

**Baker University
Concurrent Credit Program
Handbook (2022-23)**



1858

Table of Contents

Baker University Mission, Vision & Purpose, Values	3
CCP Program FAQs	4
Enrollment Information	7
Schedules and Deadlines	9
Drop/Withdrawal Process	11
Student Portal Access	11
Grade Information	12
Transcript Information	12
Course Expectations in the Event of Online Teaching	12
Student Information	13
Academic Misconduct Policy	14
Attendance	20
Concurrent Credit Course Offerings (In-School & Virtual)	22



Contact Information

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

- ◆ Your high school counselor:

Name: _____

Phone: _____

Email: _____

Course Credit and Enrollment Concerns:

Dr. Lanie Bertels Fasulo
Concurrent Credit Programs
Coordinator
913.344.6013
Lanie.Fasulo@bakerU.edu

Payment Questions and Concerns:

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

Baker University Mission, Vision & Purpose, Values

Mission

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

Vision & Purpose

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

Values

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

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

Baker Concurrent Credit Program FAQs

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

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

? What is concurrent credit?

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

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

? Who can enroll for concurrent credit?

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

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

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

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

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

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

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

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

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

No. Each semester there is a deadline stipulated in the schedule of concurrent credit courses. Students must enroll and pay tuition by the deadlines each semester. There is a different enrollment window for courses taken with the high school instructors and those which are virtual courses. See the Enrollment Guide for enrollment window for high school instructor courses and virtual courses.

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

Yes, concurrent credit from Baker is a reimbursable college expense. You will need a **receipt of payment which is available in the student portal** or from the Baker business office. Contact: Jennifer Murray at Jennifer.Murry@bakeru.edu or 913.344.6055.

? *How are concurrent credit final grades recorded?*

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

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

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

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

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

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

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

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

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

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

Benefits for participating in the program vary from student to student. Some benefits include:

- ★ Academic experience with college-level work while receiving support from a high school teacher.
- ★ Students taking 1-2 college course while still in high school benefit from higher success rates in college when exposed to the rigor of college coursework while in high school.
- ★ Jumpstart entry-level general education, elective, or career and technical college credit work.
- ★ Access to Baker University (university professors work with high school instructors, library resources, university news, onsite visitations).
- ★ Learning about and experiencing university student responsibilities.
- ★ Affordable, transferable university credit: The 2022-23 tuition rate for concurrent credit is \$113 per credit hour.

- ★ *Access to a Baker CCP scholarship fund (up to \$12,500 each year for four years), should the student become a full-time degree-seeking student after high school graduation.*

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

Area high school students who have received permission from their high school principal or guidance counselor may enroll as non-degree-seeking students in the College of Arts and Sciences or School of Education. Students may enroll on a space-available basis for one course per semester and summer sessions. All coursework will be recorded on an official Baker University transcript. The fee is the same discounted rate of \$113 per credit hour as concurrent credit courses. Since this on-campus coursework does not fall within the domain of the concurrent credit program, please contact the registrar's office for enrollment assistance.

Enrollment Information

Eligibility

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

Registration and Enrollment

Step 1: High School Counselor Visit

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

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

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

Step 3: Complete the Concurrent Credit Online Registration Form

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

Step 4: Retain Copies for Your Records

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

Tuition/Payment Procedures

Tuition payment is due at the time of registration; registration cannot be completed until the payment is made. Tuition cost for Concurrent Credit courses is \$113 per Baker credit hour (i.e., 3 Baker credit hours x \$113 = \$339; 4 Baker credit hours X \$113 = \$452). All tuition payments will occur online via our secure registration form.

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

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

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

Student and Parent/Guardian Consent Section

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

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

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

Consent

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

- It is my responsibility to notify Baker University if I withdraw from the course at any time during the semester. Failure to drop/withdraw from a Baker course following established deadlines, policies and procedures may result in a failing grade for the course.
- The high school and Baker University may share copies of information regarding official academic records.
- Once enrolled in the program, I will be considered a Baker University student and all Baker University policies affecting students will apply.

