



Early College Academy



'26-'27 Student Handbook

The Early College Academy is a Department at Missouri Western State University
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816-271-4121 | missouriwestern.edu/eca

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Program Overview/Getting Started

What is ECA?

Early College Academy (ECA) is Missouri Western's Dual Credit providing office! Founded in 2019, we look to partner with area high schools and homeschool students to provide solid, foundational University coursework for participating students. Whether pursuing general education credits (CORE 42) or taking career exploration courses, ECA has a variety of options to challenge students in courses that provide both high school and college credit.

Director's Welcome

Welcome to the Early College Academy! My name is Ben Moran and I am the Director of ECA here at Missouri Western. I wanted to quickly welcome you to the Griffon family. We are honored to partner with you, your families, and your schools as you pursue everything that dual credit has to offer.

As you begin to think about what purpose college plays in your life after high school, my hope is that we are able to provide you with what you are looking for. Now is the time to start taking advantage of all of the benefits you have available at the tip of your fingers. Though you may simply think you've signed up for a few classes, there is far more than that here at Missouri Western. Our goal is to provide you with top-notch education and support. Truthfully, that goal remains not just during your dual credit courses, but as you look for a home after you graduate high school. No matter your reasoning for courses though, we are here to support you in any way we can. Please don't hesitate to contact the ECA office for assistance and as always, Go Griffs!

- Ben Moran, Director

Important Contact Information

ECA Director, Ben Moran

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bmoran4@missouriwestern.edu

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816-271-4533

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Vice Provost, Michael Charlton

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ECA Assistant, TBD

Popplewell 207

816-271-4121

@missouriwestern.edu

Email or Goldlink issues:

MWSU Help Desk

816-271-4555

helpdesk@missouriwestern.edu

Canvas issues:

Matt Whipple

816-271-4210

mwhipple1@missouriwestern.edu

Questions about your account:

Business Office

816-271-4324

businessoffice@missouriwestern.edu

Textbook questions:

Janel Coulson

816-271-4121

jcoulson1@missouriwestern.edu

Registration and Troubleshooting:

Ben Moran and Kari Hayes

816-271-4121

khayes19@missouriwestern.edu

Advisement questions or assistance:

Ben Moran or Janel Coulson

816-271-4109

eca@missouriwestern.edu

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:

<https://dhewd.mo.gov/media/pdf/cbhe-policy-dual-credit-2015>

In 2019, Missouri Western State University reinvented their dual credit department and created Early College Academy (ECA). Serving area schools, ECA provides comprehensive service to high school students across the state of Missouri.

Mission

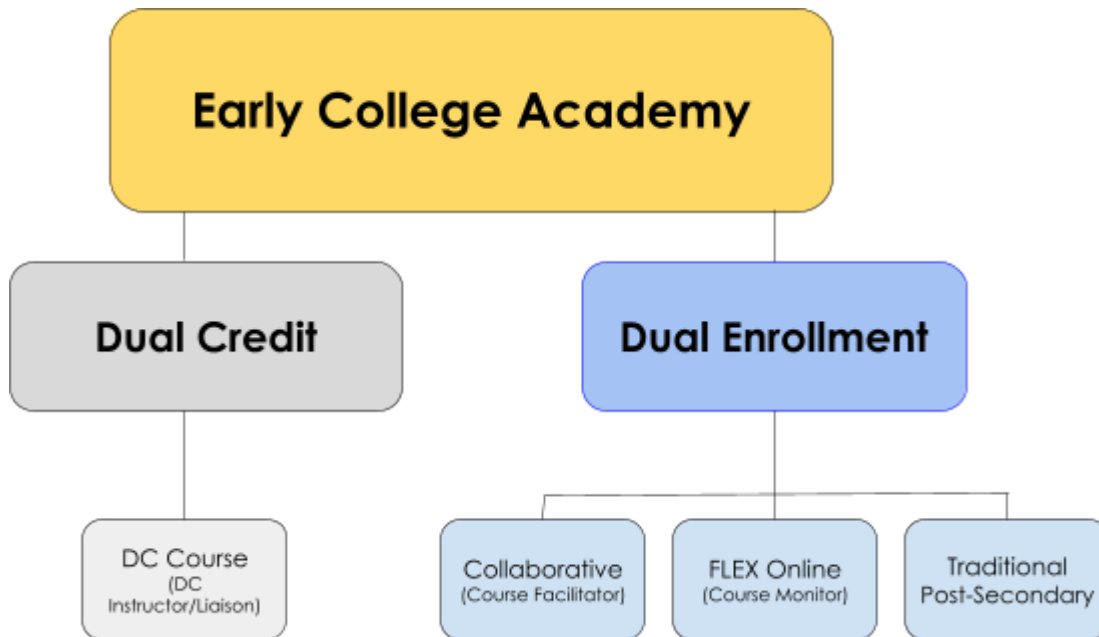
Early College Academy is a student-centered, dual credit experience for all students to better their lives through comprehensive education and applied learning experiences.

