# Baker University Concurrent Credit Program Handbook (2023-2024)



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## **Contact Information**

If you have questions about Baker University's Concurrent Credit Program, please contact any of the following individuals:

>	Your high scho	ol counselor:
	Name:	
	Phone:	
	Email:	

**Course Credit and Enrollment Concerns:** 

**Candi Stewart** 

Concurrent Credit Programs Director 913.344.6013 Candi.Stewart@bakerU.edu **Payment Questions and Concerns:** 

**Jennifer Murry** 

Accounts Receivable / Student Accounts Coordinator 913.344.6055 Jennifer.Murry@bakeru.edu

# Baker University Mission, Vision & Purpose, Values

### Mission

Baker University is committed to assuring student learning, and developing confident, competent, and responsible contributors to society.

## Vision & Purpose

Baker University is a premier private university with a tradition of academic excellence and student engagement in a respectful, inviting, and values-based learning community. The faculty provides creative, student-focused learning experiences that challenge students to analyze issues with depth and clarity. Students fully engage in their learning; connect with peers, faculty, and staff; and develop lifelong relationships with diverse groups of people. Graduates realize their potential to become confident, competent contributors to society.

### **Values**

In the tradition of our United Methodist heritage, these are Baker University's values:

- Student learning and academic excellence. We provide quality learning environments promoting intellectual, professional and personal development resulting in lifelong learning.
- Critical thinking, inquiry and freedom of expression. We challenge all participants to think critically using open inquiry and freedom of expression
- Connections. We promote a community of belonging and Baker family connections, which results in lifelong associations.
- Integrating learning with faith and values. We expect all participants to be open to questions of faith and values as part of intellectual inquiry in the United Methodist tradition. In particular, we expect personal and professional responsibility that is based on high standards of ethical conduct.
- Inclusiveness. We embrace diversity of community, thought, and expression.
- Service to the community. We address the civic, social, health, and environmental needs of our global community.

# Baker Concurrent Credit Program FAQs

Concurrent credit classes are college level courses taken by qualified high school students that count as credit for both high school graduation requirements and college degree programs. Students accepted for enrollment in the concurrent credit program must have:

- Appropriate academic qualifications
- A high level of motivation
- Adequate time to devote to studying

#### **?** What is concurrent credit?

Concurrent credit is a term used to indicate coursework that fulfills requirements within both the high school, where the course is completed, and a cooperating university, where college credit is awarded. Specifically, Baker University offers college credit for courses that occur in our partner high schools. Partner high schools work with Baker University to gain approval for particular instructors and courses within their school. Baker faculty foster an ongoing supportive relationship with the highly qualified high school instructors.

VIRTUAL CONCURRENT CREDIT - Baker offers Virtual Concurrent Credit courses through a partnership with TEL Education. Courses are online, self-paced, and taught by highly qualified college instructors. These courses are offered to high school students attending a traditional high school, virtual schools or students who are homeschooled. Enrollment dates are different from courses that are taught by high school instructors so be sure to review the Enrollment Guide and Enrollment and Refund Calendar for specific dates.

### **?** Who can enroll for concurrent credit?

Students from a partner high school district who are in an approved concurrent credit class and have a cumulative high school GPA of 3.0 or higher are eligible to earn Baker University credit through in-school concurrent credit courses. Eligible students will have their GPA confirmed through their high school counselor. Students who are homeschooled or attending a partner virtual school can also enroll in virtual concurrent credit courses.

# **?** Which school districts currently have agreements with Baker University to offer concurrent credit classes?

The Basehor-Linwood, Blue Valley, DeSoto, Olathe, Piper, and Shawnee Mission school districts, St. James Academy, and Veritas Christian School currently have agreements to offer concurrent credit classes through Baker in district high schools. However, concurrent credit course availability varies by school within each district. A complete listing of courses offered in each school is listed on pages 15-17.

In addition, through agreements with Basehor-Linwood, Blue Valley, Eudora High School, Eudora Virtual Learning, Hoxie Community Schools, Insight School of Kansas, Piper, Shawnee Mission, Lansing High School, Lawrence Virtual School, and St. James Academy, high school students can enroll in a variety of virtual concurrent credit courses through Baker University (see page 17). Homeschool students can also enroll in any of these

courses to earn college credit. All virtual courses are taught by qualified university faculty meeting the qualifications outlined by the High Learning Commission (*Exception*—There are several online courses offered through Blue Valley Schools for Blue Valley students only in which qualified high school instructors teach the online courses). All virtual courses are self-paced over a semester-long, 16-week period and completed through an online learning system.

# What is the difference between concurrent credit classes and Advanced Placement courses?

Students enrolled in concurrent credit courses offered by Baker University earn actual college credit by successfully completing these courses. These courses can be transferred to other public and private colleges and universities upon approval by the receiving institution.

