MISSOURI WESTERN STATE UNIVERSITY

Early College Academy

Student Handbook

The Early College Academy is a program at Missouri Western State University
4525 Downs Dr. | Popplewell 203 | St. Joseph, MO 64507
816-271-4121 | missouriwestern.edu/eca

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Important Contact Information

For Email or Goldlink issues:
MWSU Help Desk
816-271-4555
help@missouriwestern.edu

For Canvas issue:
Matt Whipple
816-271-4210
mwhipple1@missouriwestern.edu

For questions about your account:
Business Office
816-271-4324
businessoffice@missouriwestern.edu

To drop or withdraw from a class:
Early College Academy office
816-271-4121
eca@missouriwestern.edu

For textbook questions:
Julie Woods
816-271-4121
jwoods3@missouriwestern.edu

For advisement questions or assistance:
Stacy Turner, 816-271-4109
turner@missouriwestern.edu

For tutoring assistance:
Please see the Center for Academic Support
website at missouriwestern.edu/cas

For all other questions:
Early College Academy
816-271-4121
eca@missouriwestern.edu

NOTICE

The official MWSU student handbook supersedes this handbook.

Welcome to the Griffon family! As a student in the Early College Academy, you are also a Missouri Western State University student. You have the same rights and responsibilities as our students on campus and online. The official MWSU student handbook can be found at missouriwestern.edu/studentaffairs/wp-content/uploads/sites/129/2019/08/StudentHandbook.pdf.

The goal of the Early College Academy (ECA) handbook is to provide information on the most common University policies and student privileges affecting ECA students.

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

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 (as defined in paragraphs 7.1 and 7.2 in theMissouri Department of Higher Education & Workforce Development dual credit policy) to high school students, who are earning both high school and college credit for these courses simultaneously.

Dual Enrollment
Dual enrollment refers to students concurrently enrolled at a high school and a postsecondary institution. Dual Enrollment coursework includes:

- Courses taught on the MWSU campus
- Online courses
- Collaborative courses team-taught by the high school teacher and the university instructor.

The defining factor for dual enrollment is that the instructor of record is a university faculty member.

University Flex Courses
ECA students can enroll in, generally, any 100 or 200 level course that is being offered either online or on campus at MWSU during a semester and receive the ECA tuition rate of $95 per credit hour. The high school must 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. Students are responsible for obtaining their textbooks and materials for University Flex courses.

For further information and to enroll in University Flex courses, please contact the Early College Academy at 816-271-4121or eca@missouriwestern.edu.

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.

The Griffon Card provides:

- University identification
- Access to Missouri Western facilities, including the Baker Family Fitness Center and the MWSU swimming pool.
- Access the MWSU Library
- Entrance to University-sponsored events (such as sporting events, concerts, theatre productions, etc.)
- Discounts at many restaurants and retailers in the St. Joseph and Kansas City area.
- Once you have received enrollment confirmation, you may obtain your ID card at the Parking & Security office located in Blum Union 201.
- For further information, please visit missouriwestern.edu/policedepartment

Communications

Missouri Western State University has designated the MWSU e-mail system and the electronic portal Goldlink.missouriwestern.edu as the official method of communication to students, faculty and staff. As a university student, you **MUST** activate your Goldlink account. 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 provided to all students. 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.

Through your Goldlink account, you can access:

- MWSU email
- Tuition billing statement
  Invoices will be emailed monthly to your Goldlink account (see instructions on page 25).
- Online payment system
  Student accounts/payments are accessed through the Financial Aid and Billing tab (see instructions on page 26).
- Login to Canvas
- Course grades and view an unofficial transcript
  Grades and unofficial transcripts are accessed through the Student Academics tab.

To activate your Goldlink account:

- Go to MWSU homepage (www.missouriwestern.edu)
- Click on **Goldlink** (located under Quick Links in bottom right corner)
- Click on **Activate your Account**
- Click on **Account Lookup**

Note: the above steps are for students who provided their social security number at registration. If you did not provide your social security number, please see instructions on page 4.

