Missouri Higher Education Civics Achievement Examination: Frequently Asked Questions

About the Exam

1. What is the Missouri Higher Education Civics Achievement Examination?

Missouri law requires all public colleges and universities to administer a civics exam that students must pass to graduate. The requirement was established by Senate Bill 807, Section 170.013, which took effect on August 28, 2018.

2. What type of content does the exam cover?

The exam covers the provisions and principles of American civics. It is modeled on the 100 questions that U.S. Citizenship and Immigration Services, a division of the Department of Homeland Security, administers to applicants for U.S. citizenship.

3. Which students are required to take this exam?

The exam is required for first-time freshmen, including Dual Credit students, who entered a public institution of higher education for the first time after July 2019 and are pursuing an associate or bachelor's degree from that institution.

The MSSU Admissions department determines whether a student is admitted as a first-time freshman through the admission application process. The Admission and Student Type codes assigned to the student determine whether the exam is required for graduation.

The following students are exempt from the exam:

- *Transfer students*
- *Non-degree-seeking students*
- *Students seeking only a certificate*

The CIVX 0100 Resource Course

4. How will MSSU students take the exam?

At the start of each fall and spring semester, incoming first-time freshmen who are pursuing an associate or bachelor's degree and are enrolled in at least one MSSU course are automatically enrolled in CIVX 0100, a 16-week course that contains the civics exam.

CIVX 0100 is a Resource Course delivered online, along with the exam, through Blackboard. It contains eight modules covering subjects such as the U.S. Constitution, the Bill of Rights, and other areas of government and history. Each module includes:

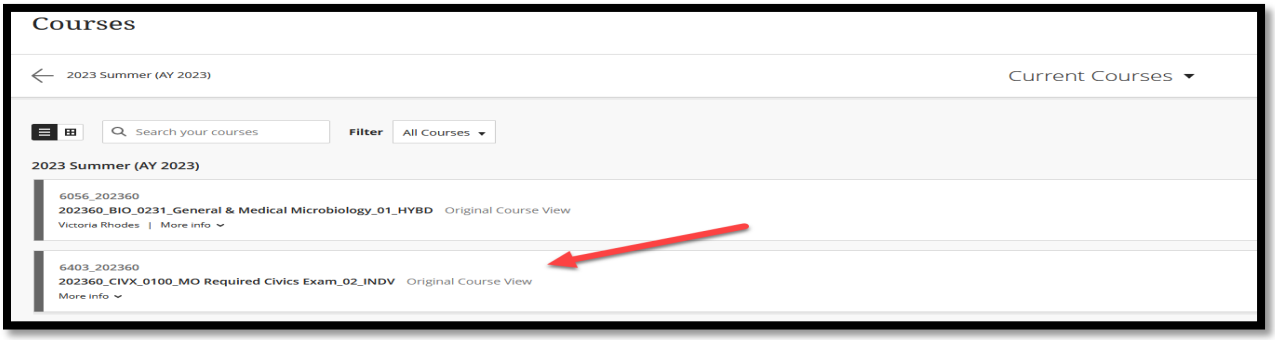
- *Instructional videos with interactive quizzes that engage students with the material for each exam subject*
- *Engagement activities that reinforce the material, such as interactive maps, matching exercises, hotspots, and ordering exercises*