Advanced Placement courses are special sections of high school courses designated by the high school to prepare students for national Advanced Placement tests. Students may earn college credits for these courses that are recognized at colleges and universities across the country based upon their scores on these tests. Generally, students must earn scores of at least 3 and often higher, (on a scale of 1 to 5) on these national exams to earn college credit.

- **?** Can enrollment in concurrent credit courses take place at any time?

  No. Each semester there is a deadline stipulated in the schedule of concurrent credit courses. Students must enroll and pay tuition by the deadlines each semester. There is a different enrollment window for courses taken with the high school instructors and those which are virtual courses. See the Enrollment Guide for enrollment window for high school instructor courses and virtual courses.
- **?** Can I pay for concurrent credit courses with my 529 College Savings Plan? Yes, concurrent credit from Baker is a reimbursable college expense. You will need a receipt of payment which is available in the student portal or from the Baker business office. Contact: Jennifer Murray at Jennifer.Murry@bakeru.edu or 913.344.6055.

## **?** How are concurrent credit final grades recorded?

Final grades for concurrent credit courses will be reflected on both the student's high school transcript and on Baker's permanent record. Because concurrent credit coursework becomes a permanent part of the student's college transcript, it is important for students to fully apply themselves in these courses. The grades earned under concurrent credit are permanent and cannot be removed from a student's academic record.

The grade posted for the high school transcript will be posted using the title of the high school course. The grade posted for Baker University will be posted using the title of the Baker course. For example, AP Psychology would be the high school course listed on the high school transcript, but it would appear as PY111 General Psychology on the Baker transcript. Additionally, students should be aware that while the high school may weight an AP course, weighted grading will not be reflected on a Baker course transcript.

# **?** Will the credits I earn transfer to colleges and universities other than Baker University?

Because students will attend colleges and universities throughout the country, it is impossible to provide an unqualified "yes" because the acceptance of transfer credit lies within the domain of the receiving institution. In general, because Baker University is a fully accredited four-year institution, our courses are generally accepted by other universities. However, students should check the individual university's policy on transfer of credit, and discuss transfer credits with their academic advisor or registrar's office.

Baker University will provide a transcript showing the equivalent Baker course title and credit earned upon request by the student and payment of \$13. (Follow this link for the transcript request page.) It is important that students, upon graduation from high school, request that Baker University send an official transcript to the institution students plan to attend, because the official transcript is the only way a receiving institution can determine the transferability of the credit. If an institution has questions regarding the Baker course completed, the academic dean is able to provide a course syllabus to assist the institution in determining transferability of the credit.

# **?** Will my concurrent credit grades be figured into my GPA by the college or university I attend?

The inclusion of grades from Baker course(s) for GPA purposes is within the authority of the receiving institution. For students who subsequently attend Baker University, concurrent credit grades are figured into their Baker GPA.

# **?** What qualifications must a concurrent credit instructor meet in order to offer concurrent credit courses through Baker University?

Baker University and the Higher Learning Commission requires concurrent credit instructors to have a minimum of a master's degree that includes substantial study appropriate to the academic field in which they are teaching. Approval of specific courses and respective concurrent credit instructors are based upon teacher credentials and administrative recommendations.

# **What are some of the benefits of enrolling in a concurrent credit course?**Benefits for participating in the program vary from student to student. Some benefits include:

- ★ Academic experience with college-level work while receiving support from a high school teacher.
- ★ Students taking 1-2 college course while still in high school benefit from higher success rates in college when exposed to the rigor of college coursework while in high school.
- ★ Jumpstart entry-level general education, elective, or career and technical college credit work.
- ★ Access to Baker University (university professors work with high school instructors, library resources, university news, onsite visitations).
- ★ Learning about and experiencing university student responsibilities.
- ★ Affordable, transferable university credit: The 2023-24 tuition rate for concurrent credit is \$118 per credit hour.

\* Access to a Baker CCP scholarship fund (\$64,000 or up to \$16,000 each year for four years), should the student become a full-time degree-seeking student after high school graduation.

# I live nearby. May I take courses from Baker on site as a high school student, even if my high school does not offer concurrent credit?

Area high school students who have received permission from their high school principal or guidance counselor may enroll as non-degree-seeking students in the College of Arts and Sciences or School of Education. Students may enroll on a space-available basis for one course per semester and summer sessions. All coursework will be recorded on an official Baker University transcript. The fee is the same discounted rate of \$118 per credit hour as concurrent credit courses. Since this on-campus coursework does not fall within the domain of the concurrent credit program, please contact the registrar's office for enrollment assistance.