Important Information for Students who did not provide a social security number on their enrollment form:
As an ECA student, you are required to activate your Goldlink account, which is your MWSU student portal. **If you do not provide your social security number at enrollment, it is imperative that you provide a personal email address on your enrollment form.**

Please use the following instructions to activate your Goldlink account:

- After you are enrolled in your ECA coursework, MWSU will send two separate emails to the email address that you provided at registration.
- Email #1 will provide instructions on how to activate your Goldlink account.
- Email #2 will provide a temporary password that will be required to activate your account.

If you have any questions, please contact the at the Early College Academy at 816-271-4121 or eca@missouriwestern.edu.

Helpful suggestions:

- When you activate your account, you will be asked to answer 3 security questions. It is recommended that you take a screen shot of your questions and answers, just in case you forget your username or password.
- Because your password is case-sensitive, you may want to consider making it all lower-case.

Reminder:
It is your responsibility to check your MWSU email account regularly!

Course Withdrawal of Complete Withdrawal

Circumstances may, on occasion, make it necessary for you to withdraw from your ECA course(s). Examples of such circumstances include moving to another high school or making a failing grade. You are responsible for submitting the appropriate form. If you are withdrawing from a course(s) but remaining in another course(s), complete the Course Withdrawal form. If you are withdrawing from ALL courses, complete the Complete Withdrawal form. The forms can be found in goldlink under the Student Academics tab in the Registration box. **If your withdrawal notification has not been processed at Missouri Western, you will receive a failing grade on your official University transcript.**

ECA drop/withdrawal deadlines and refund information are as follows:

To drop with no activity on your university transcript:
Semester-long course:
Within first 5 days of ECA enrollment
Year-long course:
Within first 10 days of ECA enrollment

To withdraw from a course:
Semester-long course:
Within 10 weeks from the ECA enrollment
Year-long course:
Within 20 weeks from the ECA enrollment

Please contact the ECA office at 816-271-4121 for drop/withdraw deadlines for off-schedule courses.

NOTICE: Failure to attend classes does not constitute a withdrawal.

Refund Policy

Dual Credit and Dual Enrollment:

Within first 5 days of ECA class enrollment: 100% tuition. One-time $15 registration fee is non-refundable

Within 6 days through the 3rd week of ECA class enrollment: 50% refund on tuition

After the 3rd week: No refund

Official Transcript Requests

You can order an official transcript 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 your order.

Transcript Hold:
Official transcripts may not be available if students have a debt with the University or you have a transcript hold. You will see a message once you enter your information.

Verification And Information:
To verify your student record and to process your order, please have the following information:

1. Student ID Number (G number) or SSN
2. Birthdate
3. Attendance at Missouri Western prior to Summer 1985
4. Email address
5. Mailing address
6. Telephone number
7. Signature (either electronic or on paper and sent to the National Student Clearinghouse)

Attachments:
Up to 2 attachments may be included with your transcript request. You will be prompted to upload these documents during the ordering process. The format for the attachments must be PDF, DOC, DOCX, or PNG.

Hold For Grades/Hold For Degree:
ECA STUDENTS should be aware that your university grade will post after your high school grade has been submitted. If you are ordering a transcript immediately after conclusion of your course(s), please use the "Hold for Grades" option to account for this time difference. Official transcripts may not be available if students have a debt with the University. If you have a transcript hold you will be notified via email and given 10 days to resolve the issue. After that time, your order will be canceled, and you will be required to submit your transcript order again.

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.

Student Services

Academic Advisement – All ECA students are assigned an academic advisor. Your advisor is available to assist you in planning your ECA coursework that will help you create a streamlined and cost-efficient path to your career/college degree. While we hope that you plan to pursue a degree from MWSU, your advisor will assist you with general advising for ECA coursework that you plan to transfer to another university. Your advisor is also available to provide guidance if you are struggling in an ECA course. For advisement assistance, please contact Greg Kriewitz, 816-271-5943, kriewitz@missouriwestern.edu.