Vision

Early College Academy will be the premier open access regional dual credit provider for students, families, and partner schools that we serve.

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

- Dual credit enables qualified high school students to take college-level courses in-person taught by qualified high school instructors. Students simultaneously receive academic credit for the course from both the high school and MWSU. The Instructor of Record is a MWSU department-approved high school teacher. The Instructor of Record must have a graduate degree in field or a bachelor's degree and a minimum of 18 hours of graduate credit in field. Credit is awarded at the university and the high school level.
 - The instructor of record is the approved high school teacher. A stipend is provided to the high school teacher for each course.
 - 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 for each course.
 - The Liaison Checklist and Site Visit Report detail the responsibilities of the university liaison and high school instructor rating criteria.

Dual Enrollment

- Collaborative dual enrollment enables qualified high school students to take college-level courses in-person that are taught by an approved, trained high school instructor working in conjunction with a MWSU Faculty member. Students simultaneously receive academic credit for the course from both the high school and MWSU. The Instructor of Record is a MWSU Faculty member and curriculum and course oversight is provided by Missouri Western. Credit is awarded at the university and the high school level.
 - 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). A stipend is provided to the high school teacher for each course.
 - 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).

Flex Online Courses

- Flex Online allows qualified high school students to take college-level courses offered 100% online taught by a MWSU faculty member. Course sections can be created for each high school to aid in support. A designated high school staff member is assigned as a Course Monitor and granted access to the school-specific course section for the purpose of viewing student work, course content, grades, and active proctoring.
 - 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 a MWSU email account and can access that school's section of course in Canvas A stipend is provided to the monitor for each course.
 - Populated with High School students only.

Traditional Post-Secondary

- Traditional post-secondary courses allow qualified high school students to enroll in sections developed for MWSU undergraduate students, either online or on the MWSU campus. Schools may offer support in the form of scheduled time or monitors, but are not required to do so. Students are responsible for purchase of their textbooks and ancillaries.
 - **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.
 - **Online** - 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 courses, please contact:

Early College Academy

816-271-4121

eca@missouriwestern.edu

Eligibility and Enrollment

Student Eligibility Requirements

To enroll in ECA coursework, students must meet the following eligibility requirements:

9th Grade

- Overall minimum grade point average of 3.2 on a 4.0 unweighted scale*
- Approval from Early College Academy office*
- 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 unweighted 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 unweighted 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 unweighted scale)* are automatically eligible for dual credit/dual enrollment courses with the below requirements met.

- Parent or legal guardian approval/consent**

* At the time of enrollment, students/school districts must provide a high school transcript verifying the cumulative GPA based on a 4.0 unweighted 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 prerequisites:

- BIO250 Anatomy and Physiology
 - Grade of C or higher in either BIO101 or BIO106
- 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
- MAT110 - Contemporary Problem Solving, MAT111 - Introductory Statistics, MAT112 - Finite Math, MAT116 - College Algebra
 - ACT math score of 22 OR passing score on the Math Placement Exam OR high school math GPA of 3.0 or higher w/ completion of Algebra II
- MAT119 Trigonometry
 - ACT math score of 22 OR passing score on the Math Placement Exam OR C or better in MAT110 or higher
- 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 MAT110 or higher OR concurrent enrollment in MAT110 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/

Student Checklist

Before the semester begins, students should make sure to complete the following steps to ensure proper preparation for the upcoming semester.

