

Academic Policies

The college reserves the right to cancel any course with insufficient enrollment.

To become familiar with the academic terminology used throughout this section and in other areas of the catalog, students may refer to **Definitions of Academic Terms** located at the end of this section.

General Education Goals

All graduates of Hannibal-LaGrange College should have a broad background in the liberal arts, which will provide them with the ability to:

- 1) Communicate effectively in written and oral forms.
- 2) Make practical applications of mathematical concepts and models.
- 3) Acquire fundamental knowledge of the Bible from an evangelical Christian perspective.
- 4) Develop an appreciation of the fine arts and literature.
- 5) Attain a fundamental understanding of diverse cultures and heritages of the past and present.
- 6) Utilize information technology effectively.
- 7) Acquire skills and principles which promote physical well-being.
- 8) Use critical and creative thinking skills in problem solving and in the synthesis of information.
- 9) Understand the process of scientific inquiry and the principles and relevance of both the life and physical sciences.

General Education Requirements for Baccalaureate Degrees

The General Education Requirements provide all students, whatever their majors or career objectives, with a broad base of knowledge in the liberal-arts tradition. Each student in a four-year program must complete the courses listed below. The notes that follow describe the specific requirements. (**NOTE:** In most cases, a general education requirement may be fulfilled by courses required for the major. Specific modifications in General Education Requirements are noted under some degree plans.)

ADVANCE, Nursing, and Teacher Education Programs: The General Education Requirements listed below do not apply to students enrolled in the ADVANCE, Nursing, and Teacher Education programs; they will find all their degree requirements listed under their particular program's division in the **Programs of Study** section of the catalog.

General Education Requirements for All Baccalaureate Degrees except the BSE, BSN, and ADVANCE Programs Degrees

● <u>Courses</u>	<u>Hours</u>
Success in Education ¹	0-1
Old & New Testament Survey	6
English Composition I & II	6
Literature	6
Intro to Speech Communication	3
Fine Arts ²	4-6
● <u>Courses</u>	<u>Hours</u>
Mathematics ³	3
Natural Science ⁴	7-8
History ⁵	6
Physical Education ⁶	2
Language ⁷	6
<i>General Education Options</i> ⁸	6

Total General Education Requirements

Bachelor of Arts Degree 55-59 hours

Other Bachelor's Degrees 49-53 hours

NOTES:

¹**SUCCESS IN EDUCATION:** Required of all incoming full-time freshmen and transfer students with less than 24 hours.

²**FINE ARTS:** The fine arts requirement includes three areas: art, music, and theatre. Students must include

courses from two of the three areas; one of these courses must be an appreciation course. Appreciation courses include ART 110 (Art Appreciation); THR 100 (Introduction to Theatre); and MUS 103 (Music Appreciation). (The following art courses will not satisfy the art requirement: ART 111, 112, 280, and 340. Private music lessons (MUA courses) will not satisfy the music requirement.)

Exceptions:

Majors in the Christian Studies Division may optionally select MUS 213 (Survey of Church Music) or MUS 342 (Hymnology) to satisfy the appreciation requirement.

Art majors may optionally select either ART 440 (Art History I) or ART 441 (Art History II) to satisfy the appreciation requirement.

Music majors may use MUL 282 (Choral & Instrumental Literature) to meet the appreciation requirement.

³**MATHEMATICS:** Only MTH 131, 143, 153 or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 131 cannot be used as a prerequisite to any other course. Academic advisers will use a placement grid to place new students in the appropriate course.

⁴**NATURAL SCIENCE:** Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, botany, zoology) and one in the physical (nonlife) sciences (for example: chemistry, physics, earth science); at least one of these courses must be a lab course.

⁵**HISTORY:** Only HST courses fulfill this six-hour requirement. Missouri State Statute 170.11 requires that all students graduating from any institution of learning in Missouri be knowledgeable about American history, the Constitution of the United States, and the Constitution of the State of Missouri. Hannibal-LaGrange College offers a variety of courses that will help students meet this requirement. Detailed information concerning this requirement may be obtained from the faculty adviser.

⁶**PHYSICAL EDUCATION:** Students must select activity courses. The following activity courses fulfill this requirement: *One-hour* courses at the PHE 100-level, any varsity or junior varsity sport, and PHE 219 (Lifeguarding). (REC courses do not fulfill this requirement.)