## **Enrollment Information**

## Eligibility

Qualifying high school students who are in an approved concurrent credit class and have a cumulative GPA of 3.0 or higher are eligible to earn Baker University credit. A student's readiness for concurrent credit courses will be determined by the quality of the student's academic record and by high school staff recommendation. There is no advance application process through Baker prior to course registration.

## Registration and Enrollment

#### Step 1: High School Counselor Visit

Visit your high school counselor to find out what concurrent credit courses are available or approved by your high school. Ask your counselor for your current GPA in order to make sure you meet the minimum GPA requirement of 3.00.

### Step 2: Review the Concurrent Credit Program (CCP) Handbook

Review of this handbook should answer most questions you and/or your parents may have about the program. It contains *Schedules and Deadlines* as well as the *Student/Parent Consent* information you are asked to read and agree upon when you register.

#### Step 3: Complete the Concurrent Credit Online Registration Form

Visit the Concurrent Credit Partnership page on the Baker University website, then click "Enroll Online." (<a href="https://www.bakeru.edu/concurrent-credit/">https://www.bakeru.edu/concurrent-credit/</a>) If you are unable to access the Internet, alternative enrollment forms are available from your high school counselor. (See *Schedules and Deadlines* for specific details about registration availability.)

#### Step 4: Retain Copies for Your Records

Be sure to retain copies of your registration confirmation received via email, for your records.

## Tuition/Payment Procedures

Tuition payment is due at the time of registration; registration cannot be completed until the payment is made. Tuition cost for Concurrent Credit courses is \$118 per Baker credit hour (i.e., 3 Baker credit hours x \$118 = \$354; 4 Baker credit hours X \$118 = \$472). All tuition payments will occur online via our secure registration form.

While some courses at the high school level are yearlong courses such as Economics, Latin, and AP US History, these courses are two Baker courses. If the student is interested in college credit for the entire school year, the student must enroll in courses in both the fall and the spring. Students will receive grades on the Baker transcript for both semesters.

Likewise, there are some courses at the high school level that run a full year such as AP Psychology and Physics; however, these are semester-long classes at Baker. In this case, the student will enroll in the fall and pay tuition. Final grades will be reported on student's transcript at the end of the spring semester only.

All virtual courses taught by college instructors are one semester in length.

## Student and Parent/Guardian Consent Section

This information must be read and agreed to as a condition of enrollment in the Baker University concurrent credit program.

Baker University is pleased you/your student will be participating in the Concurrent Credit Program. Baker University's Concurrent Credit Partnership allows qualifying high school students in partner districts to experience college-level coursework and to earn Baker University credit while still in high school. Qualifying high school students who are in an approved Concurrent Credit Class and have a cumulative GPA of 3.0 or higher are eligible to enroll for Baker University credit. Enrollment in this program increases the student's level of responsibility.

<u>Please read and mark this document as read on the student's application to demonstrate your understanding and acceptance of this responsibility. No other action is needed.</u>

### Consent

- If approved via GPA verification with my school counselor, I will be enrolled as a non-degree student at Baker University.
- Courses will be more academically challenging than traditional high school courses. The
  grade(s) received for the concurrent credit course(s) will become a permanent part of my
  Baker University transcript.
- It is my responsibility to ensure the course(s) taken are transferable to the college/university that I will be attending after high school graduation.
- I am responsible for transcript requests. The Baker University Transcript Request Form is available at <a href="https://www.bakeru.edu/transcript">www.bakeru.edu/transcript</a>
- There are costs associated with taking concurrent credit courses from Baker University. I am responsible for tuition costs.

- It is my responsibility to notify Baker University if I withdraw from the course at any time during the semester. Failure to drop/withdraw from a Baker course following established deadlines, policies and procedures may result in a failing grade for the course.
- Baker University adheres to the requirements of the Family Education Rights and Privacy Act (FERPA). Under the law, education rights are transferred to any student, regardless of age, who enrolls in a higher education course.
- Once enrolled in the program, I will be considered a Baker University student and all Baker University policies affecting students will apply.

## Schedules and Deadlines

## Enrollment Dates for 2023-24:

#### **FALL 2023 (Virtual Courses offered through college instructors)**

- Enrollment Begins: Monday, May 1, 2023
- \*Appeal Deadline: Friday, August 25, 2023
- Fall Enrollment Deadline: Friday, September 1, 2023
- Classes Begin: On first day of classes in the attending district or as soon as the student enrolls (Once students enroll, they will have access to courses beginning on Monday, August 14, 2023).

#### FALL 2023 (Fall and Full-Year Courses offered through high school instructors)

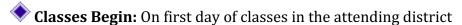
- Enrollment Begins: Monday, August 14, 2023
- 💎 \*Appeal Deadline: Friday, September 1, 2023
- Fall Enrollment Deadline: Friday, September 8, 2023
- Classes Begin: On first day of classes in the attending district

### **SPRING 2024 (Virtual Courses offered through college instructors)**

- Enrollment Begins: Friday, December 1, 2023
- \*Appeal Deadline: Friday, January 12, 2024
- 💎 Spring Enrollment Deadline: Friday, January 19, 2024
- Classes Begin: On first day of classes in the attending district or as soon as the student enrolls (Once students enroll, they will have access to courses beginning on Friday, January 5, 2024).