Schedules and Deadlines

Enrollment Dates for 2022-23:

FALL 2022 (Virtual Courses offered through college instructors)

- ◆ **Enrollment Begins:** Monday, May 2, 2022
- ◆ ***Appeal Deadline:** Friday, September 2, 2022
- ◆ **Fall Enrollment Deadline:** *Friday, September 9, 2022*
- ◆ **Classes Begin:** On first day of classes in the attending district or as soon as the student enrolls (Once students enroll, they will have access to courses beginning on Friday, August 12, 2022).

FALL 2022 (Fall and Full-Year Courses offered through high school instructors)

- ◆ **Enrollment Begins:** Friday, August 12, 2022
- ◆ ***Appeal Deadline:** Friday, September 2, 2022
- ◆ **Fall Enrollment Deadline:** *Friday, September 9, 2022*
- ◆ **Classes Begin:** On first day of classes in the attending district

SPRING 2023 (Virtual Courses offered through college instructors)

- ◆ **Enrollment Begins:** Monday, November 14, 2023
- ◆ ***Appeal Deadline:** Friday, January 27, 2023
- ◆ **Fall Enrollment Deadline:** *Friday, February 3, 2023*
- ◆ **Classes Begin:** On first day of classes in the attending district or as soon as the student enrolls (Once students enroll, they will have access to courses beginning on Friday, January 5, 2023).

SPRING 2023 (Spring Courses offered through high school instructors)

- ◆ **Enrollment Begins:** Thursday, January 5, 2023
- ◆ ***Appeal Deadline:** Friday, January 27, 2023
- ◆ **Spring Enrollment Deadline:** *Friday, February 3, 2023*
- ◆ **Classes Begin:** On first day of classes in the attending district

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

Drop/Withdraw Deadlines

	Fall	Full Year	Spring
Last day to drop without a “W” recorded on transcript	Friday, September 23, 2022	Monday, October 24, 2022	Friday, March 3, 2023
Last day to withdraw with a “W” on transcript	Wednesday, November 16, 2022	Friday, April 21, 2023	Friday, April 21, 2023

Refund Schedule

In order to apply for a refund, a student **must** submit a change of enrollment form to Baker University. This change of enrollment form requires student and counselor signatures (See *Drop/Withdrawal Process*, following). The **Change of Enrollment form** can be accessed at: <https://www.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 based upon the “last date of attendance” as determined by the Office of the Registrar.

The following percentages apply based on the Baker 2022-23 academic calendar:

***First day of Baker CCP Fall classes: August 2022 (or attending district start date)**

***First day of Baker CCP Spring classes: January 2023 (or attending district start date)**

*High School start dates may be slightly different for each partner district.

Tuition refunds for Courses :

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

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

Drop/Withdrawal Process

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

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

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

Email to: records@BakerU.edu and cc: Lanie.Fasulo@BakerU.edu or mail to the following address:

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

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

Student Portal Access

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

My Baker Portal provides a secure environment where you can:

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

You may access the Baker Portal here: <https://my.bakeru.edu/> Click “Login,” then, “Student Portal Homepage.”

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

Grade Information

Records

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

Grades

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

Transcript Information

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

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

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

Course Expectations if High Schools Move to Online Teaching:

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

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

Student Information

FERPA Notification

Baker University maintains compliance with the **Family Educational Rights and Privacy Act (FERPA)** of 1974 (as amended). FERPA defines educational requirements which are designed to protect the privacy of students concerning their records maintained by Baker University.

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

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

Complaints may be addressed to:

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

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

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

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

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

Release of Directory Information

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

- Name
- Date of birth
- Permanent address and telephone number
- Baker email address
- Dates of attendance
- Enrollment Status
- Class level
- Major area(s) of study
- Academic honors and awards
- Degree(s) conferred (including dates)
- Photograph
- Participation in officially recognized activities and sports
- Height and weight of athletes

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

Academic Misconduct Policy

Academic Misconduct

The university community traditionally has been a place where all members may feel free to express and exchange ideas. Such fundamental goals of the university as intellectual growth and development are predicated on honest investigation, straightforward expression of views and opinions, and genuine dialogue. The attainment of these goals requires that all who participate in the exchange of ideas maintain intellectual integrity.