⁷**LANGUAGE:** The Bachelor of Arts degree requires 6 hours of modern or biblical language in the same language. These languages are found under MLN and BLN listings. Language is optional with other bachelor's degrees.

⁸**GENERAL EDUCATION OPTIONS:** Students must take two of the following courses, but the courses must be from two different academic departments.

CRJ 113 Intro to Criminal Justice
System

PHL 253 Intro to Logic

ECO 213 Principles of Economics I:
Macro

PLS 113 Intro to Government

ECO 223 Principles of Economics II: Micro	PSY 113 General Psychology
MAN 243 Principles of Business Management	SOC 113 Intro to Sociology
PHL 213 Intro to Philosophy	SOC 123 Marriage & the Family

Required Courses for Graduation for Associate Degrees

The General Education Requirements listed under each of the three associate degrees are those required for graduation with that degree. To complete their degree, students will choose the appropriate electives.

Associate of Arts Degree (AA)

● <u>Courses</u>	<u>Hours</u>
Success in Education ¹	0-1
Old & New Testament Survey	6
English Composition I & II	6
Literature	6
Intro to Speech Communication	3
Fine Arts ²	4-6
● <u>Courses</u>	<u>Hours</u>
College Algebra (or higher) ³	3
Natural Science ⁴	7-8
History ⁵	6
Physical Education ⁶	2
<i>General Education Options</i> ⁸	6

General Education: 49-53 semester hours

Electives: 11-15 semester hours

Required Total: 64 semester hours

NOTE: The General Education Requirements for the AA are the same as those for the bachelor's degrees, *above*, not requiring a language. Refer to NOTES under Baccalaureate Degrees.

Associate of Science Degree (AS)

● Courses Hours

Success in Education¹ 0-1

Old or New Testament Survey 3

English Composition I & II 6

Humanities and Fine Arts² 2

Mathematics 3

● Courses Hours

Natural Science (lab course) 4

History 3

Physical Education³ 2

*General Education Options*⁴ 3

General Education: 26-27 semester hours

Electives: 37-38 semester hours

Required Total: 64 semester hours

NOTES:

¹**SUCCESS IN EDUCATION:** Required of all incoming full-time freshmen and transfer students with less than 24 hours.

²**HUMANITIES AND FINE ARTS:** Students must take at least one course from one of these areas:

Art Music Speech

Literature Philosophy Theatre

³**PHYSICAL EDUCATION:** Students must select activity courses. The following activity courses fulfill this requirement: *One-hour* courses at the PHE 100-level, any varsity or junior varsity sport, and PHE 219 (Lifeguarding). (REC courses do not fulfill this requirement.)

⁴**GENERAL EDUCATION OPTIONS:** Students are required to choose from the courses listed under footnote 8 of "General Education Requirements for All Baccalaureate Degrees" (see above).

Associate of Applied Science Degree (AAS)

• Courses	Hours
Success in Education ¹	0-1
Old or New Testament Survey	3
English Composition I	3
Humanities and Fine Arts ²	3
• Courses	Hours
Mathematics	3
Natural Science	4
<i>General Education Options</i> ⁴	6

General Education: 22-23 semester hours

Electives: 37-38 semester hours

Required Total: 60 semester hours

NOTE: For notes about the AAS degree, refer to NOTES under the Associate of Science Degree (AS), above.

Associate-Degree Emphases

Under associate-degree programs in several academic departments of study (see **Programs of Study** section), students will find additional courses suggested for particular emphases. It should be clearly understood that these additional courses are not graduation requirements for the two-year degrees. Rather, they are given to guide the student to the most appropriate courses for the chosen emphasis.

Students who plan to earn a baccalaureate degree should choose these additional courses carefully in order to satisfy the first two years of their major program. *Students who choose a major not offered at HLG should determine early where they plan to complete their last two years of coursework; they should seek to complete the first two years of courses required in the major at the second institution while at HLG.*

Graduation Requirements

After students have selected their majors, they should obtain a *Graduation Requirements Checklist* for their chosen four-year major from their assigned faculty adviser. They should use this checklist to chart their progress, semester-by-semester, toward the completion of their requirements.

NOTE: Photocopies, with official signatures, of all decisions that modify restrictions, requirements, or programs of study should be retained with other important papers, to protect the student if the faculty adviser or other college official should forget, move, or die.

