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UNIVERSITY

# Concurrent Credit Program Handbook 2024-2025

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## Contact Information

If you have questions about Baker University’s concurrent credit program, contact your high school counselor. You may also contact the following Baker staff members.

### Course Credit and Enrollment Concerns

#### **Candi Stewart**

Concurrent Credit Programs Director  
913.344.6016  
candi.stewart@bakerU.edu

#### **Nikki Aqi**

Academic Outreach Specialist  
913.344.1218  
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### Payment Questions and Concerns

#### **Jennifer Murry**

Accounts Receivable and Student Accounts Coordinator  
913.344.6055  
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# Baker University Mission, Vision, and Values

## MISSION

Baker University empowers students with the knowledge, skills, and values to make a meaningful impact on their professions, communities, and the world.

## VISION

Baker University will continue its tradition of academic excellence by preparing graduates to realize their full potential to become confident contributors to society through student-focused learning experiences in a respectful, innovative, and values-based learning community.

## VALUES

*Excellence:* Providing high-quality education through academic rigor, critical thinking, and continuous improvement.

*Integrity:* Upholding the highest ethical standards, promoting honesty, transparency, accountability, and a culture of trust.

*Respect:* Valuing the dignity and worth of all individuals, creating a safe and welcoming environment, and promoting a culture of inclusivity.

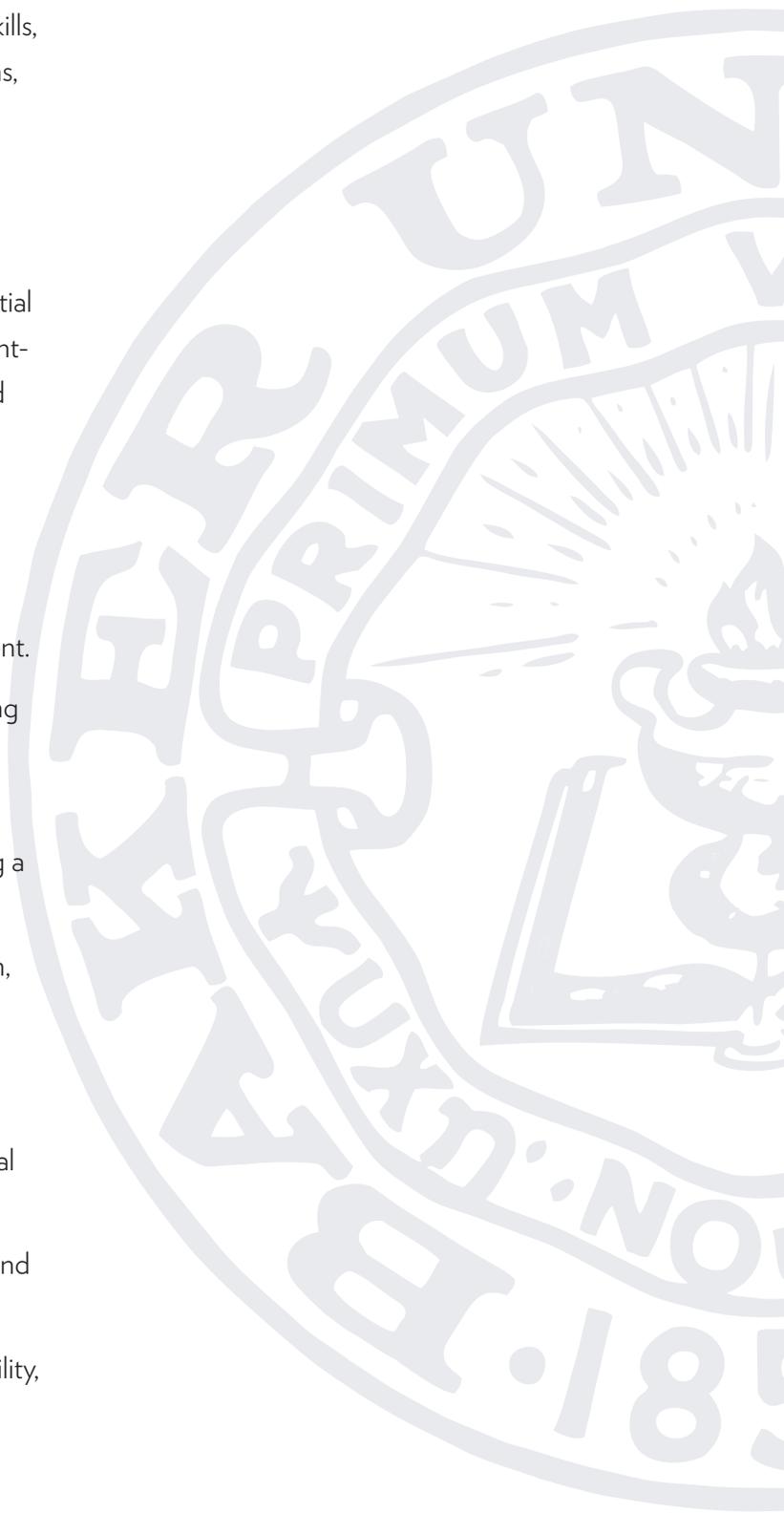
*Community:* Fostering connection, belonging, collaboration, and shared responsibility among students, faculty, staff, and alumni.