The purpose of this document is not to resolve the moral, religious, and philosophical issues involved in "cheating, plagiarism, or dishonesty." Rather, the purpose is to identify unacceptable

behaviors and enforce honesty in academic endeavors. A further purpose is to ensure that both instructor and student are protected from unfair actions or accusations in cases of cheating and plagiarism. A further purpose of the university is to encourage instructors and students to adopt a responsible attitude toward one another.

Standards and Definitions

Baker University expects students and instructors (“instructor” is used as the term to designate members of the faculty and others in their role and function as teachers or supervisors in connection with academic course work at the university) to have solely completed or prepared the work or research that bears their name, and to acknowledge the materials and sources of others. The university expects students to do their own work and research, to prepare their own reports and papers, and to take examinations without the assistance of others or aids not allowed in the testing procedure. The standards and ideals of learning at the university assert that students participate directly in the process of learning rather than substitute others’ labor and experience. The following definitions are intended as guides and are not meant to be comprehensive.

Academic misconduct includes but is not confined to plagiarizing; cheating on tests or examinations; turning in counterfeit reports, tests, and papers; stealing of tests and other academic material; knowingly falsifying academic records or documents; and turning in the same work to more than one class without informing the instructors involved.

Plagiarism includes presenting as one’s own efforts the work of someone else without proper acknowledgment of that source. It is not enough to copy the work of someone else and provide a citation. Exact copying must 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. It is the student’s responsibility to understand what constitutes plagiarism and how to properly paraphrase and cite sources. 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 mechanical devices used in a quiz, test, or examination, but not specifically allowed by the examiner, constitutes cheating. Visually or verbally receiving or giving information during a quiz, test, or examination that is not specifically allowed by the examiner is also cheating.

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

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

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.

Falsification or procurement of falsified academic records by knowingly or improperly changing transcripts, grade sheets, or related documents constitutes academic misconduct.

Student and Instructor Responsibilities

Students

- Have the responsibility to do their own academic work
- Must acknowledge sources of their materials and material that is the work of others
- Have the responsibility to inquire of the instructor when they are uncertain as to what constitutes proper acknowledgment
- Have the responsibility to inquire of the instructor as to what materials and aids are permitted in testing and research work
- Have an obligation to know their rights and responsibilities as delineated in the Baker University Student Handbook
- Have the responsibility to know the university's position with respect to academic misconduct as set forth in this document

Instructors

- Have the responsibility to support and implement the standards, policies, and procedures with respect to scholarship and academic misconduct adopted and approved by Baker University, as outlined in the Faculty Handbook
- Have the responsibility to be familiar with the students' rights, freedoms and responsibilities, as outlined in the Baker University Student Handbook
- Are responsible for informing a class in writing with respect to special scholarship standards, rules and penalties for the class or field of study, and to give clarification in the event of private or class queries on the subject
- Must treat fairly and impartially all members of a class and devise testing and assignment procedures that reflect this impartiality
- Have the responsibility to respect contrary opinions and the right of a student to think differently or to be critical without being penalized
- Shall not use ideas originating with and expressed by a student without permission and proper acknowledgment
- Shall inform the student in writing when a student's semester grade is affected by the student's academic misconduct

Rights of Students and Instructors

- Students have those rights, freedoms, and responsibilities as enunciated in the Baker University Student Handbook
- Students or instructors have the right to differing and contrary opinions without fear of reprisal or unfair treatment
- A student charged with academic misconduct is innocent unless judged guilty through due process
- A student has the right of appeal as specified in "Appeals" in this document

In Any Instance of Academic Misconduct

Individual instructors have the autonomy to deal with individual instances of academic misconduct in their courses. The instructor may choose from a variety of possible sanctions including, but not limited to: a lowered grade on the assignment, a failing grade on the assignment, a failing grade in the course, and 'XF' notification on the student's academic transcript. The 'XF' designation will be considered in instances in which the academic misconduct represents a substantial portion of work or demonstrates premeditation and intent on behalf of the student. The 'XF' designation must only be given in consultation with the Dean of the College of Arts and Sciences (CAS). Instructors are required to document all instances of academic misconduct.

