debit card is required. Your credit or debit card is not charged until your transcript order has been processed, however, a hold may be placed on the funds according to your credit/debit card guidelines.

Transcript Types:

Select "Undergraduate" for ECA transcript. Selecting the wrong transcript type will cancel an order.

Transcript Hold:

Official transcripts may not be available if students have an existing balance with the University or a transcript hold. If a hold exists a message will display after personal information has been entered.

Verification and Information:

To verify a student record and to process an order, please have the following information:

- Student ID Number (G number) or Social Security Number
- Birthdate
- Attendance at Missouri Western prior to Summer 1985
- email address
- Mailing address
- Telephone number
- Signature (either electronic or on paper and sent to the National Student Clearinghouse)

Attachments:

Up to 2 attachments may be included with a transcript request. The format for the attachments must be PDF, DOC, DOCX, or PNG.

Hold for Grades:

ECA students should be aware that a university grade may be posted after a high school grade has been submitted. When ordering a transcript immediately after the conclusion of course(s), please use the "Hold for Grades" option to account for this time difference. Official transcripts may not be available if students have an existing balance with the University. Students with transcript holds will be notified via email and given 10 days to resolve the issue. After that time, orders may be canceled, and a new request is required to submit a transcript order.

Delivery Options and Time Frame:

- Mailed and Pick-Up transcripts
 - Processed within 2 business days.
- PDF and ETX (to another school who uses electronic transfer)
 - Processed within 24 hours.

Please note: The order retrieval link is valid for 30 days, and the pdf transcript itself will expire in 180 days. If electronic orders are printed, the word “copy” will display in the background.

Academic Policies and Information

Course Syllabus

A course syllabus shall be made available to students in each course no later than the second class session. It is recommended that the syllabus minimally contain the following: university name; school title; department title; course prefix, number and title; room, day and time of class or laboratory meetings; instructor's name, office room number, office phone number and office hours; required or recommended texts or other required materials; course objectives; tentative course outline (list of topics to be covered); University policy statement governing academic honesty (II.A. of the Policy Guide); attendance expectations and any excused absence guidelines; a statement concerning students with disabilities, such as “Students seeking accommodations must first provide documentation of needed accommodations to the Accessibility Resource Center (ARC) located in Eder 201. Once accommodations have been approved by the ARC, students are responsible for notifying their instructors of those accommodations. This should be done within the first two weeks of classes. Accommodations are not retroactive”; assignments and activities that will contribute to the course grade (tests, papers, projects, etc.); course grading policy and procedure, stated as definitively as possible.

Class Attendance

Missouri Western State University has the expectation that students should be active participants in their coursework. Regular class attendance is considered a key element of participation and an essential part of the educational experience. Specific attendance requirements for individual courses will be communicated through the course syllabus.

Course Evaluations

As with any university course, an end of course evaluation is required. Students are strongly encouraged to complete the confidential university course evaluation that is kept on record at MWSU. A link to complete the online evaluation will be emailed to students at their MWSU email accounts.

Instructor questions about evaluations may be directed to:

Matt Whipple

Instructional Designer

816-271-4210

mwhipple1@missouriwestern.edu

Grades and Grading Policies

Grades used in evaluating the work of students are as follows:

Level of Performance	Letter Grade	Quality Points Earned
Superior	A	4 per credit
Good (above average)	B	3 per credit
Average	C	2 per credit
Minimum (passing below average)	D	1 per credit
Failing	F	0 per credit
Incomplete (pending official grade)	I	0 per credit
Withdraw (no grade assessment)	W	0 per credit
Audit	AU	0 per credit
Credit	CR	0 per credit
No credit	U	0 per credit

Grade Point Averages (GPA)

Grade point averages are used to determine class standing and eligibility for graduation, the Dean's and President's Honor Lists, membership in honor societies, and select financial aid/scholarships. The grade point average (GPA) is a numerical ratio of credits and grade points received. The following are examples of the method of computing the grade-point average:

A student receiving 16 credits of B has earned 48 grade points. The GPA is $48 \div 16 = 3.0$.