To receive any degree from Hannibal-LaGrange College, students must:

- 1) Remove all deficiencies in the HLG entrance requirements.
- 2) Complete the appropriate General Education Requirements for the four-year degree or the Required Courses for the two-year degree, as listed above.
- 3) Complete the specific requirements for the chosen major in a four-year program or for an optional emphasis in a two-year program.
- 4) Complete the minimum semester hours required for the chosen degree with an overall grade point average of 2.0 (C) or better. The *minimum* semester hours are:

All bachelor's degrees 124 Associate of Science in Nursing 69

Associate of Arts or Science 64 Associate of Applied Science 60

Limitations: Only a limited number of hours from activity courses may be counted toward a degree, including music ensembles (MUE), physical education one-hour courses (PHE), varsity

sports (VAR), and other activity courses.

a) In the AAS degree, *no activity courses are permitted*.

b) In four-year degrees, a maximum of 8 hours of music ensemble plus a maximum of 4 hours of physical education and other activity courses are permitted.

c) In the AA and AS degrees, a maximum of 6 hours of music ensemble plus a maximum of 4 hours of physical education and other activity courses are permitted.

5) **Residency Requirement.** Take at least the last 32 semester hours (16 semester hours for associate degrees) in residence at HLG.

Limitations: No more than half of the residency hours may be earned through external courses, internships, independent studies, or extension centers. Advanced Standing Credit may not be used to fulfill the residency requirement.

NOTE: For a baccalaureate student to receive a gold medallion, at least half of all degree requirements must have been taken at HLG.

6) **Missouri History Requirement.** Pass the appropriate courses or an exam for the Missouri requirement concerning knowledge about American history, the Constitution of the United States, and the Constitution of the State of Missouri.

7) Pay all fees owed to the college.

8) Submit a request for a **transcript evaluation** at least two full semesters before the expected graduation date. A form for this purpose may be secured from the Registrar's Office.

9) Submit an **application for graduation** in the Registrar's Office prior to the deadline shown in the academic calendar (before Thanksgiving for May graduation; early April for December completion).

10) Receive a written statement from the Registrar verifying the semester for graduation and the requirements still to be met before making any plans to graduate (that is, before ordering cap and gown, announcements, etc.).

Additional graduation requirements. To receive a *bachelor's degree*, students must fulfill the following additional requirements:

1) Complete at least 40 semester hours at the 300 level or above with at least one-third of the courses in the major at the same level.

2) Complete at least one-half of the hours in the major at HLG. Exceptions must be approved by a special review committee.

3) Complete all courses in the major with at least a grade of C or retake them to achieve a C or better.

Attendance at graduation. *All graduating students are required to practice for and attend the graduation day exercises.* Students are permitted to graduate in absentia only in cases of severe illness or unusual circumstances of a serious nature. A formal written request must be submitted to the Vice President for Academic Affairs at least two weeks prior to the day of graduation.

Graduation Under a Particular Catalog

Degree candidates must designate the catalog from which they choose their program of study. They are not allowed to mix catalogs. All curriculum requirements for graduation of the chosen catalog must be met.

The catalog in force when the student first enrolled or any subsequent catalog may be chosen, provided that:

- 1) The chosen catalog is not more than six years old.
- 2) The student had enrolled for coursework under the chosen catalog.

It is important to note, however, that the catalog *current at the time of graduation* will be followed regarding academic policies governing graduation requirements and honors recognition. These policies will apply to every degree candidate, regardless of which catalog the student has chosen for the program of study.

Requirements for a Second Bachelor's Degree

A student who has earned a bachelor's degree from HLG or from any other accredited institution may be awarded a second baccalaureate degree by meeting the following requirements:

- 1) Complete at least 32 semester hours in residence at HLG beyond the requirements for the first degree.

Limitations: Of that 32 hours, no more than 16 may be earned through external courses, extension centers, internships, or independent studies. Advanced Standing Credit may not be used to fulfill the residency requirement.

- 2) Complete any additional specific requirements for the second degree.

Majors and Professional Programs

Admission to the college does not automatically admit students to a major or professional program of their choosing. See "Admission to Majors and Professional Programs" in the **Admissions** section for details.

Course Load

The usual academic course load for a full-time student is 15 to 16 credit hours each semester. This will complete *most* bachelor's degrees in four years or an associate degree in two years. The maximum academic load for summer is 18 hours (4-week terms, 7 hours; 3-week term, 4 hours).