- ☐ Review desired courses and the proper prerequisite needs for said courses.
- ☐ Create and submit dual credit applications before the start of the semester.
- ☐ Obtain parent/guardian approval and counselor approval for selected courses.
- ☐ Check your Missouri Western email to ensure proper enrollment of selected courses. If denied, review given reason and correct if applicable.

- ☐ Coordinate with school counselor and instructor for textbook pickup
- ☐ The weekend before classes, review Canvas pages and syllabus.

Timeline and Key Dates

2026-2027 Missouri Western Early College Academy Calendar

<u>Fall 2026</u>	
Fall 2026 Classes Begin	Monday, Aug 31
4:30 pm Deadline to Withdraw from Fall with 100% Refund	Friday, Sept 4
Labor Day (no classes/campus closed)	Monday, Sept 7
Deadline to Withdraw from Fall with 75% Refund; Yearlong 100% Refund	Friday, Sept 11
Deadline to Withdraw from Fall with 50% Refund	Friday, Sept 18
Deadline to Withdraw from Fall with 25% Refund; Yearlong 75% Refund	Sunday, Oct 25
Deadline to Withdraw from Yearlong with 50% Refund	Friday, Oct 9
Mid-Term Grades Due to MWSU for Fall Semester	Wednesday, Oct 21
Deadline to Withdraw from Yearlong with 25% Refund	Friday, Oct 23
Payment Due in Full for Fall Semester	Sunday, Nov 1
Spring 2027 ECA and FLEX Online Registration Begins	Monday, Nov 2
4:30 pm Deadline to Withdraw from Fall semester	Friday, Nov 6
Spring 2027 ECA and FLEX Online Enrollment Begins	Monday, Dec 14
Fall Break (no classes/campus closed)	Nov 21-29
Last Day of Classes for Fall Semester	Friday, Dec 11
Final Exams for Fall Semester	Dec 14-18
Final Grades Due to MWSU for Fall Semester by 10:00 a.m.	Monday, Dec 21
Campus Closed	Dec 24-Jan 1
<u>Spring 2027</u>	
Campus reopens	Sunday, Jan 4
Spring 2026 Classes Begin	Sunday, Jan 11

4:30 pm Deadline to Withdraw from Spring with 100% Refund	Thursday, Jan 15
Martin Luther King Day (no classes/campus closed)	Sunday, Jan 18
Deadline to Withdraw from Spring with 75% Refund; Yearlong 0%	Thursday, Jan 22
Deadline to Withdraw from Spring with 50% Refund	Thursday, Jan 29
Deadline to Withdraw from Spring with 25% Refund	Thursday, Feb 5
President's Day (classes in session/campus open)	Sunday, Mar 15
Mid-Term Grades Due to MWSU for Spring Semester	Wednesday, Mar 3
Spring Break (no classes/campus open)	Mar 6-14
Payment Due in Full for Spring Semester	Wednesday, Apr 1
Deadline to Withdraw from Spring Semester	Thursday, Mar 26
Summer 2027 ECA and FLEX Online Registration Begins	Sunday, Mar 22
Fall 2027 ECA and FLEX Online Registration Begins	Sunday, April 5
Summer 2027 ECA and FLEX Online Enrollment Begins	Monday, Apr 19
Last Day of Classes for Spring Semester	Thursday, April 23
Fall 2026 ECA and FLEX Online Enrollment Begins	Monday, Apr 26
Final Exams for Spring Semester	April 26-30
Final Grades Due to MWSU for Spring Semester & Yearlong	Monday, May 4
<u>Summer 2027</u>	
Summer 2026 Classes Begin for Eight-Week/1st Four-Week Sessions	Sunday, May 10
Last Day to Withdraw from 1st Four-Week Session	Wednesday, May 27
Memorial Day (no classes/campus closed)	Sunday, May 31
Deadline to Withdraw from 1st Four-Week Sessions	Wednesday, May 27
Last day and Final Exams for 1st Four-Week Sessions	Thursday, June 4
Final Grades Due for 1st Four-Week Sessions by 10:00 a.m.	Monday, June 8