The instructor shall notify the student in writing of the misconduct and the course-related sanctions for it and is required to report the instance to the Dean of the CAS on the Notification of Student Academic Misconduct form along with appropriate documentation. Copies of the report will be sent to the student's academic advisor and the report will be made a part of the student's record. Additional institutional sanctions may follow if the student has accumulated sanction points.

The Dean of the CAS will review the form and supporting documentation and will assign an appropriate sanction point. The student will receive a letter from the Dean of the CAS that a Notification of Student Academic Misconduct form has been filed in the Office of the Dean of the CAS. Included in this correspondence will be a description of the institutional sanction as well as an outline of the appeal process. Students may be required to meet with the Dean of the CAS to review the accusation and to discuss the importance of academic integrity. A copy of the conversation of that meeting will be placed in the student's file.

Academic Misconduct Violation and Sanction Examples & Guidelines

Individual instances of academic misconduct vary in their magnitude and severity. The list of violations and sanctions that follow should be used as a guideline for making decisions regarding academic misconduct. These guidelines should not be considered an exhaustive list.

Lower level violations are considered to be less severe because they impact a minor portion of course work or include little to no premeditation or intent. In contrast, upper level violations are more severe violations that impact a larger portion of coursework or that include evidence of premeditation and intent. There are sanction points associated with each violation. Students will receive a sanction point for each violation and these points will be cumulative over a student's time at Baker University.

I. Violation Levels

Warning Level Violation – 0.0 sanction point (first semester only, first offense only)

- For plagiarism or copying in work done for a course, if the plagiarized or copied material constitutes a minor portion of the assignment
- Unauthorized collaboration on homework assignments constituting a minor portion of the assignment

- Any subsequent Warning Level Violations will be classified as a Level One Violation (and 0.5 sanction points will be applied)

Level One Violation – 0.5 sanction point for each violation

- Submission of plagiarized or counterfeit work including the submission of the work of another person as one’s own that was created, researched, or produced by someone else; the submission of joint work as if that work was solely one’s own; or the production of work to be submitted in the name of another
- Collaboration with other students on homework assignments or laboratory work that is not specifically allowed by the instructor
- Witnessing another student engaging in academic misconduct and not reporting the misconduct to the professor
- Possession, use, or receipt of unauthorized aids or assistance (including, but not limited to: notes, charts, books, and mechanical devices) during a quiz, test, or examination, that is not specifically allowed by the instructor
- Visually or verbally receiving or giving information during a quiz, test, or examination that is not specifically allowed by the instructor
- Unauthorized reuse of work or the turning in of the same work to more than one class without informing the instructors involved
- Falsifying evidence of attendance or participation by the student, or on behalf of another student

Level Two Violation - 1.0 sanction point for each violation

- Theft, use or circulation of quizzes, tests, or examinations, or answer sheets specifically prepared for use in a given course and as yet not used or publicly released by the instructor of the course
- Falsification of data or creation of false data in class assignments, laboratory work, or research conducted inside or outside a class setting
- Taking an exam for another person, or allowing another person to take an exam on one’s behalf

Level Three Violation - 3.0 sanction points for each violation

- Falsification or procurement of falsified academic records by knowingly or improperly changing transcripts, grade sheets, or related documents
- Providing someone else’s signature on any university-related document
- Destroying or in any way altering the work of another student without his or her specific consent

II. Range of Institutional Sanctions

Sanction points = 0.0. The student will be asked to take part in an educational experience designed to improve his or her understanding of academic misconduct (first offense only).

Sanction points = 0.5. The student will be issued a Letter of Reprimand from the office of the Dean of the CAS and may be asked to take part in an educational experience designed to improve his or her understanding of academic misconduct.

Sanction points = 1.0. The student will have a meeting with the Dean of the CAS to discuss the importance of academic integrity. In consultation with the Dean of the CAS, the student may also receive notification of ‘XF’ on his or her transcript.

Sanction points = 1.5. The student will be allowed to complete the current semester, but will be suspended for the following semester.

Sanction points = 2.0. The student will be allowed to complete the current semester, but will be suspended for the following two semesters.

Sanction points = 2.5. The student will be allowed to complete the current semester, but will be suspended for the following three semesters.

Sanction points = 3.0 or more. The student will be expelled immediately from the university. Expulsion from Baker University for academic misconduct will be permanently noted on the student's transcript.

