

## Missouri Higher Education Civics Achievement Examination FAQ's

### 1. What is the Missouri Higher Education Civics Achievement Exam?

*A new Missouri law requires all public colleges and universities to administer a civics exam to students as a requirement for graduation. This law is part of Senate Bill 807, Section 170.013, which went into effect on August 28, 2018.*

### 2. What type of content does the exam cover?

*The provisions and principles of American civics. The exam shall be similar to the one hundred questions administered to applicants for United States citizenship by the United States Citizenship and Immigration Services division of the Department of Homeland Security.*

### 3. Are all students required to take this exam?

*Any student entering a public institution of higher education for the first time after July 2019 who is pursuing an associate's or bachelor's degree from such institution shall successfully pass an examination. Non-degree students and students who are seeking a certificate only are not required to take the exam.*

### 4. What score does a student need to pass the exam?

*A score of seventy percent or greater.*

### 5. How will MSSU students take the exam?

*At the beginning of each fall and spring semester, each incoming first-time freshman who is pursuing an associate's or bachelor's degree and who has already enrolled in at least one MSSU course will be automatically enrolled into a 16-week course in which the civics exam resides. The course (CIVX 0100) is a Resource Course, which along with the exam, is delivered online through Blackboard. CIVX 0100 has eight modules based on subject matters including the US Constitution, the Bill of Rights, and other areas of government and history. Each module consists of:*

- instructional videos with interactive quizzes to engage the student with the material delivered on each subject on the exam.*
- engagement activities to support the material being presented (example: interactive maps, matching exercises, hotspots, ordering)*
- library resources to enhance the civics curriculum material (example: primary documents, government websites and resources)*

*The course is intended to adequately prepare the students to pass the exam.*

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

*Upon logging in to Blackboard, students will see a landing page. In the "My Courses" column on the right, CIVX 0100 is included in the list of enrolled courses.*

**Tools**

- Announcements
- Calendar
- Lionet Website
- Personal Information
- My Grades
- Spiva Library
- Tasks
- Goals
- Application Authorization

**Campus Labs Course Evaluations Link**

Launch Course Evaluations

Powered by **campuslabs**

**My Announcements**

No Institution Announcements have been posted in the last 7 days.

201980\_CJ\_0100\_Intro to Criminal Justice\_02\_TRAD

- > Weeks 3 and 4

201980\_ENG\_0080\_Basic Composition\_02\_TRAD

- > September 13th
- > September 11th
- > September 20th - Class will not be in session.
- > September 9th CORRECTION!! ARRIVE BY 9!

201980\_UE\_0100\_The University Experience\_13\_TRAD

- > Class next week
- > Week 3 assignments

more announcements...

**My Courses**

Courses where you are: Student

**begin here**

**201980\_CIVX\_0100\_MO Required Civics Exam\_02\_INDV**

201980\_CJ\_0100\_Intro to Criminal Justice\_02\_TRAD

Announcements:

- > Weeks 3 and 4

201980\_CJ\_0270\_Police and Society\_01\_HYBD

201980\_ENG\_0080\_Basic Composition\_02\_TRAD

Announcements:

- > September 13th
- > September 11th
- > September 20th - Class will not be in session.
- > September 9th CORRECTION!! ARRIVE BY 9!

201980\_MATH\_0020\_Beginning Algebra\_07\_TRAD

201980\_UE\_0100\_The University Experience\_13\_TRAD

Announcements:

- > Class next week
- > Week 3 assignments

201980\_UE\_0150\_College Academic Skills\_01\_HYBD

**My Courses**

Courses where you are: Student

**begin here**

**201980\_CIVX\_0100\_MO Required Civics Exam\_02\_INDV**

201980\_CJ\_0100\_Intro to Criminal Justice\_02\_TRAD

Announcements:

- > Weeks 3 and 4

201980\_CJ\_0270\_Police and Society\_01\_HYBD

**201980\_CIVX\_0100\_MO Required Civics Exam\_02\_INDV**

Announcements

MODULE 1

MODULE 2

MODULE 3

MODULE 4

MODULE 5

MODULE 6

MODULE 7

MODULE 8

CIVICS EXAM

My Grades

Email instructor

**Civics Exam Resource**

Institution Course

Announcements

Welcome to the Civics Exam Resource Course

Posted on: Thursday, August 22, 2019 8:33:03 AM CDT

Posted by: Diane Fordham

Posted in: 201980\_CIVX\_0100\_MO Required Civics Exam\_02\_INDV

click the module link to access module material

7. Are multiple attempts allowed?

*Yes, students may take the exam as many times as they want. The course is still 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.*

J Drive > Registrar > Dept > Missouri Civics Exam > Missouri Higher Education Civics Achievement Examination FAQ  
LAST MODIFIED: 9/17/19

9. Is there a letter grade associated with CIVX 0100?

*No, the course is marked as "Non Gradable."*

10. Are there any credit hours associated with CIVX 0100?

*No, the course is a zero credit course.*

11. Will students be able to see CIVX 0100 in Lionet?

*Yes, the course will show on the "Week at a Glance" class schedule, "Student Detail Schedule," and "Concise Student Schedule."*

Week at a Glance					
The following is your class schedule by day and time. Classes that do not have scheduled meeting times are listed at the bottom of the page. Click on hyperlinked courses.					
Previous Week		Week of Aug 27, 2018 (576 of 612)			
	Monday	Tuesday	Wednesday	Thursday	Friday
8am		ENG 0101-04 8127 Class 8:00 am-9:15 am KUHNN 102		ENG 0101-04 8127 Class 8:00 am-9:15 am KUHNN 102	
9am	HIST 0110-01 8301 Class 9:00 am-9:50 am WEBSTR 210		HIST 0110-01 8301 Class 9:00 am-9:50 am WEBSTR 210		HIST 0110-01 8301 Class 9:00 am-9:50 am WEBSTR 210
10am					
11am	PSY 0100-04 8566 Class 11:00 am-11:50 am HS 238		PSY 0100-04 8566 Class 11:00 am-11:50 am HS 238		PSY 0100-04 8566 Class 11:00 am-11:50 am HS 238
12pm	MATH 0130-03 8769 Class 12:00 pm-12:50 pm REYNLD 124		MATH 0130-03 8769 Class 12:00 pm-12:50 pm REYNLD 124		MATH 0130-03 8769 Class 12:00 pm-12:50 pm REYNLD 124
Courses without assigned meeting times: CIVX 0100-90 - 9746 TBA					

Student Detail Schedule			
Total Credit Hours: 12.000			
<b>Missouri Higher Education Civics Achievement Examination - CIVX 0100 - 90</b>			
<b>Associated Term:</b>	2018 Fall (AY 2019)		
<b>CRN:</b>	9746		
<b>Status:</b>	**Registered** on Aug 01, 2018		
<b>Assigned Instructor:</b>	Diana L. Fordham (P)		
<b>Grade Mode:</b>	Not Gradable & Access Course		
<b>Credits:</b>	0.000		
<b>Level:</b>	Undergrad(Course and student)		
<b>Campus:</b>	Main Campus		
<b>Scheduled Meeting Times</b>			
Type	Time	Days Where	Date Range
To Be Arranged TBA	TBA	Aug 20, 2018 - Dec 07, 2018	Self Paced
			Instructors: Diana L Fordham (P)

### Concise Student Schedule

This page lists the classes for which you are registered for the term. All of the detail information about the class is included.

**Name:** Student I. Testing  
**Classification:** Senior  
**Level:** Undergrad(Course and student)  
**College:** School of Arts and Sciences  
**Major and Department:** Biology-Preprof-Dent (BS), Biology-Environmental Health School of Arts and Sciences

CRN	Course	Title	Campus	Credits
9746	CIVX 0100 90	Missouri Higher Education Civics Achievement Examination	Main Campus	0.000
8127	ENG 0101 04	College Composition I (Writing Intensive)	Main Campus	3.000
8301	HIST 0110 01	United States History 1492-1877	Main Campus	3.000
8769	MATH 0130 03	College Algebra	Main Campus	3.000
8566	PSY 0100 04	General Psychology	Main Campus	3.000
<b>Total Credits:</b>				<b>12.000</b>