A student receiving 16 credits of which 8 credits are B and 8 credits are C has earned 40 grade points. The GPA is $40 \div 16 = 2.5$.

Credits earned in courses in which a grade of CR is given are not included in the computation of the GPA. When a course is repeated, only the last grade is included in the calculation. Grades of I, W, U or AU do not represent credit earned and are not included in the computation of the GPA. When a grade of F is received, the credits are included in the computation of the GPA. Under the A/Cr/U option, a grade of A is the only grade which will be used in GPA and honors calculations.

The overall grade point average uses the same numerical ratio and includes all undergraduate credit earned at institutions accredited by the North Central Association or a similar regional agency.

Grade Appeal Process

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor delegated by this University. The grade appeal procedure is available for the review of allegedly capricious grading or clerical error by the instructor and not for the purpose of evaluating the student's academic excellence in any particular course. Capricious grading, as the term is used here, consists only of any of the following: the assignment of a grade to a particular student on some basis other than the performance in the course; the assignment of a grade to a particular student by resorting to more exacting or demanding standards than were applied to other students in the course; the assignment of a grade by a substantial departure from the instructor's previously announced standards.

Student Appeal Process

Step One: The student must discuss the course grade fully with the instructor of the course. This must be done no later than thirty (30) calendar days into the succeeding regular academic semester, beginning with the first day of classes.

Step Two: If the student desires to appeal the grade further, he or she may utilize the departmental/school grade appeal procedure. Every academic unit must have a set of grade appeal procedures which are to be made available to the student upon request; copies of those procedures are to be on file in the office of the relevant academic Dean and the Provost and Vice President for Academic Affairs. The challenge must be made in writing to the appropriate department chairperson/school dean. The appeal must be made no later than ten (10) calendar days after the aforementioned thirty (30) day deadline. The department chairperson/school dean shall notify the student, in writing, of the department's/school's decision within thirty (30) calendar days of receipt of the written appeal.

Step Three: If the appeal is not resolved at the departmental/school level, the student may appeal to the Academic Regulations and Standards Committee in accordance with its rules and regulations. This appeal must be made in writing no later than ten (10) calendar days after receipt of the departmental/school decision. The department will forward all pertinent documents to the committee. The committee will notify, in writing, the student, instructor, and department of its decision within thirty (30) calendar days of receipt of written appeal. The decision of the academic regulations and standards committee is final. The grade appeal process shall be completed within the semester succeeding the awarding of the original grade. It is the responsibility of the student to initiate the grade appeal process.

Academic Honesty Policy and Due Process

Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit for another's work, falsifying documents or academic records, or any other fraudulent classroom activity. Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from school. When a student's grade has been affected, violations of academic honesty will be reported to the Provost or the designated

representative. Violations of the Academic Honesty Policy include, but are not limited to, the following activities:

- Copying another person's work and claiming it as your own;
- Using the work of a group of students when the assignment requires individual work;
- Looking at or attempting to look at an examination before it is administered;
- Using materials during an examination that are not permitted;
- Allowing another student to take your exam for you;
- Intentionally impeding the academic work of others;
- Using any electronic device to transmit portions of questions or answers on an examination to other students;
- Using any electronic device to improperly store information for an exam;
- Knowingly furnishing false information to the university or its representatives;
- Assisting other students in any of the acts listed above.

Definition of Plagiarism

Plagiarism is a specific kind of academic dishonesty in which you take another's ideas or words and claim them as your own. When a student draws from someone else's work, the student must indicate the source of that material, whether repeating another's words, argument or thought. Paraphrasing another's words also requires a student to indicate the source of the material. This material must be clearly identified with appropriate citations. If these steps are not taken, a student's work may be considered plagiarized. Copying and pasting work that is not one's own for an assignment requires quotation marks and providing the source of that material. Writing that has been used for a student's previous assignment should be indicated as well.