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. If you are a student with a disability and need to request accommodations at MWSU, please contact Mike Ritter, Accessibility Resource Coordinator, at mritter@missouriwestern.edu. The Accessibility Resource Center is located in Blum 234.

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, including
    * ACT Residual
    * CLEP

Contact information for Testing Services can be found at missouriwestern.edu/mwsu-testing-centers

Bookstore – The Barnes & Noble bookstore, located on the MWSU campus in Hearnes 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 or replacement cost. Some courses may require the purchase of e-books or other online materials. Because e-books and online materials are not reusable, students are responsible for purchasing those materials. Students can obtain information on required course materials through the 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

Center for Academic Support – The Center for Academic Support provides Missouri Western State University 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 online. 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. Contact information for the CAS can be found at missouriwestern.edu/cas

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 HIS140/150 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.

Lost and Found – The Lost & Found Office is located in Blum Student Union, Suite 228. To inquire about a lost item, please email lostandfound@missouriwestern.edu or call 816-271-4432.

TIP: Flash drives are among the most commonly lost/turned in items. Make a word file and name it Home or Property of…something similar. List your email and/or contact number. If your flash drive is ever turned in to the Lost and Found, we will contact you as soon as we see that information.

Police Department – The University Police Department is responsible for parking, security, student ID cards and emergency preparedness and safety. Parking on the MWSU campus requires an authorized permit. Visit the Parking and Security Services, located in Blum 201 to fill out the parking permit request form and receive your parking permit.

Recreation Services – The use of the facilities require a valid MWSU ID (Griffon card). 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 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. For additional information on the Fitness Center, please visit missouriwestern.edu/recreation/fitnesscenter/who-can-use-the-fitness-center
- **Arena & 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. Changes in the schedule will be posted at the Service Center. For further information, including use of the campus ponds, please see missouriwestern.edu/recreation/free-time-recreation/
- **Swimming Pool (MO Looney Fieldhouse)**
  The swimming pool is open to students with a valid Griffon card and immediate family or one guest. For pool hours and rules, please see missouriwestern.edu/recreation/swimming-pool/
- **Racquetball Courts (MO Looney Fieldhouse)**
  Racquetball courts are open to students with a valid Griffon card and immediate family or one guest. For racquetball court hours, please see missouriwestern.edu/recreation/racquetball-courts/

- **Trap Range (West Campus)**
  Information on the trap range can be found at missouriwestern.edu/recreation/trap-range/
- **Equipment Check Out & 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. For additional information on the Equipment Check Out and Rental Program, please see missouriwestern.edu/recreation/equipment-check-out-equipment-rental-information/

Academic Policies and Information

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 Academic Honesty Violations of academic honesty include, but are not limited to, the following activities:

1. Copying another person's work and claiming it as your own;
2. Using the work of a group of students when the assignment requires individual work;
3. Looking at or attempting to look at an examination before it is administered;
4. Using materials during an examination that are not permitted;
5. Allowing another student to take your exam for you;
6. Intentionally impeding the academic work of others;
7. Using any electronic device to transmit portions of questions or answers on an examination to other students;
8. Using any electronic device to improperly store information for an exam;
9. Knowingly furnishing false information to the university or its representatives;
10. 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 you draw on someone else's work, you must indicate the source of that material, whether you are repeating another's words, argument or thought. Even if you paraphrase another's work and are not using the exact wording, you are still required to indicate the source of the material. This material must be clearly identified with appropriate citations. If you do not do that, you have plagiarized those materials. Any time you copy and paste any writing that is not your own for an assignment, you must use quotation marks and give the source of that material. If you cut and paste without noting what you have done, you will be guilty of plagiarism. Even if the writing is your own, if it has been used for a previous assignment that should be indicated.

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 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 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 10 working days to the Provost or designated representative to present the case to the Academic Regulations, Standards & Honesty Committee. The Provost or designated representative will present the case to the Academic Regulations, Standards & Honesty Committee within 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 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 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.