### SPRING 2024 (Spring Courses offered through high school instructors)

- 💎 Enrollment Begins: Friday, January 5, 2024
- 🔷 \*Appeal Deadline: Friday, January 26, 2024
- 👽 Spring Enrollment Deadline: Friday, February 2, 2024



\*If you have a **GPA no less than 2.5**, you may submit an appeal to Baker and we will consider your case for concurrent credit enrollment. Students will request the GPA Appeal Form through their high school counselor. Please be thorough in completing this form. The appeal form will be submitted to Baker by the school counselor upon completion. The Baker concurrent credit coordinator must receive this appeal by the appeal deadline.

## Drop/Withdraw Deadlines

	Fall	Full Year	Spring
Last day to drop <i>without</i> a "W" recorded on transcript	Friday,	Wednesday,	Wednesday,
	September 29,	March 6,	March 6,
	2023	2024	2024
Last day to withdraw <b>with</b> a "W" on transcript	Tuesday,	Friday,	Friday,
	November 21,	April 26,	April 26,
	2023	2024	2024

## Refund Schedule

In order to apply for a refund, a student *must* submit a change of enrollment form to Baker University. This change of enrollment form requires student and counselor signatures (See *Drop/Withdrawal Process*, following). The **Change of Enrollment form** can be accessed at: <a href="https://www.bakeru.edu/concurrent-credit/">https://www.bakeru.edu/concurrent-credit/</a>

If a student withdraws from Baker University or decreases hours after classes begin, applicable credits for tuition will be computed according to the following schedule based upon the "last date of attendance" as determined by the Office of the Registrar.

The following percentages apply based on the Baker 2023-24 academic calendar:

- \*First day of Baker CCP Fall classes: August 2023 (or attending district start date)
- \*First day of Baker CCP Spring classes: January 2024 (or attending district start date

#### **Tuition refunds for Courses:**

The following refund dates will be used for <u>all</u> high schools in each partner district:

Prior to and including the first day of class	100% refund
After first day of class up to and including the 5th day of class	90% refund
After the 6th day of class up to and including the 10th day of class	75% refund
After the 10th day of class up to and including the 15th day of class	50% refund
After the 15th day of class up to and including the 20th day of class	25% refund
After 20th day of class	NO REFUND

<sup>\*</sup>High School start dates may be slightly different for each partner district.

## Drop/Withdrawal Process

All requests for schedule changes, withdrawals, transcripts or payment plans must be sent directly to the appropriate Baker University personnel. A student may drop a Baker University concurrent credit course up to four (4) weeks after the start of the term and no record will be noted on the transcript. The deadline to withdraw from a Baker University concurrent credit course will be eleven (11) weeks after the start of the term with a "W" reflected on the student's transcript.

<u>IMPORTANT NOTICE</u>: Students must submit a request to drop/withdraw or reduce their course load in writing. This can be accomplished using the **Baker University Concurrent Credit**Change of Enrollment form. The form can be accessed at: <a href="https://www.bakeru.edu/concurrent-credit/">https://www.bakeru.edu/concurrent-credit/</a>

The signature of the student and student's high school counselor is required.

Email to: <u>Candi.Stewart@BakerU.edu</u> or mail to the following address:

Office of the Registrar Baker University P.O. Box 65 Baldwin City, KS 66006 OR fax it to 785-594-4521

Determination of the student's "last date of attendance" will be set by the Office of Registrar. Typically, the date is based on the receipt date of the Change of Enrollment Form.

## Student Portal Access

Three to five business days after a student has completed the online registration form and has been enrolled, the IT Department will email the student their Baker Portal account information. The Baker portal allows the student to monitor schedules, grades and credits, download receipts, and access tax records.

My Baker Portal provides a secure environment where you can:

- Access sensitive information regarding your account
- Access frequently used forms and documents
- Use Baker resources and tools

You may access the Baker Portal here: <a href="https://my.bakeru.edu/">https://my.bakeru.edu/</a> Click "Login," then, "Student Portal Homepage."

For more help in using the student portal, visit this help-page: <a href="https://www.bakeru.edu/portal-help/">https://www.bakeru.edu/portal-help/</a>

## **Grade Information**

#### Records

Concurrent credit students are beginning their official college transcript. Grades earned in concurrent credit courses will be part of the student's academic record throughout his/her college career.