During regular semesters the maximum load is normally 17 semester hours. However, students with at least sophomore standing can register for 18 hours with the approval of the faculty adviser. (**NOTE:** Additional tuition is charged for all hours over 17.) Students with at least junior standing and a CGPA of 3.0 or higher may register for additional hours with the written approval (on the enrollment form) of the Vice President for Academic Affairs.

Classification	Minimum CGPA	Maximum Load	Approval Needed
Freshman (0-23) or above	N/A	17 hours	Adviser
Sophomore (24-59) or above	3.0	18 hours	Adviser
Junior (60-89) or above	3.0	19-21 hours	VP for Academic Affairs

In certain cases, a course load of 12 to 13 hours is prudent. In determining an appropriate course load, a student should consider the following:

- 1) Outside work schedule
- 2) Extracurricular activities
- 3) Academic rigor of courses
- 4) Study-time requirements

Study-time requirements. For each classroom hour, the student should plan an average of two hours of preparation in addition to classroom time. For example, a summer-term course with three hours daily classroom time may require six hours of additional study time each day. Lab courses may vary from this norm.

Academic difficulty or probation. A student on academic difficulty or probation is restricted to the maximum hours allowed (see *Academic Standing*, below). Exceptions will be granted only by the Vice President for Academic Affairs, whose signature is required on the student's written request. Other academic restrictions may also apply.

Class Attendance

Since class attendance is a vital part of the learning process, regular and punctual attendance is expected in all classes and labs. At the beginning of each semester/term, instructors will notify students of their specific attendance policies, either verbally or through their course syllabi. Students are expected to be knowledgeable about these policies. A grade of FA (Failure Due to Absences) may be given for excessive absenteeism.

When absent, students are responsible to make up resulting deficiencies to the satisfaction of the instructor, regardless of the reason for the absence.

If an absence is known ahead of time, students should notify the instructor during a previous class. If it occurs unexpectedly, students can confer with the instructor immediately after returning to class. If an extended absence is unavoidable, students should make direct contact with the instructor as soon as possible to make appropriate arrangements for the interim period until they can return to class.

When an absence results from participation in an athletic event, a field trip, or other official campus activity, the sponsoring faculty or staff person will normally submit a list of affected students to the Vice President for Academic Affairs for approval. The Office of Academic Affairs will make the list available to all instructors who wish to verify excused absences. Individual students are required to check with their instructors to assure proper communication and to receive any makeup instructions concerning assignments, quizzes, or exams.

Summer School

The Summer School schedule includes all terms that occur in May, June, and July. The summer offerings include many general education courses and some special courses not offered at other times of the year. The same course standards prevail, and all college policies and rules apply that are maintained during the fall and spring semesters.

The maximum course load for the entire summer is 18 credit hours (4-week terms, 7 hours; 3-week term, 4 hours). (For additional information about course loads, see *Course Load*, above.) Students are considered full time if the combined course load from all summer terms is 12 credit hours.

Guest students from other colleges attending only for the summer terms must fill out an application form, pay the \$25 application fee, and supply a photo. Those who continue in the fall semester must complete the regular admission requirements.

Registration

Both registration and early registration dates are published in the Academic Calendar. To complete the registration process means that the student has cleared through Student Accounts—that is, in regard to the semester for which one is registering, the student has either paid the bill in full or has made arrangements with the Student Accounts to do so.

Academic advisement. Upon admittance to the college, the Registrar will assign a faculty adviser to each full-time student. Part-time students may also request a faculty adviser and are encouraged to do so before they reach 50 credit hours of coursework. Advisers will be selected on the basis of a declared interest or major.

Although all administrative, faculty, and staff personnel are available to assist the student when needed, the faculty adviser is the key person for assistance in planning the academic program.

The faculty adviser will answer questions concerning the following:

- 1) Steps in the registration process.
- 2) Values of various majors, minors, and emphases.
- 3) Courses that will contribute to the student's educational, vocational, and personal goals.
- 4) General education and graduation requirements, as stated above.
- 5) Courses needed in a two-year program for transfer to a four-year major **or** to another school.
- 6) Courses needed for application to graduate schools.
- 7) Any other questions about scheduling or procedural steps toward graduation.