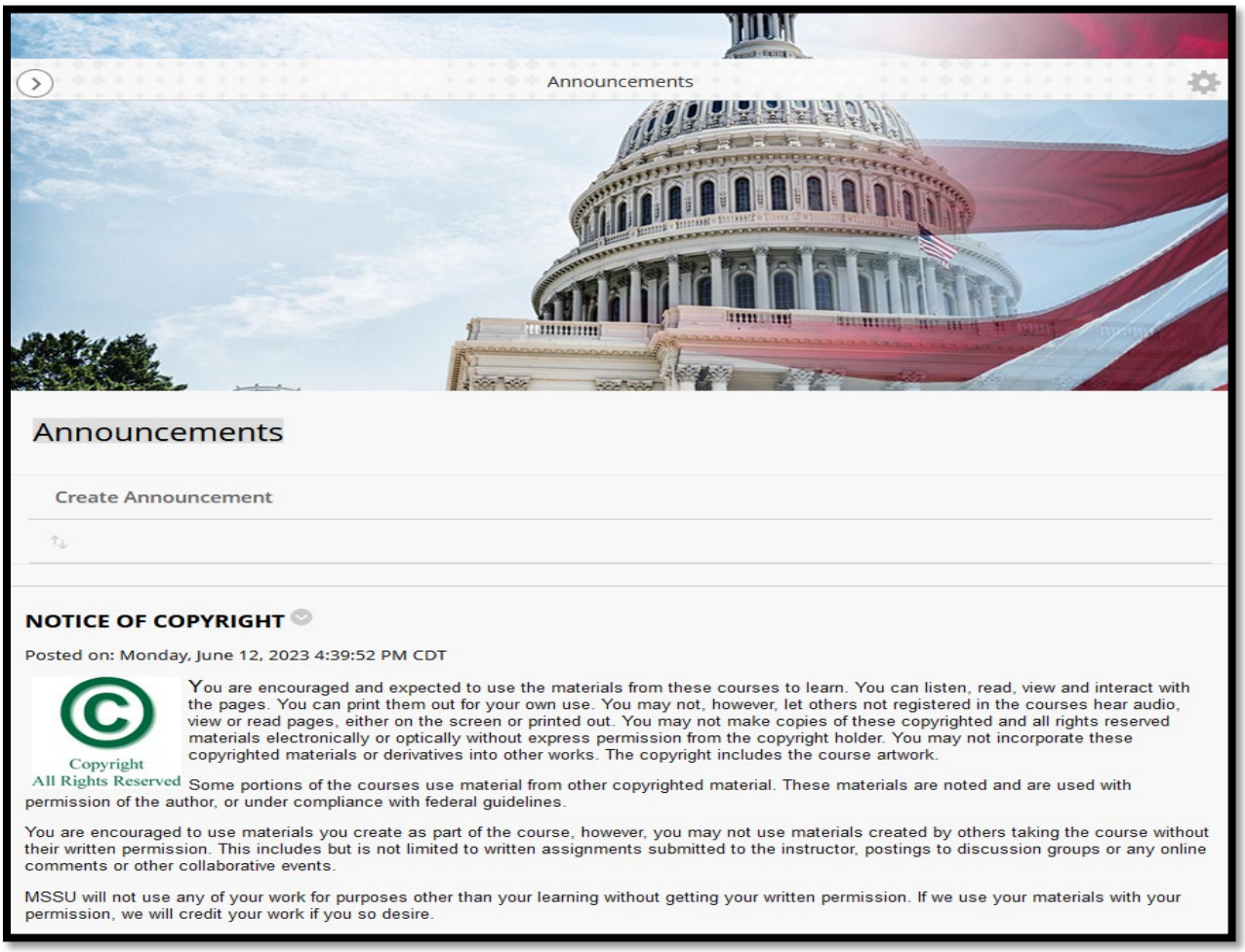
- *Library resources that enhance the civics curriculum, such as primary documents and government websites and resources*

The course is designed to prepare students to pass the exam.

5. What does the course (CIVX 0100) look like in Blackboard?

After logging in to Blackboard, students will see a landing page. CIVX 0100 appears in the list of enrolled courses in the "My Courses" column on the right.





Exam Policies and Course Details

6. What score does a student need to pass the exam?
Students must score 70% or higher to pass.

7. Are multiple attempts allowed?
Yes. Students may take the exam as many times as needed, and the course remains available until the exam has been passed.