## Grades

Baker University uses a straight letter grade system for concurrent credit courses; plus and minus grades are not given. The only grades available to the instructor are A, B, C, D and F, with the exception of a Pass/No Credit for the Education Practicum (ED 244) course. A grade of "incomplete" is not an option for concurrent credit courses. Students should contact their school counselor in the case of exceptional circumstances.

## Transcript Information

Grades and credits will be recorded on the Baker University permanent record. To obtain a transcript, you must submit a signed transcript request form. *Online payment alone does not serve as a transcript request.* Students will need to:

- ✓ Go to <a href="www.bakeru.edu/transcript">www.bakeru.edu/transcript</a>. Click "Request a Baker Transcript."
- ✓ Complete the Transcript Request Form
- ✓ Pay the fee of \$13 for each transcript. Secure payment may be made online.
- ✓ Processing of transcript requests should not be initiated prior to posting of grades.
- ✓ Please allow at least four business days for processing.

If you have concerns regarding transcript data, contact the Office of the Registrar at 785.594.8318 or records@bakerU.edu.

## Course Expectations if High Schools Move to Online Teaching:

Baker University, along with colleges and universities in 19 states, is accredited by the Higher Learning Commission (HLC) and must adhere to the practices and policies as outlined by HLC. In the event that all concurrent credit course content needs to move to an online format, students enrolled in Baker CCP courses must continue to receive the instruction necessary to meet the learning outcomes as listed in the course syllabus. High school students enrolled in CCP courses must demonstrate learning comparable to what is expected of other Baker University undergraduate students. Final grading will be based on each student's performance on all course objectives at the end of each semester. If CCP courses are moved to an online format, deadlines for

student withdrawal from CCP courses may be altered at the discretion of the Baker University Registrar's Office.

## Student Information

#### **FERPA Notification**

Baker University maintains compliance with the **Family Educational Rights and Privacy Act (FERPA)** of 1974 (as amended). FERPA defines educational requirements which are designed to protect the privacy of students concerning their records maintained by Baker University. Once a high school student enrolls in college coursework, regardless of the student's age, FERPA Rights transfer from the parents to the student.

FERPA accords students certain rights with respect to their education records. They are:

- The right to inspect and review their records.
- The right to request the amendment of their education records to ensure that they are not inaccurate, misleading, or otherwise in violation of privacy or other rights.
- The right to consent to disclosure of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

Complaints may be addressed to:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue SW Washington, D.C. 20202-5920

All requests to release, inspect, or review education records or to petition to amend education records should be made in writing to:

Ms. Ramie Nation University Registrar Baker University P.O. Box 65 Baldwin City, KS 66006-0065

Education records may be disclosed without prior written consent to school officials having a legitimate educational interest. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee (such as a disciplinary or grievance board); or a student engaged

in a teaching assistantship learning experience. A school official has a legitimate educational interest if the official needs to review an education record in order to perform a task that is his or her professional responsibility, related to a student's education, related to the discipline of a student, or necessary for supportive service to the student. Determination of legitimate educational interest will be made by the University Registrar. Education records may also be disclosed without prior written consent of students in order to comply with a judicial order or subpoena, and to various federal, state, and local authorities as outlined in the FERPA and Patriot Act statutes.

## Release of Directory Information

Baker University hereby gives notice that it has designated the following categories of personally identifiable information as "directory information" under the Family Educational Rights and Privacy Act (FERPA) of 1974 (as amended). This information can be released without the prior consent of students as permitted by law. Under the terms of FERPA, Baker University defines directory information as follows:

- Name
- Date of birth
- Permanent address and telephone number
- Baker email address
- Dates of attendance

- Enrollment Status
- Class level
- Major area(s) of study
- Academic honors and awards
- Degree(s) conferred (including dates)

In order to request that your directory information not be made available to the public (including friends, family, and current or potential employers), a signed form must be submitted to the Office of the Registrar. All inquiries regarding this policy should be directed to the University Registrar (785-594-4530 or records@bakeru.edu).

# Student Responsibilities

## Standards of Conduct

Students are expected to meet the conduct requirements of the facility in which the course is being held. Each student assumes an obligation to act according to generally accepted standards of responsible adult behavior, which include respect for other students and other members of the learning community.

Baker University is committed to assuring **student learning** and developing **confident**, **competent**, and **responsible** contributors to society (Mission Statement). Baker seeks to achieve these goals through a sound educational program and policies governing student conduct that contribute to and encourage independent and mature decision-making. Policies governing behavior within the University community reflect its commitment to serve the personal and educational interests of its students.