Personal curriculum plan. Students should develop a personal plan that will complete the course requirements for the selected major and for any chosen emphasis or minor. This plan should include four parts: graduation requirements, general education requirements, major course requirements (with any professional or support course requirements), and electives. It must take into account prerequisites and course sequences as well as specified semesters and summer terms when the courses are offered. **NOTE:** It is imperative that students request a *Graduation Requirements Checklist* from their advisers. This checklist will assist them in their personal curriculum planning.

Registration periods. During the fall and spring registration periods (see the Academic Calendar), students will meet with their faculty advisers to plan the next semester or year of studies. *Students should come to this meeting with a list of courses to be taken during the targeted semesters/terms.* (During the spring registration period, students may choose to register for the summer terms and for the following fall and spring semesters.) The faculty advisers will examine their advisees' selection of courses for the targeted semester/term in order to ensure that the courses selected are designed to:

- 1) Fit into the total two-year or four-year plan mentioned under PERSONAL CURRICULUM PLAN, above.
- 2) Include only those courses for which all prerequisite requirements have been met.
- 3) Fulfill the prerequisites for those courses required in later semesters.
- 4) Use the courses listed in the published course offerings for the particular semester or term. (Current schedules of course offerings are available in the Registrar's Office.)
- 5) Avoid any schedule conflicts between the courses selected.

Changing the major. At any time a major is declared or changed, the student is to report that information to the Registrar, who will then assign or reassign the student to a faculty adviser within the chosen major area. Faculty

advisers are available to students throughout the year.

Final responsibility. After seeking the needed advisement, the student must assume final responsibility for the following:

- 1) The selection of his/her major and minor.
- 2) The selection of courses to meet program requirements and prerequisites.
- 3) The fulfillment of all graduation requirements.
- 4) The timely completion of registration each semester.

Changing the Course Schedule

Drop/Add Procedure

To change, add, or drop courses, a student must observe the prescribed procedure, as follows:

- 1) Obtain a Drop/Add Form from the Registrar's Office.
- 2) Stay within the requirements listed under *Course Load*, above.
- 3) Secure permission and signatures from the instructor(s) involved and from the faculty adviser. (If the Add Procedure causes a course load to exceed 18 hours, the student must also obtain the appropriate signature as indicated in the table under *Course Load*, above.)
- 4) Pay the change-of-schedule (drop/add) fee in cash, if applicable, to Student Accounts. This fee cannot be charged. A single change-of-schedule may involve any number of courses (if from the same semester or from the same summer) and will result in a single fee.

NOTE: This change-of-schedule fee is charged when a student's course load (number of semester hours) drops below the hours that were cleared earlier through Student Accounts. No fee is charged when a course load is increased or stays the same or when a course change is initiated by the college rather than by the student—example: when a course is canceled because of insufficient enrollment.

Dates Affecting Course-Schedule Changes

Various deadlines affect the Drop/Add Procedure. The official Academic Calendar lists specific dates for item 3, below.

- 1) If signatures on a Drop/Add Form are not obtained within five days from the time it is issued, the form becomes invalid and the student must begin the process again.
- 2) Before financial arrangements have been completed with Student Accounts, course changes can be made on the Enrollment Form. After that, course additions or drops must follow the designated drop/add procedure.

3) The student should check the Academic Calendar at the front of the catalog for the following deadlines:

- a) For a course to be added.
- b) For students to withdraw from a course and receive W (Withdraw) on the permanent record. After that date a withdrawal from a course will result in either WP (Withdraw While Passing) or WF (Withdraw While Failing) on the permanent record.
- c) For the last date—about two weeks before finals—that a student can withdraw from a course so that the grade is not averaged into the GPA.

Withdrawals

Withdrawal from courses. See "Drop/Add Procedure," above. **CAUTION:** Students who stop attending one or more courses without following the proper drop/add procedure will automatically receive a grade of F.

Withdrawal from HLG. Students who withdraw from Hannibal-LaGrange College will receive a letter grade of W, WP, or WF on all incomplete courses, according to the DEADLINE dates listed in the Academic Calendar. See below under *Grading System* for the meaning of the letter grades. **NOTE:** Failure to follow the withdrawal procedure below will result in grades of F.

Procedure for official withdrawal:

- 1) Obtain the proper form from the Registrar's Office.
- 2) Secure the appropriate signatures.
- 3) Process the form through the Registrar's Office.

Any refunds for complete withdrawal from the college will be based on the date that the completed official withdrawal form is received from the student by the Registrar's Office. (For policy on refunds, see **Financial Information** section.)