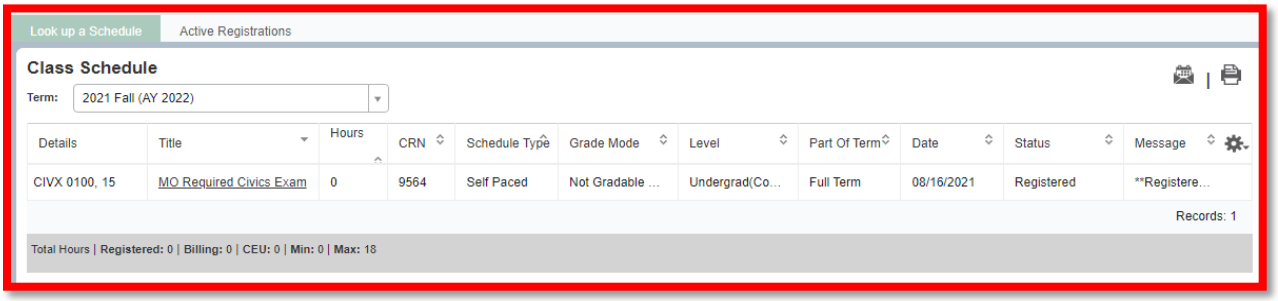
8. Is there a fee for taking the exam?
No. There are no tuition charges or fees associated with the exam or CIVX 0100.

9. Is there a letter grade associated with CIVX 0100?
No. The course is designated as "Non-Gradable."

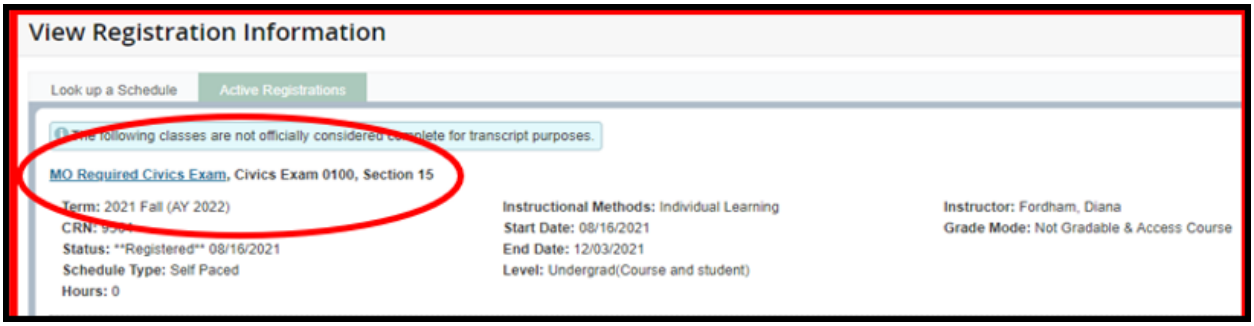
10. Are there any credit hours associated with CIVX 0100?
No. CIVX 0100 is a zero-credit course.

Viewing and Dropping CIVX 0100

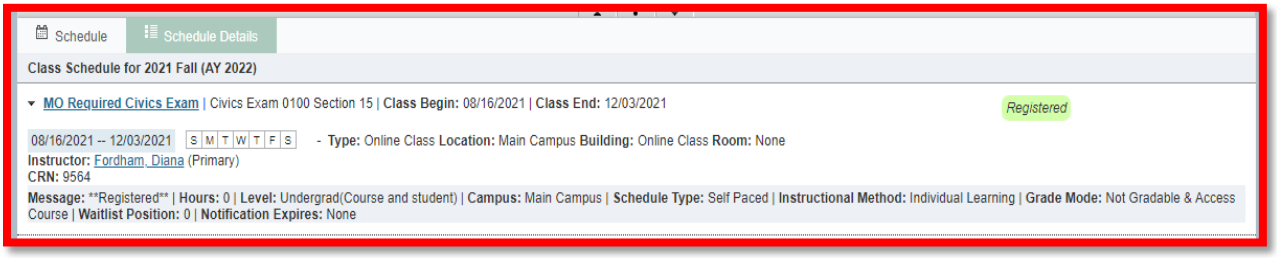
11. Will students be able to see CIVX 0100 in Lionet?
Yes. The course appears on the "Registration Information" class schedule. To view it, go to ***Self Service Menu—Student—Registration—Look up a Schedule.***



Active Registrations.



Schedule Details.