This policy includes ECA students
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	1.500
31-45	2.0	1.600
46-60	2.0	1.700
61-75	2.0	1.800
76-90	2.0	1.900
91+	2.0	2.000

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

ECA students who are in jeopardy of academic probation are encouraged to withdraw from their coursework. To withdraw from a course, please contact the ECA office at 816-271-4121.

For additional information on academic suspension, including instructions on filing an appeal, please see the full MWSU Student Handbook at missouriwestern.edu/studentaffairs/

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 Honor Lists, membership in honor societies and scholarship eligibility.

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 ÷ 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 ÷ 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 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 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.*

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.

Final Exam Policy for MWSU Campus & Online Courses

The final exam schedule will be published by the Registrar's Office prior to each semester and the designated period will be used either for administration of a final exam or for other appropriate course terminating activities. All courses, including 1 and 2 credit hour courses, will have final exams in their regular classrooms during final exam week according to the published schedule. It is the responsibility of both students and faculty to comply with the final exam policy. Final exam guidelines are listed below:

- Final exam periods are 2 hours with 1 hour between periods.
- Final exam information will be documented in the course syllabus.
- Classes which begin at a time not listed on the final exam schedule will observe the final exam time of the closest previous class time listed.
- Classes which meet at different hours (for example, 9:00am on Monday/ Wednesday and 10:00am on Thursday) will hold the final exam based on the first hour and day listed.
- Classes with linked lecture and laboratory sections will observe the final exam period based on the section that carries the credit hours.
- Classes which meet at 4:30pm or after will hold final exams at their regular class time during the final exam week. Those evening classes with two meetings per week will use the first meeting for the final exam with the second meeting used at the discretion of the instructor.
- Blended classes (B1=Online 1%-69%) which have weekly meeting times will hold final exams in their regular classrooms according to the published schedule.
- Blended classes (B2=Online 70%-99%) and 100% online classes will hold final exams during the final exam week according to the course syllabus.
- Saturday classes will hold final exams at their regular class time during the final exam week.
- Off-Schedule classes will hold final exams on the last scheduled class meeting.
- First 8-week classes will hold final exams on the last scheduled class meeting.
- Second 8-week classes will hold final exams according to the designated time during the full semester final exam week.

- Summer classes will hold final exams on the last scheduled class meeting.
- Any student who has three or more final exams scheduled on the same day may make arrangements with instructors of those courses to reschedule one final exam to another day during the final exam week. The student may appeal to the appropriate dean for assistance, if needed. That appeal should be made no later than one month prior to the last day of the final exam week.
- If a final exam is canceled for inclement weather every effort will be made to make the exam up prior to the end of the published final exam week. Communication regarding any final exam schedule adjustments will be made via the Missouri Western website and through the Griffon Alert system at missouriwestern.edu/griffonalert

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 & 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

Students who misuse this Preferred Name Policy are 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 Registrar's Office at 816-271-4211.

Privacy Related Policy

The Family Educational Rights And Privacy Act Of 1974 (FERPA)
The Family Educational Rights and Privacy Act of 1974, 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 –

1. Control the disclosure of their "education records" to others
2. Inspect and review their "education records"
3. Seek amendment to their "education records"
4. 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 education 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 e-mail address;
- date of birth (month/day);
- dates of attendance;
- enrollment status;

ECA students are provided with a FERPA release form at the time of enrollment. If an update needs to be made to the release form, the student should contact the Early College Academy at 816-271-4121.

Course Syllabus

A course syllabus shall be made available to students in each course, preferably at the first class meeting, but 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 Blum 234. 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 (test, papers, projects, etc.); course grading policy and procedure, stated as definitively as possible. Each faculty member should realize that this grading policy may have to be defended if brought into question. Departmental Chairpersons should be aware of the grading policy for each course within their department.

CORE 42

CORE 42 is a framework for 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.

For assistance with determining transfer equivalencies, please contact Stacy Turner, 816-271-4109, turner@missouriwestern.edu.