*Service:* Encouraging a commitment to social responsibility and making a positive difference in local, national, and global communities.

*Growth:* Cultivating intellectual curiosity, lifelong learning, and personal and professional development.

*Innovation:* Promoting new ideas and encouraging adaptability, flexibility, entrepreneurial thinking, and creativity.

*Spirituality:* Respecting religious diversity and fostering individual spiritual development in an inclusive manner.



# Baker Concurrent Credit Program FAQs

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

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

## What is concurrent credit?

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

**Virtual Concurrent Credit** Baker University offers virtual concurrent credit courses through a partnership with TEL Education. Courses are online, follow a suggested pacing guide, and are taught by highly qualified college instructors. These courses are offered to high school students attending a traditional high school or virtual school and to students who are homeschooled.

## Who can enroll for concurrent credit?

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

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

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

Advanced Placement courses are special sections of high school courses designated by the high school to prepare students for national Advanced Placement tests. Students may earn college credits for these courses that are recognized at colleges and universities across the country based on their scores on these tests.

## Baker Concurrent Credit Program FAQs cont.

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

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

Baker University will provide a transcript showing the equivalent Baker course title and credit earned upon request by the student and payment of \$13 ([transcript request page](#)).

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

No. Each semester there is a deadline stipulated in the schedule of concurrent credit courses. Students must enroll and pay tuition by the deadline each semester. The enrollment window is different for in-school courses taken with the high school instructors and for the online courses. See the [Enrollment Guide](#) for information.

### Can I pay for concurrent credit courses with my 529 College Savings Plan?

Yes. Concurrent credit from Baker is a reimbursable college expense. You will need a receipt of payment, which is available in the student portal, or from the Baker business office. Contact Jennifer Murray at [jennifer.murry@bakerU.edu](mailto:jennifer.murry@bakerU.edu) or 913.344.6055.

### How are concurrent credit final grades recorded?

Final grades for concurrent credit courses will be reflected on both the student's high school transcript and on Baker's permanent record. Concurrent credit coursework becomes a permanent part of the student's college transcript. The grades earned under concurrent credit are part of the student's college transcript and cannot be removed from a student's academic record.

The grade posted for the high school transcript will be posted using the title of the high school course. The grade posted for Baker University will be posted using the title of the Baker course. Students should be aware that while the high school may weight an AP course, weighted grading will not be reflected on a Baker course transcript.

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

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

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

Baker University and the Higher Learning Commission require concurrent credit instructors to have a minimum of a master's degree that includes substantial study appropriate to the academic field in which they are teaching. Approval

## Baker Concurrent Credit Program FAQs cont.

of specific courses and respective concurrent credit instructors are based on teacher credentials, experience, and administrative recommendations.