12. Can CIVX 0100 be dropped through Lionet?  
*No, the course cannot be dropped through Lionet.*

### Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered** on Aug 01, 2018	None	8127	ENG	0101	04	Undergrad(Course and student)	3.000	Standard	Letter	College Composition I (Writing Intensive)
**Registered** on Aug 01, 2018	None	8301	HIST	0110	01	Undergrad(Course and student)	3.000	Standard	Letter	United States History 1492-1877
**Registered** on Aug 01, 2018	None	8566	PSY	0100	04	Undergrad(Course and student)	3.000	Standard	Letter	General Psychology
**Registered** on Aug 01, 2018	None	8769	MATH	0130	03	Undergrad(Course and student)	3.000	Standard	Letter	College Algebra
**Registered** on Aug 01, 2018	None	9746	CIVX	0100	90	Undergrad(Course and student)	0.000	Not Gradable & Access Course		Missouri Higher Education Civics Achievement Examination
Drop/Delete on Aug 01, 2018	None	8205	PSC	0120	05	Undergrad(Course and student)	0.000	Standard	Letter	American Government
**Web Registered** on Apr 24, 2019	None	8704	MET	0100	01	Undergrad(Course and student)	3.000	Standard	Letter	Introduction to Machine Tool Processes

Total Credit Hours: 15.000  
 Billing Hours: 15.000  
 Minimum Hours: 0.000  
 Maximum Hours: 18.000  
 Date: Apr 24, 2019 09:50 am

#### Add Classes Worksheet

CRNs

13. Can CIVX 0100 be dropped through Internet Native Banner (INB)?  
*Yes, but individuals with INB access should not drop students from the course.*

### Student Course Registration SFAREGS 9.3.14 (BTEST)

Term: 201880 ID: S00007701 Testing, Student I. Date: 08/04/2018 Holds: View Current/Active Curricula:  Print Bill:  Print Schedule:  Confidential

Registration Student Term Curricula Study Path Time Status

#### ENROLLMENT INFORMATION

Status \* EL ... Eligible to Register Status Date 08/24/2018  
 Reason  ...  Delete All CRNs  
 Process Block

#### COURSE INFORMATION

Section Detail View Detailed Results

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *
8127	ENG	0101	04	S	3.000	3.000	3.000	3.000	RE
8301	HIST	0110	01	S	3.000	3.000	3.000	3.000	RE
8566	PSY	0100	04	S	3.000	3.000	3.000	3.000	RE
8769	MATH	0130	03	S	3.000	3.000	3.000	3.000	RE
9746	CIVX	0100	90	N	0.000	0.000	0.000	0.000	RE
8205	PSC	0120	05	S	0.000	0.000	0.000	0.000	DD
8704	MET	0100	01	S	3.000	3.000	3.000	3.000	RW

14. Are students who pass the exam at MSSU able to “transfer” the exam to other institutions?  
*Yes, MSSU will post on the student’s transcript that the exam has been passed. Other Missouri public institutions are required to recognize that the student has passed the exam.*

15. Does CIVX 0100 appear on the student’s academic transcript?  
*No, the course itself does not appear on the official or unofficial transcript while the student is enrolled in it. However, when the student passes the exam a notation will be made on the official transcript.*

16. For students who pass the exam, what notation will be made on their MSSU official transcript?

*Exam completion will be recorded on MSSU transcripts as a transcript event.*

**Record of:** Student I Testing

  

**Issued To:** Student Testing  
 3950 Newman Rd  
 Joplin, MO 64801-1512

---

Course Level: Undergrad(Course and student)

Events: Civics Achievement Exam Passed

17. For transfer students whose transcripts from other institutions indicate that they have passed the exam, how will their records at MSSU be updated to show that the requirement has been met?