At Baker University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. Standards addressed include, but are not limited to:

Academic misconduct includes but is not confined to plagiarizing; cheating on assignment and assessments; turning in counterfeit reports, tests, and papers; stealing of tests and other academic material; knowingly falsifying academic records or documents; and turning in the same work to more than one class. Students and instructors alike must recognize that none of the procedures set forth in this document operate to the exclusion of civil or criminal litigation. Likewise, no definitions in this document supersede any parties concerned to resolve the contested issues without the necessity for recourse to the law in a manner that protects the rights of the individuals involved.

**Plagiarism** is the intentional or unintentional failure to accurately attribute ideas, words, works, data, or solutions to the source of that information. Plagiarism includes paraphrasing without acknowledging the source from which that information is paraphrased. Failure to cite direct quotes or paraphrasing in which the basic sentence structure, phraseology, and unique language remain the same constitutes plagiarism, as does failure to acknowledge unique, unusual, or new ideas or facts that are not the product of one's own investigation or creativity. It is the candidate's responsibility to seek guidance from approved writing standards (APA). Plagiarism constitutes academic misconduct.

**Cheating** includes possession, use, or receipt of unauthorized aids or assistance. Notes, charts, books, and electronic devices used in an assignment or assessment, but not specifically allowed by the examiner, constitutes cheating. Visually, verbally, or electronically receiving or distributing information before, during, or after an assignment or assessment is also cheating.

**Counterfeit work** includes work submitted as one's own that was created, researched, or produced by someone else. Submission of the work of another person, joint work as if that work was solely one's own, or production of work to be submitted in the name of another person are all forms of counterfeit work.

**Theft** includes use or circulation of assignments or assessments, or answer sheets specifically prepared for use in a given course is academic misconduct.

**Falsification** of data or creation of false data by instructors or candidates in research or experimental procedures is academic misconduct. The falsification, alteration, misuse, or procurement of University documents, academic records, or identification, by knowingly or improperly changing transcripts, grade sheets, or documents is academic misconduct.

**Unauthorized reuse** of work or the turning in of the same work to more than one course is academic misconduct.

### Attendance

Baker University students are expected to attend all classes. Instructors are expected to create and provide students with a written policy in the course syllabus regarding missed classes and

any penalties for excessive absences. Concurrent Credit program students are expected to meet the attendance requirements detailed in their course(s).		

# 2023-24 Baker Concurrent Credit Courses

(Check with your counselor for availability at your high school)

Baker Course	High School Course	Credit Hours
BI120 – Human Ecology	AP Environment Science	4
BI151 - Intro to Molecular/Cellular Biology	AP Biology	4
BI246 – Human Anatomy and Physiology	Anatomy and Physiology	4
BS105 – Intro to Global Business	Business & Global Economics	3
CH137 – General Chemistry I	AP Chemistry	4
CO115 – Intro to Communication Studies	Communications/Public Speaking	3
CS175 – Intro to Computing	Computer Science	4
EC242 – Principles of Economics: Micro	AP Micro Economics	3
EC243 – Principles of Economics: Macro	AP Macroeconomics	3
ED243 – Intro to Education	Teacher Ed Foundations	3
ED244 – Education Field Practicum	Teacher Ed Internship	1
ED265 – Technology for Teachers	Educational Technology	1
EX244 - Essentials of Sports Medicine	Sports Medicine	3
HI127 – History of the US to 1877	AP US History - Fall	3
HI128 – History of the US Since 1877	AP US History - Spring	3
IN101 – Into to International Studies	International Relations	3
LN101 – Latin I	Latin Honors IV - Fall	3
LN102 – Latin II	Latin Honors IV - Spring	3
MA145 – College Algebra	College Algebra	3
MA146 – Trigonometry (Fall Semester Only)	Trigonometry	2
MA221 – Statistics I	AP Statistics	3
PC125 – Intro to Physics	AP Physics	4
PC126 – Intro to Physics II	AP Physics II	4

PS115 – Intro to American Politics	AP American Government	3
PY111 – General Psychology	AP Psychology	3

