

Missouri Higher Education Civics Achievement Examination FAQ's

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

A 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 first-time freshmen, including Dual Credit students, 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. Students exempted from this exam are transfer students, non-degree seeking students, and students seeking only a certificate.

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.

Courses


← 2023 Summer (AY 2023) Current Courses ▾

🔍 Search your courses Filter All Courses ▾

2023 Summer (AY 2023)

6056_202360
202360_BIO_0231_General & Medical Microbiology_01_HYBD [Original Course View](#)
Victoria Rhodes | [More info ▾](#)

6403_202360
202360_CIVX_0100_MO Required Civics Exam_02_INDV [Original Course View](#)
[More info ▾](#)




Announcements

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Posted on: Monday, June 12, 2023 4:39:52 PM CDT

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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.

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 "Registration Information" class schedule under **Self Service Menu—Student—Registration—Look up a Schedule.***

Look up a Schedule		Active Registrations								
Class Schedule										
Term: 2021 Fall (AY 2022)										
Details	Title	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Date	Status	Message
	MO Required Civics Exam	0	9564	Self Paced	Not Gradable ...	Undergrad(Co...	Full Term	08/16/2021	Registered	**Registere...
Records: 1										
Total Hours Registered: 0 Billing: 0 CEU: 0 Min: 0 Max: 18										

Active Registrations.

Look up a Schedule		Active Registrations	
View the following classes are not officially considered complete for transcript purposes.			
MO Required Civics Exam, Civics Exam 0100, Section 15			
Term: 2021 Fall (AY 2022)	Instructional Methods: Individual Learning	Instructor: Fordham, Diana	
CRN: 9564	Start Date: 08/16/2021	Grade Mode: Not Gradable & Access Course	
Status: **Registered** 08/16/2021	End Date: 12/03/2021		
Schedule Type: Self Paced	Level: Undergrad(Course and student)		
Hours: 0			
<hr/>			
Six Sigma Green Belt, Continuing Education 0098, Section 01			
Term: 2014 Summer (AY 2014)	Instructional Methods: Seminar Format	Instructor: Howe, Elke	
CRN: 6005	Start Date: 05/19/2014	Grade Mode: Credit/No Credit	
Status: **Registered** 06/05/2014	End Date: 07/24/2014		
Schedule Type: Flexible Class	Level: Cont Ed. (Course level only)		
Hours: 0			

Schedule Details.

Schedule		Schedule Details	
Class Schedule for 2021 Fall (AY 2022)			
MO Required Civics Exam Civics Exam 0100 Section 15 Class Begin: 08/16/2021 Class End: 12/03/2021			Registered
08/16/2021 -- 12/03/2021 S M T W T F S - Type: Online Class Location: Main Campus Building: Online Class Room: None			
Instructor: Fordham, Diana (Primary)			
CRN: 9564			
Message: **Registered** Hours: 0 Level: Undergrad(Course and student) Campus: Main Campus Schedule Type: Self Paced Instructional Method: Individual Learning Grade Mode: Not Gradable & Access Course Waitlist Position: 0 Notification Expires: None			

12. Can CIVX 0100 be dropped through Lionet?

No, the course cannot be dropped through Lionet.

13. Can CIVX 0100 be dropped through Banner?

Yes, but Only the Office of the Registrar is authorized to drop a student from the CIVX 0100 course.

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
8746	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 make the proper adjustments to the student’s record, which will appear on their Degree Works audit. A notation is **not** made on the MSSU transcript for students who pass the exam at another institution. If you have passed the Missouri Civics*

exam at another institution and it is not showing up as met on your Degree Works audit, please contact the Registrar's Office.

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 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 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 following semester, the student will be automatically re-enrolled into CIVX 0100 if the student is 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 who have not passed the exam will be automatically enrolled into CIVX 0100 for summer if they are enrolled in at least one MSSU class. If a student who is not enrolled in summer classes wishes to take the exam during the summer, the student should email the request along with their name and ID number to registrar@mssu.edu.

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 is 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 they become 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 is 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 till the end of the semester. However, they 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?

During the drops for non-attendance process, students will be dropped if their last class is 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.

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?