*During the transcript review process, the Office of the Registrar will enter a test score in Banner. This test score will feed into Degree Works and complete the requirement. A notation is **not** made on the MSSU transcript for students who pass the exam at another institution.*

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 student’s passing score will be loaded into Banner. This score will feed into Degree Works and complete the requirement. A notation will also be made on the student’s MSSU transcript. Note: students who pass the exam early in the semester will have to wait until the semester has ended and grades have posted before Banner, Degree Works, and the transcript are updated. Students will, however, be informed in Blackboard immediately after passing the exam that it has been passed.*

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

*At the beginning of the next fall or spring semester, the student will automatically be re-enrolled into CIVX 0100 as long as the student has already enrolled in at least one MSSU course.*

20. Are students able to take the exam during Christmas break? How about the break between spring and summer semesters?

*CIVX 0100 follows the begin and end dates for each fall and spring semester. After the last day of the semester, if the exam was not passed the student will no longer have access to CIVX 0100. At the beginning of the next fall or spring semester, the student will automatically be re-enrolled into CIVX 0100 as long as the student has already enrolled in at least one MSSU course.*

21. Are students able to take the exam during the summer semester?

*Students are not automatically enrolled into CIVX 0100 for summer. If a student wishes to take the exam during the summer, the student can email the request along with his or her name and ID number to [registrar@mssu.edu](mailto:registrar@mssu.edu). As long as the student is not a first-time freshman, the student will be enrolled into CIVX 0100. Students may request enrollment into CIVX 0100 during the summer regardless of their enrollment in summer classes.*

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

*Because the automatic enrollment process which runs at the beginning of the semester applies only to degree-seeking students, the student will not be enrolled into CIVX 0100. The student will be automatically enrolled into CIVX 0100 at the beginning of the next semester as long as the student has already enrolled in at least one MSSU course.*

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

*Because the automatic enrollment process which runs at the beginning of the semester applies to degree-seeking students, the student will be enrolled into CIVX 0100. The student will not be dropped from CIVX 0100 when he or she becomes non-degree seeking. The student will not be enrolled into CIVX 0100 at the beginning of the next semester.*

24. What happens when a student who is seeking only a certificate declares an associate's or bachelor's degree later in the same semester?

*Because the automatic enrollment process which runs at the beginning of the semester applies only to students seeking an associate's or bachelor's degree, the student will not be enrolled into CIVX 0100. The student will be automatically enrolled into CIVX 0100 at the beginning of the next semester as long as the student has already enrolled in at least one MSSU course.*

25. What happens when a student is seeking an associate's or bachelor's degree at the beginning of a semester then decides to seek only a certificate later in the same semester?

*Because the automatic enrollment process which runs at the beginning of the semester applies only to students seeking an associate's or bachelor's, the student will be enrolled into CIVX 0100. The student will not be dropped from CIVX 0100 when he or she drops the associate's or bachelor's degree. The student will not be automatically enrolled into CIVX 0100 at the beginning of the next semester.*

26. What happens when a student is dropped from classes due to non-attendance?

*Non-attendance rosters come in one by one to the Office of the Registrar and typically students are dropped one course at a time. If a student's last class is CIVX 0100, the staff member performing the drop will also drop the student from CIVX 0100.*

27. What happens when a student withdraws from all classes?

*Because scores on the exam are not collected from Blackboard until the end of the semester, withdrawing a student who has completed the exam would result in the exam being lost. Office of the Registrar staff will check to see if the student has completed the exam before processing the withdrawal.*

28. Will students be dropped from CIVX 0100 as part of the Enrollment Confirmation process?

*Yes, when drops are performed as part of Enrollment Confirmation, students will also be dropped from CIVX 0100.*

29. What happens when a student is enrolled in CIVX 0100 at the beginning of a semester then a transcript is received from another institution showing that the student has completed the exam?

*The student will be dropped from CIVX 0100 and the appropriate test score which feeds into Degree Works will be entered on the student's record.*

30. How is this new requirement being communicated to students?

*Information about the exam is presented at Southern Welcome, in the UE 0100 course, and in Roary's Guide. Students will receive an email reminder at the beginning of the semester.*

31. For students who are required to take the exam but have not yet completed it, what will they see in Degree Works?

*Information about the exam will be shown in the Institutional Degree Requirement(s) section. CIVX 0100 will not show in Degree Works. Note: the civics exam requirement will not appear for newly admitted degree seeking first-time freshmen until the beginning of each semester.*

**Institutional Degree Requirement(s)** Catalog Year: 2019-2020  
GPA: 4.000

The University Experience course is required for all degree-seeking students who enter MSSU with less than 30 credit hours (excluding dual credit and credit in escrow) and transfer students who have not completed an orientation course. Honors students substitute HNRS 0101 and Yours to Lose students substitute BIO 0100.