### What are some of the benefits of enrolling in a concurrent credit course?

Benefits for participating in the program vary from student to student. Benefits may include the following:

- Academic experience with college-level work while receiving support from a high school teacher
- Higher success rates in college when exposed to the rigor of college coursework while in high school
- Jump started entry-level general education, elective, or career and technical college work
- Access to Baker University through professors who work with high school instructors, library resources, university news, and on-site visitations
- Learning about and experiencing university student responsibilities
- Affordable, transferable university credit: The current tuition rate for concurrent credit is \$118 per credit hour.
- Access to a \$64,000 scholarship over a four-year, degree-seeking enrollment period to students who earn a C or better in their concurrent credit course (The concurrent credit scholarship is not paired with an athletic or first-year or transfer merit award.)

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

Yes! Area high school students who have received permission from their high school principal or guidance counselor may enroll as non-degree-seeking students in the College of Arts and Sciences or School of Education. Students may enroll on a space-available basis for one course per semester and summer session. Because this on-campus coursework does not fall within the domain of the concurrent credit program, please contact the registrar's office for enrollment assistance at [records@bakerU.edu](mailto:records@bakerU.edu) or 785.594.8313.

### How does the concurrent credit scholarship work with other Baker University scholarships?

Any student who has been active in the concurrent credit program and earned a C or better in their courses is eligible for a \$64,000 scholarship over four years as a degree-seeking student at Baker. When you apply at Baker, your admissions counselor will look at your transcript and see your concurrent credit grades. At that time, they will also look for other academic scholarships that may award you more money. You cannot receive the concurrent credit scholarship in addition to an athletic or first-year/transfer merit scholarship. Be sure to let your admissions counselor know that you were a concurrent credit student to make sure you have the opportunity to receive this scholarship

# Enrollment Information

## Eligibility

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

## Registration and Enrollment

### **Step 1: Visit your high school counselor.**

Visit your high school counselor to find out what concurrent credit courses are available or approved by your high school. Create a plan of courses that works with your future plans. Ask your counselor for your current GPA. If it is lower than 3.0 obtain an appeal form for review by the director of the program.

### **Step 2: Review this concurrent credit program handbook in its entirety.**

Review of this handbook should answer most questions you have about the program. It contains schedules and deadlines as well as the student/parent consent information you are asked to read and agree to when you register.

### **Step 3: Complete the concurrent credit online registration form.**

Submit the [online enrollment form](#). \*\*When you complete the form, hit Submit ONE TIME only. If for any reason you believe your form was not submitted, contact Candi Stewart at [candi.stewart@bakerU.edu](mailto:candi.stewart@bakerU.edu) for support. If you are unable to access the Internet, alternative enrollment forms are available from your high school counselor. (See Schedules and Deadlines for specific details about registration availability.)

### **Step 4: Retain copies for your records.**

Be sure to retain copies of your registration confirmation received via email for your records. These will be sent to the email provided on your registration form.

## Tuition and Payment Procedures

Tuition payment is due at the time of registration; registration cannot be completed until the payment is made. Tuition cost for concurrent credit courses is \$118 per Baker credit hour (e.g., 3 Baker credit hours x \$118 = \$354, 4 Baker credit hours x \$118 = \$472). All tuition payments will occur online via our secure registration form. If paying with a 529 Plan, see the FAQ section in this handbook for information on how to access your needed receipts.

## Student and Parent/Guardian Consent Section

***This information must be read and agreed to as a condition of enrollment in the Baker University concurrent credit program. You will show your agreement by checking a box at the end of your registration form.***

Baker University is pleased you/your student will be participating in the concurrent credit program. Baker University's concurrent credit partnership allows qualifying high school students in partner districts to experience college-level coursework and to earn Baker University credit while still in high school.