12. Can CIVX 0100 be dropped through Lionet?
No. Students cannot drop CIVX 0100 through Lionet.

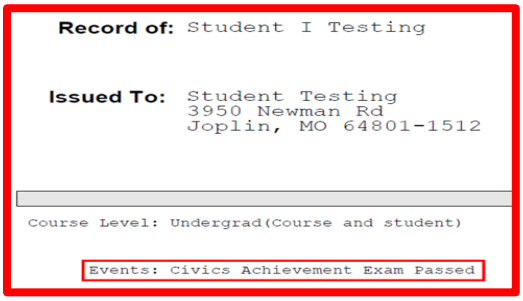
13. Can CIVX 0100 be dropped through Banner?
*Yes; however, **only** the Office of the Registrar is authorized to drop a student from CIVX 0100.*

Transcripts and Transfer Recognition

14. Can students who pass the exam at MSSU "transfer" the result to other institutions?
Yes. MSSU records the passed exam on the student's transcript, and other Missouri public institutions are required to recognize that the student has passed.

15. Does CIVX 0100 appear on the student's academic transcript?
No. The course does not appear on the official or unofficial transcript while the student is enrolled in it. However, once the student passes the exam, a notation is added to the official transcript.

16. What notation appears on the MSSU official transcript when a student passes the exam?
Exam completion is recorded on the MSSU transcript as a transcript event.



17. How are MSSU records updated for transfer students whose transcripts show they passed the exam at another institution?
*During the transcript review process, the Office of the Registrar updates the student's record, and the change appears on the student's Degree Works audit. A notation is **not** added to the MSSU transcript for students who pass the exam at another institution.*
If you passed the Missouri civics exam at another institution and it does not appear as met on your Degree Works audit, please contact the Office of the Registrar.

Completing the Exam and Semester Timing

18. What happens when a student passes the exam at MSSU?

At the end of the semester *in which the student passes the exam, the passing score is sent to Degree Works to complete the requirement, and a notation is added to the student's MSSU transcript.*

Note: *Students who pass early in the semester must wait until the semester ends and grades are posted before Degree Works and the transcript are updated. However, Blackboard notifies students immediately after they pass the exam.*

19. What happens if a student does not attempt or does not pass the exam within the 16 weeks?

The student will be automatically re-enrolled in CIVX 0100 at the beginning of the following semester, provided the student is enrolled in at least one MSSU course.

20. Can students take the exam during winter, spring, or summer breaks when classes are not in session?

CIVX 0100 enrollment follows each semester's start and end dates. If a student has not passed the exam by the last day of the semester, the student will no longer have access to CIVX 0100. The student will be automatically re-enrolled at the beginning of the next fall or spring semester, provided the student is enrolled in at least one MSSU course.

21. Can students take the exam during the summer semester?

Students who have not passed the exam are automatically enrolled in CIVX 0100 for the summer if they are enrolled in at least one MSSU class. Students who are not taking summer classes but wish to take the exam during the summer should email their request, along with their name and student ID number, to registrar@mssu.edu.

Changes in Student Status

22. What happens if a student is admitted as non-degree-seeking and becomes degree-seeking later in the same semester?

The automatic enrollment process runs at the beginning of the semester and applies only to degree-seeking students, so the student will not be enrolled in CIVX 0100 that semester. The student will be automatically enrolled at the beginning of the next semester, provided the student is enrolled in at least one MSSU course.

23. What happens if a student is degree-seeking at the beginning of a semester and becomes non-degree-seeking later in the same semester?

Because the student was degree-seeking when the automatic enrollment process ran, the student will be enrolled in CIVX 0100 and will not be dropped after becoming non-degree-seeking. However, the student will not be enrolled in CIVX 0100 at the beginning of the next semester.

24. What happens if a certificate-only student declares an associate or bachelor's degree later in the same semester?

The automatic enrollment process runs at the beginning of the semester and applies only to students seeking an associate or bachelor's degree, so the student will not be enrolled in CIVX 0100 that semester.

The student will be automatically enrolled at the beginning of the next semester, provided the student is enrolled in at least one MSSU course.