<input checked="" type="checkbox"/>	The University Experience	UE 0100	The University Experience	A	3	2017 Spring
-------------------------------------	---------------------------	---------	---------------------------	---	---	-------------

Missouri Higher Education Civics Achievement Exam

Remark: Section 170.013 of the Revised Statutes of Missouri, 2018, prescribe that any student entering a public institution of higher education for the first time after July 2019 who is pursuing an associate's or bachelor's degree from such institution shall successfully pass an examination on the provisions and principles of American civics with a score of seventy percent or greater as a condition of graduation from such institution. The examination shall be known as the Missouri Higher Education Civics Achievement Examination and will be available for MSSU students in Blackboard. Results of the exam will show in Degree after grades have posted at the end of each semester.

32. For students who are not required to take the exam, what will they see in Degree Works?  
*No information about the exam will be shown in the Institutional Degree Requirement(s) section.*

Institutional Degree Requirement(s)		Catalog Year:	2019-2020
		GPA:	4.000
The University Experience course is required for all degree-seeking students who enter MSSU with less than 30 credit hours (excluding dual credit and credit in escrow) and transfer students who have not completed an orientation course. Honors students substitute HNRS 0101 and Yours to Lose students substitute BIO 0100.			
✓	The University Experience		
✓	The University Experience	UE 0100	The University Experience A 3 2017 Spring

33. For students who pass the exam at MSSU, what will they see in Degree Works at the end of the semester after grades have posted?  
*Degree Works will reflect that the exam has been passed.*

Institutional Degree Requirement(s)		Catalog Year:	2019-2020
		GPA:	4.000
The University Experience course is required for all degree-seeking students who enter MSSU with less than 30 credit hours (excluding dual credit and credit in escrow) and transfer students who have not completed an orientation course. Honors students substitute HNRS 0101 and Yours to Lose students substitute BIO 0100.			
✓	The University Experience		
✓	The University Experience	UE 0100	The University Experience A 3 2017 Spring
✓	Missouri Higher Education Civics Achievement Exam Passed With Minimum Score of 70%		
	Remark: Section 170.013 of the Revised Statutes of Missouri, 2016, prescribe that any student entering a public institution of higher education for the first time after July 2019 who is pursuing an associate's or bachelor's degree from such institution shall successfully pass an examination on the provisions and principles of American civics with a score of seventy percent or greater as a condition of graduation from such institution. The examination shall be known as the Missouri Higher Education Civics Achievement Examination and will be available for MSSU students in Blackboard. Results of the exam will show in Degree Works after grades have posted at the end of each semester.		

34. For students who have passed the exam at another institution, what will they see in Degree Works?  
*Degree Works will reflect that the exam has been passed at another institution.*



Institutional Degree Requirement(s)		Catalog Year:	2019-2020
		GPA:	4.000
<p>The University Experience course is required for all degree-seeking students who enter MSSU with less than 30 credit hours (excluding dual credit and credit in escrow) and transfer students who have not completed an orientation course. Honors students substitute HNRS 0101 and Yours to Lose students substitute BIO 0100.</p>			
✓	The University Experience		
✓	The University Experience	UE 0100	The University Experience A 3 2017 Spring
✓	Missouri Higher Education Civics Achievement Exam Passed - Requirement Completed at Transfer School Remark: Section 170.013 of the Revised Statutes of Missouri, 2018, prescribe that any student entering a public institution of higher education for the first time after July 2019 who is pursuing an associate's or bachelor's degree from such institution shall successfully pass an examination on the provisions and principles of American civics with a score of seventy percent or greater as a condition of graduation from such institution. The examination shall be known as the Missouri Higher Education Civics Achievement Examination and will be available for MSSU students in Blackboard. Results of the exam will show in Degree Works after grades have posted at the end of each semester.		