## Consent of Understanding

- Baker University maintains compliance with the Family Educational Rights and Privacy Act (FERPA), which protects student privacy and ensures appropriate access to educational records.
- I understand that, as a university student, regardless of age, FERPA rights belong to me. The university will be unable to share information with my parent/guardians unless I complete a FERPA authorization form and submit it to Baker University. You can find the form on the Baker CCP website at [bakerU.edu/concurrent-credit](http://bakerU.edu/concurrent-credit).
- Additional FERPA information can be found in the Baker Concurrent Credit Partnership Handbook.
- I will be enrolled as a non-degree-seeking student at Baker University and am expected to follow all guidelines within this handbook and that are associated with this student designation.
- The grade(s) received for the concurrent credit course(s) will become a permanent part of my Baker University transcript.
- It is my responsibility to check on the transferability of credit for courses taken. This is done by contacting the higher education institution I plan to attend after high school.
- It is my responsibility to ensure the course(s) taken are transferable to the college or university that I will be attending after high school graduation.
- I am responsible for transcript requests. The Baker University transcript request form is available at [bakerU.edu/transcripts](http://bakerU.edu/transcripts).
- There are costs associated with taking concurrent credit courses from Baker University. I am responsible for tuition costs, which must be paid at time of registration.
- It is my responsibility to notify the university if I withdraw from the course at any time during the semester. Failure to drop/withdraw from a Baker course following established deadlines, policies, and procedures may result in a failing grade for the course. Baker University uses the university-wide refund policy for all College of Arts and Sciences courses, and this policy will be used for concurrent credit courses.
- I will be considered a Baker University student, and all Baker University policies affecting students will apply.
- Unless I choose to opt out, I understand that Baker University will share copies of my enrollment, progress, and grades with my high school and school district. This data exchange supports student success initiatives and assists students in completing both their high school and college degrees.

# Schedules and Deadlines

## Enrollment Dates for 2024-2025

### **FALL 2024 Virtual Online Courses Offered Through TEL Education and Baker**

- Enrollment begins: May 22, 2024
- Appeal deadline: August 30, 2024
- Fall enrollment deadline: August 28, 2024
- Classes begin: Typically, within the week of enrollment being finalized through Baker University. You will receive email communication from Baker as well as TEL Education when courses are open (Wednesday, August 26, 2024).

### **FALL 2024 Fall and Full-Year, In-Person Courses With Your High School Instructors**

- Enrollment begins: August 19, 2024
- Appeal deadline: August 30, 2024
- Fall enrollment deadline: September 6, 2024
- Classes begin: On first day of classes in your attending district

### **SPRING 2025 Virtual Courses Offered Through TEL Education and Baker**

- Enrollment begins: December 2, 2024
- Appeal deadline: December 20, 2024
- Spring enrollment deadline: January 17, 2025
- Classes begin: January 21, 2025
- Classes end: May 23, 2025

### **SPRING 2025 Spring In-Person Courses Offered With Your High School Instructors**

- Enrollment begins: December 2, 2024
- Appeal deadline: January 17, 2025
- Spring enrollment deadline: February 7, 2025
- Classes begin: On first day of classes in the attending district

# Drop/Withdrawal Process and Schedule

Last day to drop **without** a “W” recorded on transcript:

## FALL

October 30, 2024

## FULL YEAR

April 9, 2025

## SPRING

April 9, 2025

Any courses dropped past above dates will be recorded as a “W” on permanent college transcript.

## Refund Schedule

To apply for a refund, a student **must** submit a [change of enrollment form](#) to Baker University. This change of enrollment form requires student and counselor signatures. The change of enrollment form can be accessed at [bakerU.edu/concurrent-credit](#).

If a student withdraws from Baker University or decreases hours after classes begin, applicable credits for tuition will be computed according to the following schedule. This timeline follows the university-wide refund schedule and will be strictly adhered to.

**The following refund dates will be used for all high schools in each partner district.**

### Definition:

1st day of class: Fall and full-year courses 2024-2025: September 18, 2024

1st day of class: Spring courses 2025: January 27, 2025

1st day of class: Summer courses 2025: To be determined through TEL and will be shared during student onboarding.