III. Degrees, Awards & Honors Membership

In addition to possible suspension or expulsion, violations of the Academic Misconduct Policy may lead to the removal of degrees, awards, or membership in the Baker University Honors program.

IV. Removal of 'X' from Student Transcript

Students will not be allowed to drop courses in which they are receiving a failing grade ('XF') due to academic misconduct. If a student retakes a course, this action will not erase the 'X' on his or her transcript as this is notation that the student has engaged in academic misconduct.

For a first offense of any Level One or Level Two violation, or a second offense of a Level One violation, after the completion of two semesters of acceptable behavior in which a student remains in good academic and social standing, the student may petition the Office of the Dean of the CAS to remove the 'X' from his or her transcript. This written petition must provide evidence that the student has a better understanding of ethical behavior (e.g., evidence that the student has studied how to cite sources properly, has taken a course on ethics, has attended a library workshop on how to avoid plagiarism, has written a paper on the importance of academic integrity, etc.). The Dean of the CAS may consult with the Chair of ASEM or other faculty members before deciding to remove the 'X.'

V. Appeals

Alleged Academic Misconduct

Students may appeal an allegation of academic misconduct or a grade awarded because of alleged academic misconduct to a Hearing Board. Students may also appeal any sanctions imposed by the Dean.

A student wishing to appeal an allegation of academic misconduct or a grade awarded because of alleged academic misconduct must submit a completed petition to the office of Academic Affairs within ten (10) days after the beginning of the subsequent term or session. The hearing board shall normally be convened within ten (10) days following the receipt of a completed petition. For petitions filed during the summer or Winter term, the absence of potential board members may delay hearings until the start of the following semester.

Hearing Board

The hearing board shall consist of three faculty members, drawn from ASEM members and a pool of faculty appointed by the chairs council, together with three student representatives selected by the ASEM chair. The composition of the hearing board shall reflect a reasonable attempt to avoid bias or conflict of interest. The chair of the Academic Standards and Enrollment Management

Committee will serve as the nonvoting chair of the hearing board. ASEM will elect a hearing board chair from among its members when the chair of ASEM has a conflict of interest. The accused student has the right to a faculty advisor who will be selected by the Office of Academic Affairs in consultation with the chair of ASEM.

Hearing Board Meetings

The first meeting of the hearing board will normally take place within ten (10) days following the receipt of a completed petition by the Office of Academic Affairs. The hearing board will meet as often as necessary to interview affected parties and review relevant documentation and evidence. After thorough review of the evidence regarding the course syllabus or alleged violations, the hearing board will make a finding regarding the allegation of academic misconduct or the grade to be changed. Findings of the hearing board will be communicated to the Dean of the CAS who will provide notification to all parties named in the petition. Findings should be delivered in a timely manner – in no fewer than 30 school days. The recommendation requires the approval of five of the six voting members. A finding exonerating a student of academic misconduct shall result in all references to that misconduct being expunged from the student’s record.

Committee meetings are closed to outside parties, including legal counsel. All proceedings and materials reviewed by the committee will be kept strictly confidential.

Appeal of Sanctions

Sanctions imposed by the Dean as a result of a finding of academic misconduct may be appealed to the Vice President for Academic Affairs. The student has ten days to appeal such sanctions. The Vice President for Academic Affairs has three options: 1) to uphold the decision of the Dean, 2) to lessen the sanction proposed by the Dean, or 3) to remove the sanction proposed by the Dean. If either of the latter two options is selected, the Vice President for Academic Affairs must provide an explanation for the decision in writing to the Dean. There is no appeal beyond this point.

VI. Academic Misconduct Records

All records of academic misconduct will be kept by the Office of Academic Affairs. All records of academic misconduct will be kept for five years after a student has graduated or five years past the date that they depart campus. These records will be consulted only if a) an additional Notification of Student Academic Misconduct form has been submitted by a faculty member, b) if a student is petitioning for the removal of an “X” from his or her transcript, or c) if a student is petitioning for some other mitigation of imposed sanctions. All decisions of suspension and expulsion will remain in the student’s file permanently.