Their record will be updated, but because the automatic enrollment process runs at the beginning of the semester and reviewed at the end of the semester, the student will not be dropped from the class, however, they don't have to retake the exam. If you have passed the Missouri Civics exam at another institution and it is not showing up as met on your Degree Works audit, please contact The Office of the Registrar at registrar@mssu.edu

30. How is this requirement communicated to students?

Information about the exam is provided during new student orientations, in the UE 0100 course, and in Roary's Guide. Students are also sent an email reminder through their MSSU issued email account at the beginning of every semester that the student is enrolled in the CIVX 0100.

31. For students who are required to pass the exam but have not yet passed it, how will they know they have not met the requirement?

The Degree Works audit, Institutional Degree Requirement(s) card will show Incomplete and along with red circle beside the requirement to show "Unmet". 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) INCOMPLETE

Catalog year: 2022-2023 GPA: 0.000

UNIVERSITY EXPERIENCE COURSE A University Experience course (UE 100) is required for all Missouri Southern degree-seeking students. UE 100 is also required for transfer students with fewer than 30 credit hours who have not completed an orientation course. Dual credit and credit-in-escrow are excluded. Honors students substitute HNRS 101 and MSSU-KCU Early Acceptance Program (MKEAP) substitute BIO 100.

The University Experience **Still needed:**

The University Experience

Missouri Higher Education Civics Achievement Exam **1 Class in UE 0100**

Section 170.013 of the Revised Statutes of Missouri, 2018, prescribes 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.

32. For students who are not required to take the exam, how will they know they don't have to take the exam?

There will be no information about the exam in the Institutional Degree Requirement(s) section of their Degree Audit.

Institutional Degree Requirement(s) COMPLETE

Catalog year: 2022-2023 GPA: 2.000

UNIVERSITY EXPERIENCE COURSE A University Experience course (UE 100) is required for all Missouri Southern degree-seeking students. UE 100 is also required for transfer students with fewer than 30 credit hours who have not completed an orientation course. Dual credit and credit-in-escrow are excluded. Honors students substitute HNRS 101 and MSSU-KCU Early Acceptance Program (MKEAP) substitute BIO 100.

Course	Title	Grade	Credits	Term	Repeated
<input checked="" type="checkbox"/> The University Experience					
<input checked="" type="checkbox"/> The University Experience	UE 0100	The University Experience	C	1	2017 Fall

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) COMPLETE

Catalog year: 2022-2023 GPA: 4.000

UNIVERSITY EXPERIENCE COURSE A University Experience course (UE 100) is required for all Missouri Southern degree-seeking students. UE 100 is also required for transfer students with fewer than 30 credit hours who have not completed an orientation course. Dual credit and credit-in-escrow are excluded. Honors students substitute HNRS 101 and MSSU-KCU Early Acceptance Program (MKEAP) substitute BIO 100.

Course	Title	Grade	Credits	Term	Repeated
<input checked="" type="checkbox"/> The University Experience					
<input checked="" type="checkbox"/> The University Experience	UE 0100	The University Experience	A	3	2017 Spring (R)
<input checked="" type="checkbox"/> Missouri Higher Education Civics Achievement Exam Passed With Minimum Score of 70%					

Section 170.013 of the Revised Statutes of Missouri, 2018, prescribes 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) COMPLETE

Catalog year: 2022-2023 GPA: 4.000

UNIVERSITY EXPERIENCE COURSE A University Experience course (UE 100) is required for all Missouri Southern degree-seeking students. UE 100 is also required for transfer students with fewer than 30 credit hours who have not completed an orientation course. Dual credit and credit-in-escrow are excluded. Honors students substitute HNRS 101 and MSSU-KCU Early Acceptance Program (MKEAP) substitute BIO 100.

Course	Title	Grade	Credits	Term	Repeated
The University Experience					
The University Experience	UE 0100	The University Experience	A	1	2021 Spring

Satisfied by: COLL101 - College Orientation - CROWDER COLLEGE

Missouri Higher Education Civics Achievement Exam Passed - Requirement Completed at Transfer School

170.013 of the Revised Statutes of Missouri, 2018, prescribes 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.

Updated, August 2023