Last Day to Withdraw from First Session	Thursday, June 11
Summer Classes Begin for 2nd Four-Week Sessions	Sunday, June 14
Juneteenth Holiday (no classes/campus closed)	Thursday, June 18
Last Day of Class/Final Exam for First Session	Thursday, June 25
Classes Begin for Second Session	Sunday, June 28
Final Grades Due for First Session	Monday, June 29
Last Day to Withdraw from 2nd Four-Week Session	Wednesday, July 1
Payment Due in Full for Summer Semester	Wednesday, July 1
Independence Day Holiday (no classes/campus closed)	Sunday, July 5
Last Day of Class/Final Exam for 2nd Four-Week Session	Thursday, July 9
Final Grades Due for 2nd Four-Week Session	Monday, July 13
Payment Due in Full for Summer Semester	Wednesday, July 1
Last Day to Withdraw from Full Session	Thursday, July 16
Classes Begin for 3rd Four-Week Session	Sunday, July 19
Last Day to Withdraw from Second Session	Thursday July 30
Last Day to Withdraw from 3rd Four-Week Session	Wednesday, Aug 5
Last Day of Class/Final Exam for Full Second and 3rd Four-Week Sessions	Thursday, Aug 13
Final Grades Due for Full, Second and 3rd Four-Week Sessions	Monday, Aug 17

***Full Session = 14 weeks; First and Second Session = 7 weeks each**

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 ECA to provide consent
- 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-by-Step)

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? Log-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 facilitator 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@missouriwestern.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.

Policies and Procedures

Technology and Communications

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

Gmail

Gmail is the official email platform used by the college for communication between students, instructors, and campus offices. Dual credit students are expected to check their college Gmail account regularly (preferably daily), as important course updates, instructor messages, and enrollment information will be sent there.

Your Gmail login credentials are the same as your college username and password. High school students and staff should not use personal email accounts to communicate about college coursework.

Support and training for accessing and using Gmail are available on campus.

For additional assistance with Gmail, please contact:

Help Desk/Technology Support
816-271-4555
Hearnes Center, Room 150

Navigate 360

Navigate 360 is a student success app available to instructors and staff as a web-based desktop app and to students as a smartphone app. It will soon be added to the Missouri Western website. 360 is a one stop shop for students looking for help. They can review their schedules, sync their calendars, and get to Canvas from their homepage. With a few button clicks they can reach out for help from most offices on campus, from tutoring to the library to accessibility services to the business office. They can also make virtual and face to face appointments with their instructors and others.

From the school side, 360 comes with a wide set of tools to check in on students, identify potential at-risk students or student issues, and to alert staff and faculty at the school of student concerns. It can also be used to gather a wide variety of data about student needs and student success, helping us to improve our courses and services.

Navigate 360 will be rolled out to ECA in spring 2026. Training videos, help guides, and a helpdesk will be available to students and staff as they set up their own accounts and learn the benefits of 360.

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.

Grading Policies and Appeals

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 appeal 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 and Plagiarism

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 <https://www.missouriwestern.edu/saem/wp-content/uploads/sites/180/2022/02/2022-2023-MWSU-Student-Code-of-Conduct-and-Housing-and-Residential-Life-Policies.pdf>

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.

Tuition and Fees

The ECA tuition rate has been set to \$99 per credit hour for the Fall 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/

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.

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.
- 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.

Refund Policy

If an ECA student chooses to drop or withdraw from a course (see below), a tuition adjustment will be made based on conjunction with the on-campus deadlines set by the Registrar. For more information, contact the ECA office or review the Missouri Western Academic Calendar on page 12. Please note: the \$15 registration fee is non-refundable.

Course Drops and 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 page 12 or on the ECA website, located at missouriwestern.edu/ecq.

NOTE: Failure to attend classes does not constitute a withdrawal. Dropping a course at your high school does not constitute a MWSU withdrawal. Exceptions are reviewed on a case-by-case basis.

Missouri 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

FERPA and Student Privacy

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 and Accommodations

As is true with K-12 settings, students have the ability to pursue accessibility and accommodations for education purposes. For higher education, these purposes are not as consistent and IEPs do not transfer to universities. However, 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
816-271-4330
arc@missouriwestern.edu

Attendance and Disrupted Participation

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. Early College Academy does not, however, formally track attendance for dual credit students, nor do we serve as an attendance-granting entity. While some high school partners may request attendance records for their own documentation, this is not a requirement or responsibility of the college. Instead, college courses emphasize participation and timely engagement with course content as key to academic success.