General Studies Completion

ECA students have the opportunity to complete general studies coursework while still in high school. Page 24 lists 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.

Please contact
Stacy Turner, 816-271-4109, turner@missouriwestern.edu

General Education

The required general studies curriculum consists of a common core to ensure that all degree-seeking students will be provided the opportunity to acquire knowledge and skills to:

Think critically and reason analytically; write and speak clearly and effectively; function as an enlightened citizen of our democratic society; develop an appreciation of the cultural aspects of civilization; and appreciate the means for gaining and maintaining mental and physical health.

Category ONE: Basic Skills 12-14 cr hrs

Select one course from each of the following groups: (Group B must have a total of 6 hrs.)

A.	3/4/5 hrs	MAT	110, 110E, 111, 111E, 112, 116, 147, 165 or 167	
B.	3hrs	ENG	104	College Writing/Rhetoric AND
	3hrs	ENG	108	College Writing/Research
				OR
	6hrs	ENG	112	Honors Comp/Rhetoric
C.	3hrs	COM	104	Oral Communication

Category TWO: Natural Sciences 8-10 cr hrs

Select one course with lab from two of the groups:

A.	4hrs	BIO	101	Principles of Biology
	4hrs	BIO	105	Principles of Organismal Biology
B.	4hrs	CHE	101	Introduction to Chemistry
	5hrs	CHE	104	Fundamentals of Chemistry
	5hrs	CHE	111	General Chemistry I
C.	4hrs	ESC	111	Physical Geology
D.	4hrs	PHY	101	Physics for the Liberal Arts
	4hrs	PHY	107	Introduction to Physics
	4hrs	PHY	110	College Physics I
	5hrs	PHY	210	University Physics I
E.	4hrs	PHY	104	Introduction to Astronomy
F.	4hrs	GEO	160	Physical Geography

Category THREE: Social Sciences 9 cr hrs

Select 9 hours with at least one course from each of the following groups:

A.	3hrs	ECO	101	Current Issues in the Economy
	3hrs	ECO	260	Principles of Macroeconomics
	3hrs	ECO	261	Principles of Microeconomics
	3hrs	GEO	100	World Geography
	3hrs	PSY	101	General Psychology
	3hrs	SOC	110	Introduction to Sociology
	3hrs	SOC	120	General Anthropology
B.	3hrs	HIS	140	American History to 1865
	3hrs	HIS	150	American History since 1865
	3hrs	PSC	101	American National Government

Category FOUR: Humanities 9 cr hrs

Select one course from three of the four groups:

A.	3hrs	HIS	200	Ancient & Medieval Civilization
	3hrs	HIS	210	Early Modern Civilization
	3hrs	HIS	230	Modern Europe 1789 to Present
	3hrs	HUM	203	Humanities: Ancient & Medieval
	3hrs	HUM	204	Humanities: Middle Ages to French Revolution
	3hrs	HUM	205	Humanities: Revolution to Present
B.	3hrs	ENG	210	Approaches to Literature
	3hrs	ENG	220	Introduction to Reading Texts
	3hrs	PHL	210	Introduction to Philosophy
	3hrs	PHL	230	Ethics
	3hrs	PHL	231	Healthcare Ethics
	3hrs	PHL	232	Business Ethics
	3hrs	REL	250	Religions of East Asia and Oceania
	3hrs	REL	251	Religions of the West
	3hrs	REL	252	Religions of South Asia and Africa
C.	3hrs	ART	100	Introduction to Art
	3hrs	MUS	101	Perspectives in Music
	3hrs	THR	113	Introduction to Theatre
D.	Any 3-credit hour 100-level or higher foreign language course			

Category FIVE: Physical Health 4 cr hrs*

Select one course from each of the following:

A.	3hrs	PED	101	Fitness & Wellness
B.	1-2hrs	One approved physical activity course		

**PED101 & physical activity courses are not part of Core 42*

Total General Education Requirements 42-46 credit hours

Accessing your Student Bill & Making an Online Payment

In order to make an online payment, you must login to your Goldlink account.

