

**Baker University  
Concurrent Credit Program  
Handbook (2019-2020)**



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## 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](mailto:Lanie.Fasulo@bakerU.edu)

Payment Questions and Concerns:

**Amy Hempleman**  
Accounts Receivable / Student Accounts  
Coordinator  
913.344.6055  
[Amy.Hempleman@bakerU.edu](mailto:Amy.Hempleman@bakerU.edu)

# 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.

## **? 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. Eligible students will have their GPA confirmed through their high school counselor.

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

The Blue Valley, De Soto, and Shawnee Mission school districts currently have agreements to offer concurrent credit classes through Baker University. However, concurrent credit course availability varies by school within each district.

## **? 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.

**? *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: Amy Hempleman at [Amy.Hempleman@bakerU.edu](mailto:Amy.Hempleman@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 add a grade point to an AP course, it will not be added to the 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 \$10. ([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 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 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;
- ★ 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 2019-20 tuition rate for concurrent credit is \$110 per credit hour; and
- ★ ***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 \$110 per credit hour as concurrent credit courses. Please contact the registrar's office for enrollment assistance, since this program does not fall within the domain of the concurrent credit program.

# 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

Payment is due at the time of registration. Tuition cost is \$110 per Baker credit hour (i.e. 3 Baker credit hours x \$110 = \$330). While we encourage online tuition payments via our secure registration form, Baker University will accept a check or money order (payable to Baker University). In this case, there is a different online registration form to use; note alternative link at the top of the main registration form.

Check payments, if necessary, may be sent to the following address:

**Baker University Business Office**  
**P.O. Box 65**  
**Baldwin City, KS**  
**66006**

Please note student's name or student id number in the memo line of your check.

# 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.***

## 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](http://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 2019-20:

### FALL 2019 (Fall and Full-Year Courses)

- ◆ Enrollment Begins: Monday, August 12, 2019
- ◆ \*Appeal Deadline: Tuesday, September 3, 2019
- ◆ Fall Enrollment Deadline: **Monday, September 9, 2019**

### SPRING 2020 (Spring Courses)

- ◆ Enrollment Begins: Monday, January 6, 2020
- ◆ \*Appeal Deadline: Tuesday, January 28, 2020
- ◆ Spring Enrollment Deadline: **Wednesday, February 5, 2020**

*\*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. The Baker concurrent credit director must receive this appeal by the appeal deadline. The appeal will be submitted to Baker by the school counselor upon completion. See your counselor for the appeal form.*

## Drop/Withdraw Deadlines

	Fall	Full Year	Spring
Last day to drop <b>without</b> a "W" recorded on transcript	Friday, September 27, 2019	Friday, October 18, 2019	Wednesday, March 4, 2020
Last day to withdraw <b>with</b> a "W" on transcript	Wednesday, November 20, 2019	Friday, March 13, 2020	Monday, April 27, 2020

## 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).



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 University 2019-2020 academic calendar.**

**First day of Baker fall classes: Wednesday, August 21, 2019**

**First day of Baker spring classes: Monday, January 27, 2020**

**Tuition refunds for fall & spring courses (See Concurrent Credit Enrollment & Refund Calendar for 2019-20 dates; Full Year Courses will follow Spring Schedule):**

Prior to and including the first day of class	100% refund
After first day of class up to and including the 10th day of class	90% refund
After the 10th day of class up to and including the 20th day of class	75% refund
After the 20th day of class up to and including the 30th day of class	50% refund
After the 30th day of class up to and including the 40th day of class	25% refund
After 40th day of class	NO REFUND

## 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 signature of the student and student’s high school counselor is required.** Email to: [records@BakerU.edu](mailto:records@BakerU.edu) and cc: [Lanie.Fasulo@BakerU.edu](mailto: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](http://www.bakeru.edu/transcript). Click “Request a Baker Transcript.”
- ✓ Complete the Transcript Request Form
- ✓ Pay the fee of \$10 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](mailto:records@bakerU.edu).



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# Student Responsibilities

## Standards of Conduct

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

Baker University is committed to assuring *student learning* and developing *confident, competent, and responsible* contributors to society (Mission Statement). Baker seeks to achieve these goals through a sound educational program and policies governing student conduct that contribute to and encourage independent and mature decision-making. Policies governing behavior within the University community reflect its commitment to serve the personal and educational interests of its students.

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

**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
- turning in the same work to more than one class without informing the instructors involved

Students and instructors alike must recognize that none of the procedures set forth in this document operate to the exclusion of civil or criminal litigation. Likewise, no definitions in this document supersede any parties concerned to resolve the contested issues without the necessity for recourse to the law in a manner that protects the rights of the individuals involved.

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

**Cheating** includes possession, use, or receipt of unauthorized aids or assistance. Notes, charts, books, and 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.

## 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).

# Student Information

## Right to Privacy and Access to Records

Concurrent credit students are considered Baker University students in every way as related to their academic record. 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.