Student Due Process Procedure

A student accused of academic dishonesty will first meet with the faculty member who made the allegation of academic dishonesty. If the faculty member decides academic dishonesty occurred, consequences could include giving the student a zero on the assignment, asking the student to rewrite the assignment, or failing the student in the course. If the student's grade is affected, the faculty member must file a MWSU Academic Honesty Violation Report.

If the student disagrees with the faculty member's decision, the student may submit a written appeal of that decision within ten (10) working days to the department chairperson and request a meeting with the department chairperson. The department chairperson will inform the faculty member that an appeal has been made, and the faculty member will have the option to submit a rebuttal form to address the student's appeal. In the event there is no assigned chairperson, the request should be made to the college or school dean. The chairperson's decision shall be provided in writing to the student and to the faculty member within thirty (30) calendar days of the chairperson's receipt of the written appeal.

If the student chooses to continue the appeal process, the appeal may be made within ten (10) working days to the Provost or designated representative to present the case to the Academic Regulations, Standards and Honesty Committee. The Provost or designated representative will present the case to the Academic Regulations, Standards and Honesty Committee within ten (10) working days of receipt of the appeal. If the appeal is made during the summer semester or intersession, it will be presented to the Committee within ten (10) working days from the beginning of the next regular academic semester. The Committee will base its decision on the written statements and evidence submitted by the student and the faculty member. The Committee's decision, which must be made within thirty (30) calendar days from the date on which the Committee receives the appeal, is final. The Committee will notify, in writing, the student and the faculty member of its decision.

If it is determined that no violation of academic honesty has occurred, the student's alleged violation will be removed from his or her record. Any student who has been found guilty of violating the academic honesty policy a second time will be reported by the Provost to the Dean of Students for disciplinary action.

Academic Probation and Suspension

Students are placed on academic probation if the overall grade point average (GPA) drops below 2.0. Students are placed on academic suspension if their overall GPA drops below the suspension GPA in the Table of Academic Standards which corresponds to the overall GPA hours, subject to the provisions listed below. To be placed on academic suspension a student:

- Must have been on academic probation or suspension during the previous semester (including Summer); and must have a term GPA lower than 2.0.

ECA students who are in jeopardy of academic probation may be encouraged to withdraw from their coursework. For additional information on academic suspension, including instructions on filing an appeal, please see the full MWSU Student Handbook at missouriwestern.edu/studentaffairs/

Table of Academic Standards

Overall GPA Hours*	Probation if Overall GPA is less than	Suspension if Overall GPA is less than
0-18	2.0	NA
19-30	2.0	1.50
31-45	2.0	1.60
46-60	2.0	1.70
61-75	2.0	1.80
76-90	2.0	1.90
91+	2.0	2.00

*Grades assigned as I, W, AU, CR or U are not included in GPA hours.

Preferred Name Policy

The Preferred Name Policy at Missouri Western State University allows students to change their first names in most university information systems without pursuing a legal name change. The University hopes to give students an empowering, safe and nondiscriminatory university experience. Reasons for name changes may include transgender or gender nonconforming identities, international students or other students who wish to adopt an English language name, students known by names that are different from their legal names, etc. You should feel empowered to be called by the first name of your choosing. Equally important, no student should feel pressure to take on an Anglicized name for acceptance or the convenience of others.

Students who indicate a preferred first name on their admissions application will automatically have it entered into the university system. Current students can update

their preferred first name by request to the Registrar's Office. Adding a preferred first name does not change a student's official name as a part of their educational record. Your official name is your legal name. The charts listed within this policy detail the student systems and documents where a legal name will be used and where a preferred first name will appear. (The preferred first name will appear either in addition to the legal first name or in place of the legal first name, depending on the system/ document.) This list is subject to change as new systems are added or replaced and may not contain all places where your preferred first name may appear.