25. What happens if a student is seeking an associate or bachelor's degree at the beginning of a semester and later decides to seek only a certificate?
Because the student was seeking an associate or bachelor's degree when the automatic enrollment process ran, the student will be enrolled in CIVX 0100 and will remain enrolled until the end of the semester. However, the student will not be automatically enrolled in CIVX 0100 at the beginning of the next semester.

26. What happens if a student is dropped from classes for non-attendance?
During the non-attendance drop process, students are dropped from CIVX 0100 if it is their only remaining class.

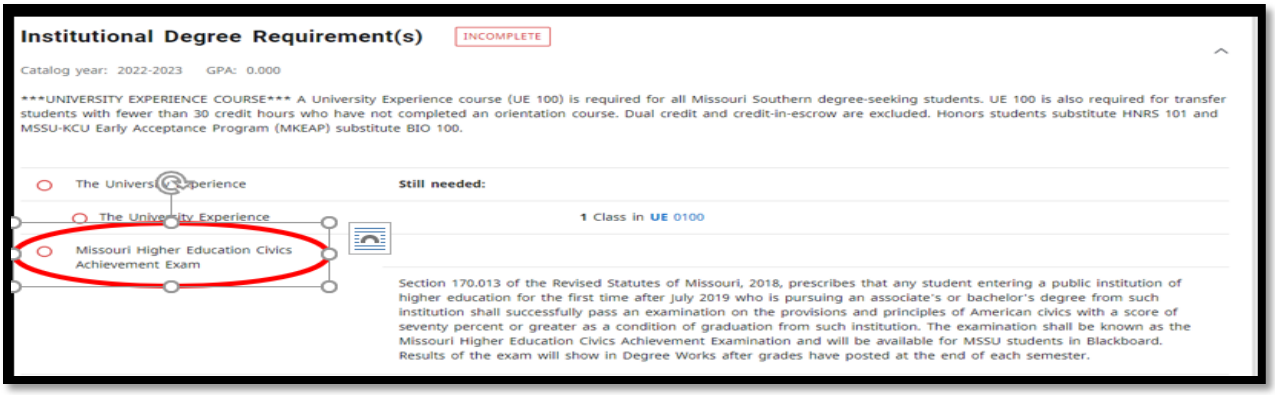
27. What happens when a student withdraws from all classes?
Exam scores are not collected from Blackboard until the end of the semester. When a student enrolled in CIVX 0100 files for complete withdrawal, the Office of the Registrar checks whether the student has completed the exam before processing the withdrawal. If the student passed with a score of at least 70%, the score is processed and posted to the student's transcript and Degree Works before the student is dropped from classes.

28. What happens if a student is enrolled in CIVX 0100 and MSSU then receives a transcript from another institution showing the student has completed the exam?
The student's record will be updated. Because the automatic enrollment process runs at the beginning of the semester and is reviewed at the end of the semester, the student will not be dropped from the course automatically; however, the student does not need to retake the exam. The student may contact the Office of the Registrar to be dropped from the course.
If you passed the Missouri civics exam at another institution and it does not appear as met on your Degree Works audit, please contact the Office of the Registrar at registrar@mssu.edu.