## Percentage of Refunds: Fall, Full-Year, and Spring courses

Before and including the 1st day of class.....	100% refund
After the 1st day of class up to and including the 10th day of class. ....	90% refund
After the 10th day of class up to and including the 20th day of class.....	75% refund
After the 20th day of class up to and including the 30th day of class.....	50% refund
After the 30th day of class up to and including the 40th day of class.....	25% refund
After 40th day of class .....	NO REFUND

## Percentage of Refunds: Summer Courses

Before and including the 1st day of class.....	100% refund
After 1st day of class up to and including the 7th calendar day.....	75% refund
After the 7th calendar day up to and including the 14th calendar day.....	50% refund
After 14th calendar day of class.....	NO REFUND

## Drop/Withdrawal Process and Schedule cont.

**IMPORTANT NOTICE:** Students must submit a request to drop/withdraw or reduce their course load in writing. This can be accomplished using the [change of enrollment form](#).

The form can be accessed at: accessed at [bakerU.edu/concurrent-credit](http://bakerU.edu/concurrent-credit).

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

Email to [candi.stewart@bakerU.edu](mailto:candi.stewart@bakerU.edu).

Determination of the student's last date of attendance will be set by the Office of Registrar. The date is based on the receipt date of the change of enrollment form.



# Student Portal Access

Baker will process your registration, and you will receive an email acknowledgment. That message will enable you to sign up for a Baker student portal. You will find your receipt for payment and other valuable information in your Baker portal. Typically, you will receive this within one week of registration.

Students taking **virtual concurrent credit** classes through TEL will receive an email from [notifications@instructure.com](mailto:notifications@instructure.com). This is where you will be able to access your TEL Canvas course(s). If you currently have a Canvas account, you **MUST** access the TEL Canvas account as instructed. You will **NOT** see your TEL courses in your current account. All communication will be sent to your email on file.

**NOTE: All students enrolling in a virtual course will need to have a school ID or some other picture ID (such as a driver's license). Students will need to show this ID to an online proctor before they can take the midterm and final.**

You may access the Baker Portal at [my.bakerU.edu](http://my.bakerU.edu). Click "Login," then, "Student Portal Homepage."

For help in using the student portal, visit [bakerU.edu/portal-help](http://bakerU.edu/portal-help).

# Grade Information

## Records

As a Baker concurrent credit program student, you are creating a Baker University official transcript. Grades earned in concurrent credit courses will be a permanent part of your collegiate academic record throughout your college career. These grades will have no special notations as concurrent credit courses and will show as Baker University college course credits.

## Grades

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

# Transcript Information

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

- Complete the [transcript request form](#). You can also access the form at [bakerU.edu/transcripts](http://bakerU.edu/transcripts) and click “Order a Transcript.”
- Pay the fee for each transcript. A secure payment may be made online.
- Processing of transcript requests should not be initiated before the posting of grades.
- Please allow at five to seven business days for processing.

If you have concerns regarding transcript data, contact the Office of the Registrar at 785.594.8318 or [records@bakerU.edu](mailto:records@bakerU.edu).

## Course Expectations If High Schools Move to Online Teaching

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

# FERPA Notification

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

FERPA affords students certain rights with respect to their education records:

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

Complaints may be addressed to:

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

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

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

Education records may be disclosed without prior written consent to school officials having a legitimate educational interest. A school official is defined as a person employed by the university in an administrative, supervisory, academic, or support staff position (including law enforcement and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee (such as a disciplinary or grievance board); or a student engaged in a teaching assistantship learning experience. A school official has a legitimate educational interest if the official needs to review an education record to perform a task that is his or her professional responsibility, related to a student's education, related to the discipline of a student, or necessary for supportive service to the student. Determination of legitimate educational interest will be made by the university registrar. Education records may also be disclosed without prior written consent of students to comply with a judicial order or subpoena, and to various federal, state, and local authorities as outlined in the FERPA and Patriot Act statutes.

## Release of Directory Information

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

- Name
- Date of birth
- Permanent address and telephone number
- Baker email address
- Dates of attendance
- Enrollment status
- Class level
- Major area(s) of study
- Academic honors and awards
- Degree(s) conferred (including dates)

To request that your directory information not be made available to the public (including friends, family, and current or potential employers), a signed form must be submitted to the Office of the Registrar. All inquiries regarding this policy should be directed to the Office of the Registrar at 785.594.4530 or [records@bakerU.edu](mailto:records@bakerU.edu).