Places Where Your Legal First Name Will Appear

- Enrollment/Degree Verification Financial Aid Records International I-20's
- Official Transcripts
- SEVIS (Immigration status reporting) Federal and State Agency reports Student Accounts
- Student ID Card
- Official NCAA Athletic Documents Directory Information Disclosures

Places Where Your Preferred First Name Will Appear

- Alumni/Foundation Database Gmail Display Name Network Login
- Goldlink Account Name
- Goldlink Student Information for Faculty, advisors and staff Canvas
- Online Student Directory
- Unofficial Transcripts through Goldlink University Communications

Note: Preferred Name Policy student misuse is subject to the Student Code of Conduct.

Disclaimer

Missouri Western State University will display preferred names to the University community where feasible and appropriate, and it will make a good faith effort to update the reports, documents and systems designated to use preferred names. Inappropriate use of the preferred name policy (including but not limited to avoiding legal obligation or misrepresentation) may be cause for denying use of preferred names. Missouri Western State University reserves the right to remove any preferred name that is deemed inappropriate. Questions regarding this preferred name policy may be directed to the Division of Student Affairs at 816-271-4432 or the Registrar's Office at 816-271-4211.

Student Services

ECA Student Privileges

Early College Academy students are considered MWSU students. They have the same rights and responsibilities as our undergraduate students. ECA students may obtain a student ID card, a parking permit, and take advantage of other resources such as the Center for Academic Support and the Library.

The Griffon Card

The Griffon Card is the official identification card for the students, faculty and staff at Missouri Western State University. It offers a convenient, easy and safe way to utilize campus services. Once you have received enrollment confirmation, you may obtain your ID card at the Parking and Security office located in Blum Union 201.

The Griffon Card provides:

- MWSU identification
- Access to MWSU facilities, including the Baker Family Fitness Center and the swimming pool.
- Access the MWSU Library
- Entrance to MWSU-sponsored events (such as sporting events, concerts, etc.)
- Discounts at many restaurants and retailers in the St. Joseph and Kansas City area.

For further information, please visit: missouriwestern.edu/policedepartment/idcards/

Center for Academic Support

The Center for Academic Support (CAS) provides students with quality academic assistance and educational resources to prepare them to become successful, efficient, and independent learners. Tutoring services are available on campus and virtually. The CAS provides services for all currently enrolled Missouri Western students, including ECA students, free of charge in both one-on-one and small-group settings. Students who take advantage of these services are as diverse a population as that of the entire student body, including students with high GPAs who wish to maintain them, students with lower GPAs who wish to improve them, and everyone else in between. For additional information about the CAS visit: missouriwestern.edu/cas/

Academic Advising

One of the fundamental goals of the Early College Academy is to help students get a head start on their college education by enrolling in the appropriate classes for their chosen college, major or career. Advisors are available for individual advisement meetings by phone, zoom or in person. High schools may allow for routine individual advising office hours at the school. Students are encouraged to contact ECA for assistance.

TBA, ECA Director
Popplewell 203
816-271-4109
eca@missouriwestern.edu

ECA Assistant & Advisor, Janel Coulson
Popplewell 109
816-271-4121
eca@missouriwestern.edu

Early Intervention

The Early Intervention process is designed to assist instructors with contacting students who may be struggling in a class, to report attendance issues, conduct/discipline issues, or if a student is struggling overall and needs to be connected to resources. When an Early Intervention report is submitted by an instructor, a notification is sent to an ECA Academic Advisor to reach out to the student and copy the instructor on the correspondence.

Griffon Testing Services

The Griffon Testing Center provides accommodated testing to include:

- Extended testing time
- Distraction-reduced environments
- Use of adaptive computer software

The General Testing Center conducts general testing to include:

- Proctored Exams
 - Make-Ups
 - Credit by Exam (Test- Outs)
 - Remote Exams
- Standardized Testing
 - ACT On-Campus™

- College-Level Examination Program® (CLEP) For information about Testing Services visit: missouriwestern.edu/mwsu-testing-centers

Library

ECA students are encouraged to take advantage of the MWSU Library. With a MWSU student ID card, students may check out books and access online resources, including a quick tutorial on the HIS 140/150 book report assignment. Students may also request assistance from the MWSU Library staff. For further information on the MWSU Library, please visit missouriwestern.edu/library/. Students are responsible for fees assessed due to unreturned books.