According to the Family Education Act (FERPA) of 1974, students have the right to:

- ◆ Inspect and review their educational records
- ◆ Request the amendment of their educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of privacy or other rights
- ◆ Consent to disclosure of personally identifiable information contained in their educational record except to the extent that FERPA authorizes disclosure without consent
- ◆ File a complaint with the U.S. Department of Education concerning alleged failures by Baker University to comply with this law

All requests to release, inspect, or review education records or to petition to amend education records should be made in writing to the University Registrar – Baker University P.O. Box 65, Baldwin City, KS 66006.

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 Assistant Dean for Student Academic Services. Education records may also be disclosed without prior written consent of students in order to comply with a judicial order or subpoena, after receiving official documentation from a parent or guardian that establishes that the dependent status of a student and to various federal, state, and local authorities as outlined in the FERPA statute.

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

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](mailto:records@bakerU.edu) ).

# Concurrent Credit Courses

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

## **BI120 Human Ecology**

**4 credit hours**

<i>Term</i>	<i>Instructor</i>	<i>High School Course Name</i>	<i>Class Period</i>
		AP Environmental Science	

## **BI151 Intro to Molecular / Cellular Biology**

**4 credit hours**

<i>Term</i>	<i>Instructor</i>	<i>High School Course Name</i>	<i>Class Period</i>
		AP Biology	

## **BS105 Intro to Global Business**

**3 credit hours**

<i>Term</i>	<i>Instructor</i>	<i>High School Course Name</i>	<i>Class Period</i>
		Business and Global Economics	

## **CH137 General Chemistry I**

**4 credit hours**

<i>Term</i>	<i>Instructor</i>	<i>High School Course Name</i>	<i>Class Period</i>
		AP Chemistry	

## **CS151 Intro to Computing / Non-science majors**

**3 credit hours**

<i>Term</i>	<i>Instructor</i>	<i>High School Course Name</i>	<i>Class Period</i>
		Tech Solutions for Software Engineering	

## **EC242 Principles of Economics: Micro**

**3 credit hours**

<i>Term</i>	<i>Instructor</i>	<i>High School Course Name</i>	<i>Class Period</i>
		AP Micro Economics	

## **EC243 Principles of Economics: Macro**

**3 credit hours**

<i>Term</i>	<i>Instructor</i>	<i>High School Course Name</i>	<i>Class Period</i>
		AP Macro Economics	

**ED243 Intro to Education****2 credit hours**

<i>Term</i>	<b>Instructor</b>	<b>High School Course Name</b>	<b>Class Period</b>
		Teacher Education Foundations Teacher Education 1 & 2	

**ED244 Education Field Practicum****1 credit hour**

<i>Term</i>	<b>Instructor</b>	<b>High School Course Name</b>	<b>Class Period</b>
		Teacher Ed Internship Teacher Education 1 & 2	

**ED265 Technology for Teachers****1 credit hour**

<i>Term</i>	<b>Instructor</b>	<b>High School Course Name</b>	<b>Class Period</b>
		Education Innovation	

**EX244 Essentials of Sports Medicine****3 credit hours**

<i>Term</i>	<b>Instructor</b>	<b>High School Course Name</b>	<b>Class Period</b>
		Sports Medicine	

**HI127 History of US to 1877****3 credit hours**

<i>Term</i>	<b>Instructor</b>	<b>High School Course Name</b>	<b>Class Period</b>
		AP US History	

**HI128 History of US since 1877****3 credit hours**

<i>Term</i>	<b>Instructor</b>	<b>High School Course Name</b>	<b>Class Period</b>
		AP US History	

**IN101 Intro to International Studies****3 credit hours**

<i>Term</i>	<b>Instructor</b>	<b>High School Course Name</b>	<b>Class Period</b>
		International Relations	



**LN101 Latin I****3 credit hours**

<i>Term</i>	<b>Instructor</b>	<b>High School Course Name</b>	<b>Class Period</b>
		Latin Honors IV - Fall	

**LN102 Latin II****3 credit hours**

<i>Term</i>	<b>Instructor</b>	<b>High School Course Name</b>	<b>Class Period</b>
		Latin Honors IV - Spring	

**MA221 Statistics I****3 credit hours**

<i>Term</i>	<b>Instructor</b>	<b>High School Course Name</b>	<b>Class Period</b>
		AP Statistics	

**PC125 Intro to Physics****4 credit hours**

<i>Term</i>	<b>Instructor</b>	<b>High School Course Name</b>	<b>Class Period</b>
		AP Physics I	

**PC126 Introductory Physics 2****4 credit hours**

<i>Term</i>	<b>Instructor</b>	<b>High School Course Name</b>	<b>Class Period</b>
		AP Physics II	

**PS115 Intro to American Politics****3 credit hours**

<i>Term</i>	<b>Instructor</b>	<b>High School Course Name</b>	<b>Class Period</b>
		AP American Government	

**PY111 General Psychology****3 credit hours**

<i>Term</i>	<b>Instructor</b>	<b>High School Course Name</b>	<b>Class Period</b>
		AP Psychology	