# Student Responsibilities

## Standards of Conduct

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

Baker University empowers students with the knowledge, skills, and values to make a meaningful impact on their professions, communities, and the world (Mission Statement). Baker seeks to achieve these goals through a sound educational program and policies governing student conduct that contribute to and encourage independent and mature decision-making. Policies governing behavior within the university community reflect its commitment to serve the personal and educational interests of its students.

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

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

**Plagiarism** includes presenting as one's own efforts the work of someone else or the use of ChatGPT or any other Open AI or AI-based program without proper acknowledgement of that source. Exact copying is to be enclosed in quotation marks or properly blocked with an appropriate citation of its origin. Failure to cite paraphrasing in which the basic sentence structure, phraseology, and unique language remain the same constitutes plagiarism, as well as failure to acknowledge unique, unusual, or new ideas or facts not the product of one's own investigation or creativity. When in doubt, it is the student's responsibility to seek guidance from the instructor of the course.

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

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

**Theft**, use, or circulation of quizzes, tests, examinations, or answer sheets specifically prepared for use in each course and as yet not used or publicly released by the instructor of the course constitutes academic misconduct.

# Student Responsibilities cont.

**Falsification of data** or creation of false data by instructors or students in research or experimental procedures is academic misconduct.

**Unauthorized reuse of work** or the turning in of the same work to more than one class without informing the instructors involved constitutes academic misconduct.

## Attendance

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

Concurrent Credit program students are expected to meet the attendance requirements detailed in their course(s).

## Policies and Support

### Notice of Nondiscrimination

It is the policy of Baker University to afford equal opportunity for all persons. As such, the university will not discriminate based on an individual's race, color, national origin, religion, sex, disability, age, veteran status, sexual orientation, marital status, or other status protected by law, in admission to the university, employment decisions, or in the performance of its education programs or activities. Any person having questions regarding Baker University's compliance with the regulations implementing Title VI, section 504, Title IX, Title II, or the Age Act is directed to contact the Dean of Students, Baker University, 618 Eighth Street, P.O. Box 65, Baldwin City, Kansas 66006-0065, who has been designated by Baker University to coordinate the institution's efforts to comply with Federal regulations. Any person may also contact the Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816.268.0550, [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov), regarding the institution's compliance with regulations implementing Title VI, Title IX, section 504, Title II, or the Age Act.

### Accommodation Notice

Baker University is committed to providing reasonable accommodations to qualified employees, applicants, and students with disabilities, in accordance with Section 504 of the Rehabilitation Act and Americans with Disabilities Act, as amended. Students seeking accommodations or information about the services, activities, and facilities that are accessible to and usable by persons with disabilities should contact the Academic Success Coach located in the Student Academic Success Office, 618 Eighth Street, P.O. Box 65, Baldwin City, KS 66606-0065, 785.594.8352.

### Library Services

Baker University offers access to a wide assortment of resources and services to support student research endeavors. As the portal to this wealth of knowledge, the [library homepage](#) provides students with multiple tools to search the library's physical and electronic collections, as well as resources held by libraries around the world. If a resource is not held locally, students can request it through interlibrary loan. The library staff is also available to help Baker students with their research needs and can be contacted by phone or email or by visiting the circulation desk located on the second floor of Collins Library. In addition to housing the physical collection of books, journals, magazines, and audio-visual content,

## Student Responsibilities cont.

the second and third floors of Collins Library provide spaces for individual study, group collaboration, and information technology (including access to computers, a scanner, and a printer). The second floor iLab, or Innovation Lab, provides all students and faculty access to a 3D printer. The Spencer Wing of Collins Library provides students access to [archival collections](#) associated with the development of Baker University, Baldwin City, Kansas, and Methodism in Kansas, as well as a special collection containing [rare religious texts](#) from around the world. [The Old Castle](#), Baker's first academic building, houses a museum containing artifacts associated with local and university history, which can be viewed on display or by request. Contact info: 785.594.8414, [library@bakerU.edu](mailto:library@bakerU.edu).