Bookstore

The Barnes & Noble bookstore, located on the MWSU campus in Hearn Center, is the official Missouri Western State University bookstore. In most cases, the Early College Academy will loan textbooks to ECA students at no charge; however, students are responsible for damage(s) or replacement cost(s). Some courses may require the purchase of e-books or other online materials. When e-books and online materials are not reusable, students are responsible for purchasing those materials. For University Flex courses, students are responsible for purchasing required textbooks and materials. Students can obtain information on required course materials through the MWSU Barnes and Noble bookstore. The materials may be purchased at the store on campus or through the Barnes and Noble website at missouriwestern.bncollege.com

Police Department

The University Police Department is located in Blum Union 201 and is responsible for parking, security, student ID cards, emergency preparedness and safety. Parking on the MWSU campus requires an authorized permit. Visit the MWSU Police Department website at missouriwestern.edu/policedepartment/ to register your vehicle.

Lost and Found

The lost and found office is located in Blum Union 228. Additional information can be found at missouriwestern.edu/saem/lost-found/. To inquire about a lost item, please email deanofstudents@missouriwestern.edu or call 816-271-4432.

Recreation Services

The use of the facilities require a valid MWSU ID (Griffon card). More information can be found at missouriwestern.edu/recreation-services/. The MWSU facility services include:

- Baker Family Fitness Center
 - The Fitness Center is open to students with an ID and immediate family or one guest. Individuals 16 and older with a valid ID will be allowed to use the facility without parental supervision. All guests of students, faculty or staff must bring a photo ID. The Fitness Center will be accessible to all members at all times.
- Arena and Gymnasium (MO Looney Fieldhouse)
 - During free time recreation, the facilities are open to MWSU students with a valid Griffon card and immediate family or one guest. Operation hours may vary because of classes, athletics, special events, etc.
- Swimming Pool (MO Looney Fieldhouse)
 - The swimming pool is open to students with a valid Griffon card and immediate family or one guest.
- Racquetball Courts (MO Looney Fieldhouse)
 - Racquetball courts are open to students with a valid Griffon card and immediate family or one guest.

Equipment Check Out and Rental Program

MWSU has a variety of equipment that can be checked out for use while you are in the facilities. Equipment check out is open to students with a valid Griffon card and immediate family or one guest. Equipment Rental is open to students with a valid Griffon card and may be checked out overnight or up to one week at a time.

Appendix A: CORE 42 and General Studies Completion

CORE 42

CORE 42 is a framework of general education that became effective in the 2018-2019 academic year at all Missouri public two-and four-year institutions of higher education. The goal of the CORE 42 is to facilitate the seamless transfer of academic credits. The completion of the CORE 42 at any public institution of higher education will transfer to every other public institution of higher education in the state and substitute for the receiving institution's general education requirement. Individual courses that comprise the CORE 42 are guaranteed to transfer one-to-one among all public (and participating independent) colleges and universities in Missouri. While early college coursework is not part of CORE 42, most courses should transfer as equivalents and would become part of CORE 42 upon transfer from the matriculated school after completion of 12 hours at that school.

Please note that the Early College Academy student is responsible for verifying course transfer equivalencies.

General Studies Completion

ECA students have the opportunity to complete general studies coursework while still in high school. Please see the general studies requirements at MWSU. ECA students should contact an ECA advisor for assistance in selecting the appropriate general studies ECA coursework to efficiently complete their education/career goals.