Non-Academic Misconduct Grade Appeal

Students must first attempt to resolve non-academic misconduct grievances involving grades with the individual instructor. If the grade grievance is not resolved, the student has the right to appeal a course grade not related to alleged academic misconduct to a hearing board as outlined above. A finding to change a course grade shall require the approval of five of the six voting members. Findings of the hearing board shall be communicated to the Dean of the CAS who will provide notification to all parties named in the petition. There is no appeal beyond this point.

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).

2022-23 Baker Concurrent Credit Courses

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

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

2022-23 CCP Courses Taught by High School Teachers

School	Course	Hours	Semester
Blue Valley CAPS	BS105 Intro to Global Business (Graham)	3	Fall or Spring
	CS175 Computer Science (Riffer)	4	Fall or Spring
	ED243 Teacher Education (Lueders)	3	Fall or Spring
	ED244 Teacher Ed Internship (Lueders)	1	Fall or Spring
	ED165 Educational Technology (Lueders)	1	Fall or Spring
	EX244 Sports Medicine (Snodgrass)	3	Fall or Spring
Blue Valley High	EC243 Macroeconomics (online-Garcia)	3	Fall
	EC242 Microeconomics (online-Garcia)	3	Spring
	HI127 AP US History (Buchanan/Sullivan)	3	Fall
	HI128 AP US History (Buchanan/Sullivan)	3	Spring
	PY111 Gen Psychology (Salimbene)	3	Full Year
	PY111 Gen Psychology (online-Buffington)	3	Full Year
Blue Valley North	EC243 Macroeconomics (online-Garcia)	3	Fall
	EC242 Microeconomics (online-Garcia)	3	Spring
	HI127 AP US History (Smajda)	3	Fall
	HI128 AP US History (Smajda)	3	Spring
	PC123 Intro to Physics II	4	Full Year
	PS115 AP US Government (Chugg)	3	Fall or Spring
	PY111 General Psychology (Salimbene)	3	Full Year
	PY111 Gen Psychology (online-Buffington)	3	Full Year
Blue Valley Northwest	EC243 Macroeconomics (online-Garcia)	3	Fall
	EC242 Microeconomics (online-Garcia)	3	Spring
	PY111 Gen Psychology (online-Buffington)	3	Full Year
Blue Valley Southwest	EC243 Macroeconomics (online-Garcia)	3	Fall
	EC242 Microeconomics (online-Garcia)	3	Spring
	PY111 Gen Psychology (online-Buffington)	3	Full Year
Blue Valley West	HI127 AP US History (Garcia/Lahasky)	3	Fall
	HI128 AP US History (Garcia/Lahasky)	3	Spring
	EC243 Macroeconomics (Garcia)	3	Fall
	EC243 Macroeconomics (online-Garcia)	3	Fall
	EC242 Microeconomics (Garcia)	3	Spring
	EC242 Microeconomics (online-Garcia)	3	Spring
	PS115 AP US Government (Koerkenmeier)	3	Fall or Spring
	PS115 AP US Government (Hoeven)	3	Fall or Spring
	PY111 Gen Psychology (online-Buffington)	3	Full Year
DeSoto High	ED243 Teacher Education (Friday)	3	Full Year
	ED244 Teacher Ed Internship (Friday)	1	Full Year

School	Course	Hours	Semester
Mill Valley	BI246 Anatomy and Physiology (Thomas)	4	Full Year
	CO115 Intro to Communications (Carlson)	3	Fall or Spring
	EC243 Teacher Education (Dieckhoff)	3	Full Year
	ED244 Teacher Ed internship (Dieckhoff)	3	Full Year
	HI127 AP US History (Wieland)	3	Fall
	HI128 AP US History (Wieland)	3	Spring
	MA221 Statistics (Houlton)	3	Full Year
	PC125 AP Physics I (Johnston)	4	Full Year
	PC126 AP Physics II (Johnston)	4	Full Year
	PS115 AP American Government (Pendleton)	3	Fall or Spring
Olathe East	ED243 Teacher Education (Warren)	3	Full Year
	ED244 Teacher Ed Internship (Staples)	1	Fall
	ED265 Educational Technology (Staples)	1	Fall
Piper High	ED243 Teacher Education (Batcheler)	3	Full Year
SM Northwest	ED243 Teacher Education (Dent)	3	Full Year
	ED244 Teacher Ed Internship (Dent)	1	Full Year
	PY111 AP Psychology (Walker)	3	Full Year
SM South	ED243 Teacher Education (Bravence)	3	Full Year
	ED244 Teacher Ed Internship (Bravence)	1	Full Year
SM West	ED243 Teacher Education (Sinkler)	3	Fall, Spring, FY
	ED244 Teacher Ed Internship (Sinkler)	1	Year
	PY111 AP Psychology (Grogan)	3	Full Year
St. James Academy	LN101 Elementary Latin I (McDonald)	3	Fall
	LN102 Elementary Latin II (McDonald)	3	Spring