### **Student Academic Success**

The Office of Student Academic Success (SAS), located in room 120 of the lower level of Collins Library, provides resources intended to support academic success for all students. This includes the coordination of academic advising, peer tutoring, academic coaching, and access services. The Office of Student Academic Success strives to help students fully achieve their academic goals through developing effective academic habits, skills, and learning strategies, and through assisting in the transition to college academics and Baker University life. SAS faculty members and peer tutors serve students who seek academic support and who wish to enhance their skills or improve their academic performance. SAS staff and tutors are trained to assist students in all areas, including math, English, writing, business, sciences, and Spanish. Additionally, SAS staff determine and arrange appropriate accommodation for students with documented disabilities. These services are available on a walk-in basis or by appointment and are free to all Baker students. SAS Office contact info: 785.594.8352, [sas@bakerU.edu](mailto:sas@bakerU.edu).

\*Please refer to the Baker University Baldwin City Campus [Student Handbook](#) for the entire spectrum of student expectations, policies, and procedures.

# 2024-2025 Course Offerings

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

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

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

## Courses Taught by High School Teachers:

(Not all high schools offer all courses. Check with your counselor for availability at your high school)

Baker Course	High School Course	Credit Hours
BI151 – Intro to Molecular/Cellular Biology	AP Biology	4
BI246 – Human Anatomy and Physiology	Anatomy and Physiology	4
BS105 – Intro to Global Business	Business and Global Economics	3
CH137 – General Chemistry I	AP Chemistry	4
CO115 – Intro to Communication Studies	Communications/Public Speaking	3
CS175 – Intro to Computing	Computer Science	4
EC242 – Principles of Economics: Micro	AP Microeconomics	3
EC242 – Principles of Economics: Macro	AP Macroeconomics	3
ED243 – Intro to Education	Teacher Ed Foundations	3
ED244 – Education Field Practicum	Teacher Ed Internship	1
ED265 – Technology for Teachers	Educational Technology	1
EX244 – Essentials of Sports Medicine	Sports Medicine	3
HI127 – History of the U.S. to 1877	AP U.S. History - Fall	3
HI128 – History of the U.S. Since 1877	AP U.S. History - Spring	3
IN101 – Intro to International Studies	International Relations	3
LN101 – Latin I	Latin Honors IV - Fall	3
LN102 – Latin II	Latin Honors IV - Spring	3
MA145 – College Algebra	College Algebra	3
MA146 – Trigonometry (Fall Semester Only)	Trigonometry	3
MA221 – Statistics I	AP Statistics	3
PC125 – Intro to Physics	AP Physics	4
PC126 – Intro to Physics II	AP Physics II	4
PS115 – Intro to American Politics	AP American Government	3
PY111 – General Psychology	AP Psychology	3

# 2024-2025 Course Offerings cont.

## Virtual Concurrent Credit Courses

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

## 2024-25 Virtual Concurrent Credit Courses Offered Through Baker University

BI151 & BI151L Molecular and Cellular Biology/Lab.....	4 hours
HI128 History of the U.S. Since 1877.....	3 hours
BK106 College Readiness.....	1 hour
HI140 World Civilizations I.....	3 hours
BS141 Intro to Business.....	3 hours
LN101 Elementary Latin.....	3 hours
CH137 & CH137L Chemistry I/Lab.....	4 hours
MA 106 Quantitative Analysis.....	3 hours
CO115 Intro to Communications Studies.....	3 hours
MA145 College Algebra.....	3 hours
CS106 Intro to Information Technology.....	3 hours
MU120 Understanding Music.....	3 hours
EC242 Principles of Economics: Micro.....	3 hours
PC106 Physical Sciences.....	3 hours
EN105 Language and Composition (Comp I).....	3 hours
PC106L Physical Sciences Lab (optional with PC106).....	1 hour
EN120 Intro to Literature.....	3 hours
PH115 Intro to Philosophy.....	3 hours
EN106 Research and Composition (Comp II).....	3 hours
PS115 Intro to American Politics (Government).....	3 hours
HI127 History of the U.S. to 1877.....	3 hours
PY111 General Psychology.....	3 hours
SP111 Spanish Language and Culture I .....	4 hours
SP112 Spanish Language and Culture II .....	4 hours



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