Once you are logged in to Goldlink:

- Go to the **Financial Aid & Billing** tab
- Scroll to **Paying for College**
- Click on **Student Bill Inquiry & Payment Options** (right side)
- Click on **I Agree** button
- This takes you to TouchNet, the online payment service provider
- Click the **View** button under the **Statements** tab for your latest e-bill statement to view your account status and print your statements. **E-bills** are updated on the 5th of each month. Select **Statement** to view the student bill. There will be a drop box to select the month's bill (i.e.; 8/5/2020).
- a $50 late fee will be assessed if not paid in full by November 1st for Fall semesters and April 1st for Spring semesters

To make a payment through TouchNet:

- Click **Payments** to make an online payment. Click **Account Payment**. View payment options and select the appropriate term.

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, Master Card & Visa)

If you choose to pay by credit card you will be assessed 2.85% on each payment by the creditor. Click to continue to Pay Path.

- Select your payment method
- Enter your 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 the 1098T for the current tax year, scroll down to the bottom of the main screen in Touchnet:
Click view **1098T Statement** for the current tax year.
Click **printer icon** to obtain your copy for your taxes

Important Tax Information:
If you do not supply your social security number,
you will not receive a 1098T to include in your tax return.

Closing Note

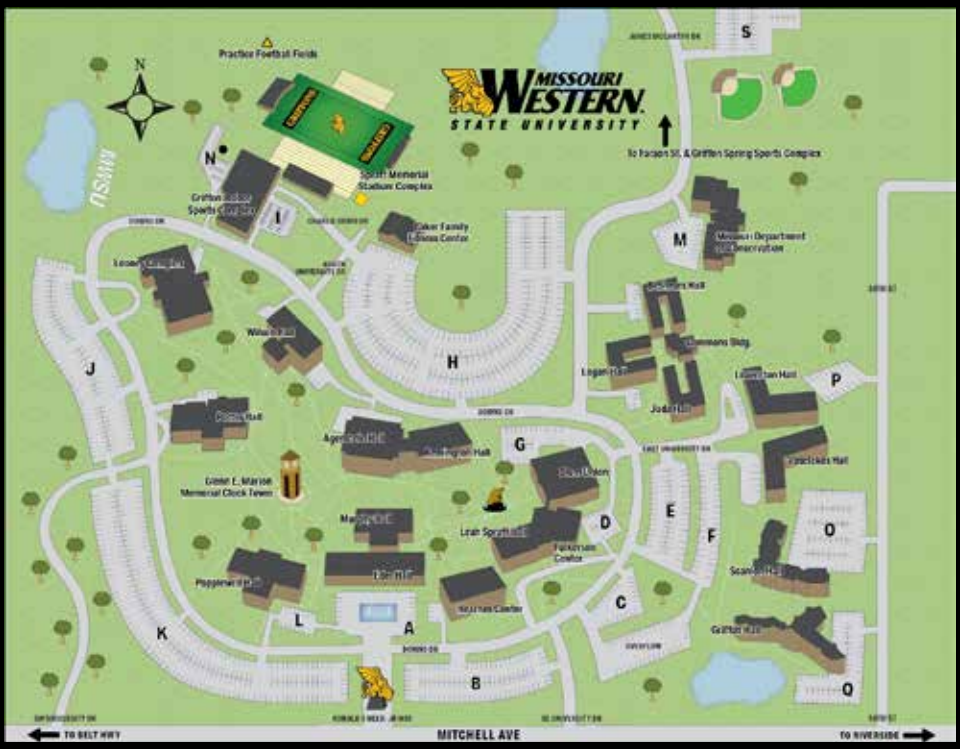
Please contact the Early College Academy at 816-271-4121 for clarification or questions about your rights and responsibilities.

Welcome to Missouri Western State University!

Updated 11/20

Missouri Western, live forever.
We sing in praise of you.

-alma mater



MISSOURI WESTERN STATE UNIVERSITY

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Missouri Western is an equal opportunity institution.