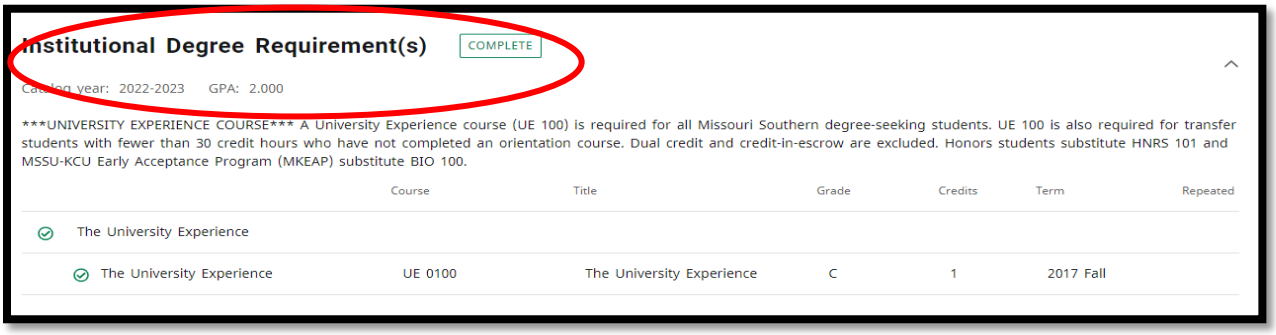
Communication and Degree Works

29. How is this requirement communicated to students?
Information about the exam is provided during new student orientation, in the UE 0100 course, and in Roary's Guide. Students also receive an email reminder at their MSSU-issued email account at the beginning of every semester in which they are enrolled in CIVX 0100.

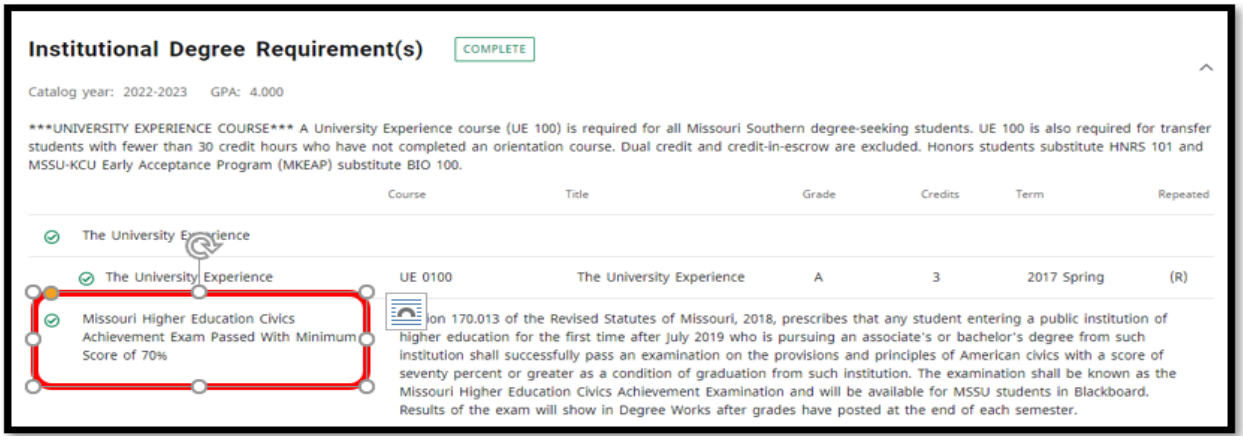
30. How will students who are required to pass the exam know they have not yet met the requirement?
On the Degree Works audit, the Institutional Degree Requirement(s) card will show "Incomplete," with a red circle beside the requirement indicating it is "Unmet."
***Note:** For newly admitted degree-seeking first-time freshmen, the civics exam requirement will not appear until the beginning of the semester.*



31. How will students who are <u>not</u> required to take the exam know they do not have to take it?
No information about the exam will appear in the Institutional Degree Requirement(s) section of their Degree Works audit.



32. How is passing the exam at MSSU or from another institution documented in Degree Works?
Degree Works will show that the exam has been passed.



Graduation and Late Completion

34. What happens if a student completes all other degree requirements but has not taken or passed the exam with a score of 70%? Can the student graduate without passing the exam?

Students who have completed all degree requirements except the civics exam will be required to take the exam before their degree is conferred.

a. *If the student is enrolled in the following term, they can be added to a CIVX 0100 course in session.*
b. *If the student is not enrolled, or if it is between semesters when no CIVX 0100 course is in session, the student will need approval from their college dean to take the exam. If approved, the exam will be delivered on paper through Testing Services or through the CIVX 0100 Resource Course (if practical).*
c. *The student needs to contact the Office of the Registrar at registrar@mssu.edu to request the "MO Civics Exam to Graduate – Late Completion Request Form."*

Questions

For general questions about the Civics Achievement Examination, contact the Office of the Registrar at registrar@mssu.edu.

For questions regarding Civics Resource Course on Blackboard, contact Instructor Ms. Diana Fordham at Fordham-d@mssu.edu, 417-625-3507

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