# 2023-24 CCP Courses Taught by High School Teachers

School	Course	Hours	Semester
	BS105 Intro to Global Business (Graham)	3	Fall or Spring
	CS175 Computer Science (Riffer)	4	Fall or Spring
Blue Valley	ED243 Teacher Education (Lueders)	3	Fall or Spring
CAPS	ED244 Teacher Ed Internship (Lueders)	1	Fall or Spring
	ED165 Educational Technology (Lueders)	1	Fall or Spring
	EX244 Sports Medicine (Snodgrass)	3	Fall or Spring
	EC243 Macroeconomics (online-Garcia)	3	Fall
	EC242 Microeconomics (online-Garcia)	3	Spring
	HI127 AP US History (DeBaun/Sullivan)	3	Fall
Blue Valley	HI128 AP US History (DeBaun/Sullivan)	3	Spring
High	HI127 AP US History (online-Leochner)	3	Fall
nign	HI128 AP US History (online-Leochner)	3	Spring
	PY111 Gen Psychology (Buffington)	3	Full Year
	PY111 Gen Psychology (Bien)	3	Full Year
	PY111 Gen Psychology (online-Buffington)	3	Full Year
	EC243 Macroeconomics (online-Garcia)	3	Fall
	EC242 Microeconomics (online-Garcia)	3	Spring
	HI127 AP US History (Smajda)	3	Fall
	HI128 AP US History (Smajda)	3	Spring
Blue Valley	HI127 AP US History (online-Leochner)	3	Fall
North	HI128 AP US History (online-Leochner)	3	Spring
North	PC125 Intro to Physics I (Prakash)	4	Full Year
	PC126 Intro to Physics II (Prakash)	4	Full Year
	PS115 AP US Government (Chugg)	3	Fall or Spring
	PY111 General Psychology (Salimbene)	3	Full Year
	PY111 Gen Psychology (online-Buffington)	3	Full Year
	EC243 Macroeconomics (online-Garcia)	3	Fall
	EC242 Microeconomics (online-Garcia)	3	Spring
Blue Valley	HI127 AP US History (online-Leochner)	3	Fall
Northwest	HI128 AP US History (online-Leochner)	3	Spring
	PY111 Gen Psychology (online-Buffington)	3	Full Year
	PY111 General Psychology (Gipple)	3	Full Year
	EC243 Macroeconomics (online-Garcia)	3	Fall
Blue Valley	EC242 Microeconomics (online-Garcia)	3	Spring
Southwest	HI127 AP US History (Leochner)	3	Fall
	HI128 AP US History (Leochner)	3	Spring
	HI127 AP US History (online-Leochner)	3	Fall

	HI128 AP US History (online-Leochner)	3	Spring
	PY111 Gen Psychology (online-Buffington)	3	Full Year
School	Course	Hours	Semester
	HI127 AP US History (Lahasky)	3	Fall
	HI128 AP US History (Lahasky)	3	Spring
	HI127 AP US History (online-Leochner)	3	Fall
	HI128 AP US History (online-Leochner)	3	Spring
Blue Valley	EC243 Macroeconomics (Garver)	3	Fall
West	EC243 Macroeconomics (online-Garcia)	3	Fall
	EC242 Microeconomics (Garver)	3	Spring
	EC242 Microeconomics (online-Garcia)	3	Spring
	PS115 AP US Government (Koerkenmeier)	3	Fall or Spring
	PY111 Gen Psychology (online-Buffington)	3	Full Year
DoCoto III-L	ED243 Teacher Education (Friday)	3	Full Year
DeSoto High	ED244 Teacher Ed Internship (Friday)	1	Full Year
	BI246 Anatomy and Physiology (Thomas)	4	Full Year
	CH205 Intro to Organic Chemistry	4	Fall or Spring
	CO115 Intro to Communications (Carlson)	3	Fall or Spring
	EC243 Teacher Education (Dieckhoff)	3	Full Year
	ED244 Teacher Ed internship (Dieckhoff)		Full Year
Mill Valley	HI127 AP US History (Wieland)	3	Fall
	HI128 AP US History (Wieland)	3	Spring
	MA221 Statistics (Houlton or DeWild)	3 4	Full Year
	PC125 AP Physics I (Johnston)	4	Full Year
	PC126 AP Physics II (Johnston)	3	Full Year
	PS115 AP American Government (Pendleton)	3	Fall or Spring
	ED243 Teacher Education (Warren)	3	Full Year
Olathe East	ED244 Teacher Ed Internship (Staples)	1	Fall
	ED265 Educational Technology (Staples)	1	Fall
	ED243 Teacher Education (Batcheler)	3	Full Year
Piper High	MA145 College Algebra (Mondal)	3	Fall or Spring
	MA146 Trigonometry (Mondal)	2	Fall
SM East	ED243 Teacher Education (Feinberg)	3	Full Year
SM EUSt	ED244 Teacher Ed Internship (Feinberg)	1	Full Year
SM North	ED243 Teacher Education (Lampton)	3	Full Year
SM NOTUL	ED244 Teacher Ed Internship (Lampton)	1	Full Year
SM	ED243 Teacher Education (Dent)	3	Full Year
Northwest	ED244 Teacher Ed Internship (Dent)	1	Full Year
woi uiwest	PY111 AP Psychology (Walker)	3	Full Year
CM Courth	ED243 Teacher Education (Bravence)	3	Fall
SM South	ED244 Teacher Ed Internship (Bravence)	1	Fall
	ED243 Teacher Education (Sinkler)	3	Fall, Spring, FY
SM West	ED244 Teacher Ed Internship (Sinkler)	1	Year
	PY111 AP Psychology (Claypool)	3	Full Year
SM WEST			

St. James	LN101 Elementary Latin I (McDonald)	3	Fall
Academy	LN102 Elementary Latin II (McDonald)	3	Spring

#### **Virtual Concurrent Credit Courses:**

Below is a list of virtual concurrent credit courses being taught by university faculty and available for high school students. All courses are available for homeschool students. All other students, please contact your school counselor or contact Candi Stewart at <a href="mailto:candi.stewart@bakeru.edu">candi.stewart@bakeru.edu</a> to find out what courses may be accessed through your school district or virtual school. All courses are one semester in length.