For assistance with determining transfer equivalencies or general studies requirements please contact:

TBA

ECA Director

816-271-4109

eca@missouriwestern.edu

Category ONE: Basic Skills			
Select one course from each of the following groups			
Group A	Title	Credit Hours	Prerequisite(s)
MAT110	Contemporary Problem Solving	3	Math ACT score of 22
MAT110E	Contemporary Problem Solving + Lab	4	Math ACT score of 18
MAT111	Introductory Statistics	3	Math ACT score of 22
MAT111E	Introductory Statistics + Lab	4	Math ACT score of 18
MAT112	Finite Mathematics	3	Math ACT score of 22
MAT116	College Algebra	3	ACT math score of 22 OR passing score on the Math Placement Examination OR grade of C or higher in MAT 110 or higher.
MAT147	Applied Calculus	5	Math ACT score of 25 OR grade of C or better in MAT116
MAT167	Calculus/Analytic Geometry I	5	Math ACT score of 25 OR grade of C or better in MAT116 and MAT119
Group B			
ENG104 AND	College Writing & Rhetoric	3	English and Reading ACT scores of 18 each English ACT score of 18 OR a passing score on the Writing Placement Exam OR a 6 semester overall GPA of 2.7 or higher on a 4.0 scale
ENG108	College Writing & Research	3	Grade of C or better in ENG104
Group C			
COM104	Oral Communication	3	
Category TWO: Natural Sciences			
7 credit hours minimum from at least 2 disciplines, including one course with a lab component			
Astronomy:			
PHY104	Intro to Astronomy + Lab	4	
Biology:			
BIO101	Principles of Biology + Lab	4	
Chemistry:			
CHE101	Introductory Chemistry + Lab	4	
CHE111	General Chemistry I + Lab	5	Math ACT score of 22 or grade of C or higher in MAT110 or higher, or passing score on the MPE.
Geography:			
GEO160	Physical Geography + Lab	4	

Geology:			
EXC111	Physical Geology + Lab	4	
Physics:			
PHY110	College Physics I + Lab	4	Grade of C or better in MAT116 (College Algebra)
Category THREE: Social & Behavioral Sciences			
9 credit hours minimum from at least 2 disciplines, including at least one Civics course			
Civics:			
HIS 140	American History to 1865	3	
HIS150	American History from 1865	3	
PSC101	American National Government	3	
Criminal Justice:			
CRJ100	Introduction to Criminal Justice	3	
Economics:			
ECO101	Current Issues in the Economy	3	
ECO260	Principles of Macroeconomics	3	
ECO261	Principles of Microeconomics	3	
Geography:			
GEO100	World Geography	3	
Psychology:			
PSY101	General Psychology	3	
PSY240	Life-Span Developmental Psychology	3	Grade of C or better in PSY101 (General Psychology)
Sociology:			
SOC110	Introduction to Sociology	3	
Category FOUR: Humanities and Fine Arts			
9 credit hours minimum from at least 2 disciplines			
Art:			
ART100	Introduction to Art	3	
ART205	Survey of Art History I	3	
ART255	Survey of Art History II	3	
Civilization:			
HIS200	Ancient & Medieval Civilization	3	

HIS210	Early Modern Europe	3	
HIS230	Modern Europe: 1789 to the Present	3	
Film:			
CIN100	Introduction to Film	3	
Language:			
FRE100	Elementary French I	3	
FRE101	Elementary French II	3	A grade of C or higher in FRE101
SPA100	Elementary Spanish I	3	
SPA101	Elementary Spanish II	3	A grade of C or higher in SPA101
Literature:			
ENG210	Approaches to Literature	3	
Music:			
MUS101	Perspectives in Music	3	
Philosophy:			
PHL210	Introduction to Philosophy	3	
PHL230	Ethics	3	
PHL231	Healthcare Ethics	3	
PHL232	Business Ethics	3	
Religion:			
REL150	Religions of the World	3	
Theatre:			
THR113	Introduction to Theatre	3	
Additional Hours	Total Credit Hours	42	
5 additional credit hours from courses listed above in order to meet the minimum 42 credit hour requirement. Credit hours from the above areas that exceed the minimum requirement can count in the Additional Hours.			
Performance: A limit of 3 credit hours of Performance courses can be applied to the Humanities and Fine Arts Knowledge Area and to the total CORE 42			

Appendix B: Campus Map