Dual credit students are expected to participate in their college courses just as any other college student would. This includes logging into platforms, completing assignments by their due dates, participating in discussions or labs as assigned, and staying in regular communication with their instructor. Falling behind—even for a short period—can have a significant impact on course performance.

However, we do recognize that life happens, and unexpected events such as illness, family emergencies, or personal issues can arise. In these cases, students are strongly encouraged to self-report any disruption to participation through the ECA Office. This process allows the college to notify instructors of the situation on the student's behalf, ensuring they are aware of the circumstances and can respond appropriately. With that said, it is important to note that instructors ultimately determine how to handle absences, missed work, and late submissions. Students are responsible for following up with each instructor.

Proactive communication is critical. Students should not wait until the end of the semester to address attendance or participation concerns. The earlier a situation is reported, the more support options may be available.

For additional assistance or questions, please contact:

Early College Academy
816-271-4121

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.

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:

Michael Charlton

Vice Provost

816-271-4534

mcharlton@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.

Student Services

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.

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.

Advising questions, please contact:

Ben Moran, ECA Director
Poppewell 203
816-271-4109
bmoran4@missouriwestern.edu

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

Barnes and Noble 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

When hard copies of textbooks are required, the ECA loans the books to students who are taking in-person high school 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.

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/

Additional questions, please contact CAS Front Desk:

Front Desk Staff

816-271-4524

cas@missouriwestern.edu

Center for Student Involvement

The **Center for Student Involvement (CSI)** is dedicated to enhancing the student experience by promoting involvement and leadership development through co-curricular programs. While dual credit students are not required to participate in campus organizations, engaging with CSI offers valuable opportunities to build connections, develop skills, and enrich the college experience.

Additional questions, please contact:

Megan Deshon-Runge, Director of Campus Activities and Student Engagement

816-271-4432

mdeshonrunge@missouriwestern.edu

Counseling Center

The Counseling Center, located in Eder Hall 203, offers confidential and free counseling to all Missouri Western students, including those in dual credit programs. Services are provided both in person and via telehealth (Google Meet) during regular business hours: Monday through Friday, 8:00 a.m. to 4:30 p.m.

Initial and ongoing appointments are available, and students may choose **in-person or virtual (phone/video)** formats. Google Meet sessions are available via university email access. The Counseling Center supports a range of concerns: stress, anxiety, time management, study skills, confidence, homesickness, adjustment issues, relationships, mild depression—just to name a few.

Confidentiality & Limits

- All counseling sessions are **completely confidential**. Personal information is only shared with other counseling staff, unless there is a serious risk of harm to the student or others.
- Counseling services are **brief by design**, typically ranging from 5 to 8 sessions. If longer-term support is needed, counselors will provide referrals to local providers.

Additional questions, please contact:

Counseling Center Staff

816-271-4327

counseling@missouriwestern.edu

Griffon IDs and Student Privileges

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/

Griffon Testing Center

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

Additional questions, please contact:

Patricia Fuhr, Coordinator

816-271-4410

testing@missouriwestern.edu

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.

Additional questions, please contact:

Library Staff

816-271-4573

refdesk@missouriwestern.edu

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.

Additional questions, please contact:

Jacob Grooms, Programming Coordinator

816-271-4453

jgrooms6@missouriwestern.edu

University 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.

Additional questions, please contact:

Police Department

816-271-4438

mwsupd@missouriwestern.edu

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.

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

Ben Moran

ECA Director

816-271-4109

bmoran4@missouriwestern.edu

Appendix B: Campus Map



Appendix C: Step-by-Step Registration

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 maybe high school or personal email.)

Complete and submit application.

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 or sponsored 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: FLEX means any course taught online or in person by an MoWest instructor not being overseen by a high school instructor or course monitor. All Summer courses are considered FLEX.

Once a course has been selected, the system will generate a student account by giving them a MoWest 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 MoWest email assigned to them. Students must activate this account to have full access to their MoWest student records, including access to Goldlink and Canvas, and the ability to view and pay their bill.

3) Counselor & Parent/Guardian Consent

Counselor & 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@missouriwestern.edu.

4) Final Enrollment by ECA Office

The MoWest 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.

- If issues are encountered, the an ECA staff member will reach out.

- 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.