Virtual Concurrent Credit Courses:

Below is a list of virtual concurrent credit courses being taught by university faculty and available for high school students. All courses are available for homeschool students. All other students, please contact your school counselor or contact Dr. Lanie Fasulo at lanie.fasulo@bakeru.edu to find out what courses may be accessed through your school district or virtual school. All courses are one semester in length.

2022-23 Virtual Concurrent Credit Courses offered through Baker University	
BI151 & BI151L Molecular & Cellular Biology/Lab – 4 hours	HI128 History of the US 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 US to 1877 – 3 hours	PY111 General Psychology – 3 hours
	RE106 Intro to Christianity – 3 hours



Virtual Courses by School

School	Course (Hours of Credit)	Semester
Basehor-Linwood High School	EC242 Principles of Econ: Microeconomics (3)	Fall or Spring
Basehor-Linwood Virtual School	All virtual courses available offered (See page 21)	Fall or Spring
Blue Valley High Schools	All virtual courses available offered except PH115 Intro to Philosophy (See page 21)	Fall or Spring
Eudora High School and Eudora Virtual Learning	BI151 Molecular & Cellular Biology & BI151L Lab (4) BK106 College Readiness (1) BS141 Introduction to Business (3) CH137 Chemistry I and CH137L Lab (4) CO115 Introduction to Communication Studies (3) CS106 Introduction to Information Technology (3) EC242 Principles of Econ: Microeconomics (3) EN105 Language & Composition [Comp I] (3) EN152 Research & Composition [Comp II] (3) EN120 Introduction to Literature (3) HI127 US History to 1877 (3) HI128 US History since 1877 (3) HI140 World Civilizations I (3) MA106 Quantitative Analysis (3) MA145 College Algebra (3) MU120 Understanding Music (3) PH115 Introduction to Philosophy (3) PS115 Intro to American Politics [US Government] (3) PY111 General Psychology (3)	Fall or Spring
Homeschool Students	All virtual courses available offered (See page 20)	Fall or Spring
Hoxie Community Schools	BK106 College Readiness (1) BS141 Intro to Business (3) EN105 Language & Composition [Comp I] (3) EN106 Research & Composition [Comp II] (3) EC242 Principles of Econ: Microeconomics (3) HI127 History of the US to 1877 (3) HI128 History of the US since 1877 (3) HI140 World Civilizations I (3) MA145 College Algebra (3 h) PY111 General Psychology (3)	Fall or Spring

<i>Insight School of Kansas</i>	All virtual courses available offered except RE106 Introduction to Christianity (See page 20)	Fall or Spring
<i>Lawrence Virtual School</i>	BI151 Molecular & Cellular Biology and BI151L Lab (4) CO115 Intro to Communication Studies (3) EN105 Language & Composition [Comp I] (3) EN106 Research & Composition [Comp II] (3) HI127 US History to 1877 (3) HI128 US History since 1877(3) MA145 College Algebra (3) PY111 General Psychology (3)	Fall or Spring
<i>Piper High School</i>	BS141 Intro to Business (3) CS106 Intro to Information Technology (3) EC242 Principles of Economics: Microeconomics (3) LN101 Elementary Latin (3) MU120 Understanding Music (3) RE106 Intro to Christianity (3)	Fall or Spring
<i>Shawnee Mission High Schools</i>	All virtual courses available offered (See page 20)	Fall or Spring
<i>St. James Academy</i>	To be determined	Fall or Spring