2023-24 Virtual Concurrent Credit Courses offered			
through Baker University			
BI151 & BI151L Molecular & Cellular	HI128 History of the US since 1877 -		
Biology/Lab - 4 hours	3 hours		
BK106 College Readiness -	HI140 World Civilizations I –		
1 hour	3 hours		
BS141 Intro to Business –	LN101 Elementary Latin –		
3 hours	3 hours		
CH137 & CH137L Chemistry I/Lab -	MA 106 Quantitative Analysis –		
4 hours	3 hours		
CO115 Intro to Communications Studies –	MA145 College Algebra –		
3 hours	3 hours		
CS106 Intro to Information Technology -	MU120 Understanding Music –		
3 hours	3 hours		
EC242 Principles of Economics: Micro –	PC106 Physical Sciences –		
3 hours	3 hours		
EN105 Language and Composition – Comp I	PC106L Physical Sciences Lab		
3 hours	(optional with PC106) - 1 hour		
EN120 Intro to Literature -	PH115 Intro to Philosophy –		
3 hours	3 hours		
EN106 Research and Composition – Comp II	PS115 Intro to American Politics–Government		
3 hours	3 hours		
HI127 History of the US to 1877 -	PY111 General Psychology -		
3 hours	3 hours		
	RE106 Intro to Christianity –		
	3 hours		



# Virtual Courses by School

School	Course (Hours of Credit)	Semester
Basehor- Linwood High School	EC242 Principles of Econ: Microeconomics (3)	Fall or Spring
Basehor- Linwood Virtual	All virtual courses available offered (See page 21)	Fall or Spring
Blue Valley High Schools	All virtual courses available offered except PH115 Intro to Philosophy (See page 21)	Fall or Spring
Eudora High School and Eudora Virtual Learning	BI151 Molecular & Cellular Biology & BI151L Lab (4) BK106 College Readiness (1) BS141 Introduction to Business (3) CH137 Chemistry I and CH137L Lab (4) CO115 Introduction to Communication Studies (3) CS106 Introduction to Information Technology (3) EC242 Principles of Econ: Microeconomics (3) EN105 Language & Composition [Comp I] (3) EN152 Research & Composition [Comp II] (3) EN120 Introduction to Literature (3) HI127 US History to 1877 (3) HI128 US History since 1877 (3) HI140 World Civilizations I (3) MA106 Quantitative Analysis (3) MA145 College Algebra (3) MU120 Understanding Music (3) PH115 Introduction to Philosophy (3) PS115 Intro to American Politics [US Government] (3) PY111 General Psychology (3)	Fall or Spring
Homeschool Students	All virtual courses available offered (See page 21)	Fall or Spring

Hoxie Community Schools	BK106 College Readiness (1) BS141 Intro to Business (3) EN105 Language & Composition [Comp I] (3) EN106 Research & Composition [Comp II] (3) EC242 Principles of Econ: Microeconomics (3) HI127 History of the US to 1877 (3) HI128 History of the US since 1877 (3) HI140 World Civilizations I (3) MA145 College Algebra (3 h) PY111 General Psychology (3)	Fall or Spring
Insight School of Kansas	All virtual courses available offered except RE106 Introduction to Christianity (See page 21)	Fall or Spring
Sumner Academy of Arts & Science	All virtual courses available offered (See page 21)	Fall or Spring
Lansing High School	CO115 Intro to Communication Studies (3) HI140 World Civilizations (3)	Fall or Spring Fall or Spring
Lawrence Virtual School	BI151 Molecular & Cellular Biology and BI151L Lab (4) CO115 Intro to Communication Studies (3) EN105 Language & Composition [Comp I] (3) EN106 Research & Composition [Comp II] (3) HI127 US History to 1877 (3) HI128 US History since 1877(3) MA145 College Algebra (3) PY111 General Psychology (3)	Fall or Spring
Piper High School	BS141 Intro to Business (3) CS106 Intro to Information Technology (3) EC242 Principles of Economics: Microeconomics (3) LN101 Elementary Latin (3) MU120 Understanding Music (3) RE106 Intro to Christianity (3)	Fall or Spring
Shawnee Mission High Schools	All virtual courses available offered (See page 20)	Fall or Spring
St. James Academy		Fall or Spring