

Campus Visits and Admission Application

Several opportunities are available for prospective students to gain a personal view of life on the Hannibal-LaGrange campus. Tours, entertainment, complimentary meals, visits with the faculty, and opportunities to discuss financial aid programs and to submit an application for admission to HLG are all part of the Fall Visit Day scheduled in October and the of Encounter Days scheduled one Friday in each of the following months: December, February, March, and April.

Students and families are welcome on campus at any time. For information about scheduled visit days or for private visits, please contact the Office of Admissions.

Early Application Concession

Any full-time, first-time freshman student who submits both an application and the \$25 Application Fee before January 31 for the following fall semester will receive a tuition concession of \$100.

Notification of Acceptance

Hannibal-LaGrange College operates on a rolling admissions policy. When all the necessary supporting documents arrive at the college, the Admissions Committee will review the application and promptly inform the applicant of the action taken.

General Admission Policies

Hannibal-LaGrange College seeks applications from persons who have shown a capacity for scholarship and initiative and are motivated by ideals of service. Admittance is open to all academically and morally qualified students, regardless of race, color, sex, national and ethnic origin, religious beliefs, or physical disabilities; it guarantees them access to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

A fee of \$25 (*international students: \$150*) must accompany the application before any consideration can be given to admission. This fee will be refunded only to those applicants who, after having submitted all required information, are denied admittance to the college. Applications for admission may be obtained from the Office of Admissions or online at www.hlg.edu.

Admission Standards

Degree-seeking applicants for the Freshman Class at Hannibal-LaGrange College must present a final high school transcript showing the date of graduation. Those who have not completed high school will be considered for admission upon successful completion of the GED (General Education Development) test. Information concerning when and how

to apply for the GED test may be obtained from high school counselors or from the Office of Admissions, Hannibal-LaGrange College.

Applicants to the Freshman Class will also be required to submit a standardized test score from the ACT Assessment® with a composite score of 20 or above to achieve standard admission. An equivalent SAT score will be given the same consideration. In unusual circumstances and at the discretion of the Admissions Committee, a student's previous cumulative grade point average (CGPA) may also be given consideration.

Applicants with an ACT score of 16-19 (below the minimum standard of 20 required for admittance) who have met all other standard admission requirements may be admitted, but only on a *conditional* or *provisional* basis. They would be required to meet specific requirements for the first semester in order to gain fully admitted status for a second semester. Those requirements are listed below under "Degree-Seeking."

Three Levels of Admission Status

All students, regardless of age or previous college attendance, will be admitted under one of the admission categories listed below: *Degree-Seeking, Special, and Guest.*

Degree-Seeking

Definition. The degree-seeking status applies to all admitted students, regardless of age, who have taken the ACT or who have successfully completed 24 or more hours at another institution and who have shown a clear educational objective for earning a degree.

Standard Admission is granted to degree-seeking students who have attained the required ACT of 20 or above or who have successfully completed at least 24 or more hours at another institution.

Honors Admission is granted to degree-seeking students with an ACT of 27 or above. This makes them eligible to apply for the honors program.

Conditional Admission is given to degree-seeking students with an ACT of 18-19. They are limited to a maximum of 15 credit hours during the first semester and are required to achieve a grade point average of 2.0 as a condition for further enrollment.

Provisional Admission is given to degree-seeking students with an ACT of 16-17. They are required to enroll in specific courses during the first semester on campus and meet the requirements, as stated below, as a condition for further enrollment.

Course Requirements for Provisional Students: Provisional students are admitted for one semester and must complete the following 12-14 credit hours with a minimum grade of C in each course before beginning a major or being admitted to any other courses: *Success in Education, an appropriate English course, an appropriate mathematics course, 2 to 3 credit hours in computer applications courses, and one or more elective courses* (a qualified list is available from the academic adviser). Upon the successful completion of the required semester and courses, the provisional status will be removed.

Special

Definition. Any nondegree-seeking student and/or those who do not meet the above criteria may request admittance as a special student. A special student may take a maximum of 24 hours of credit. Students desiring to go beyond this maximum number of hours must seek reclassification as a degree-seeking student and meet all admission requirements for this classification.

Guest

Definition. A student who wishes to attend HLG temporarily and does not wish to pursue a degree on this campus. This student must meet one of the following criteria:

- 1) A student who has recently been accepted for regular admission as a freshman or as a transfer student by another accredited college or university.
- 2) A student who has been enrolled at another accredited college or university at some time during the past 12 months.

Admission Requirements

- 1) A completed application for admission accompanied by the nonrefundable \$25 fee.
- 2) A small, recent photograph attached to application form for identification purposes only. This photo will not be used in the evaluation process for admission.

Admission Procedures

General Admission Requirements for Freshmen

Applicants for admission are required to have a high school diploma or a GED certificate. Before they can be accepted into the Freshman Class, applicants must file the information items listed below with the Office of Admissions:

(International students must file additional forms, as specified later in this section.)

1) **Application and Application Fee:**

A completed application for admission accompanied by the nonrefundable \$25 fee (*international students: \$150*). The application is also available online at www.hlg.edu.

2) **High School Transcript:**

An official transcript of all high school work completed to date, mailed to the Office of Admissions directly from the high school. Upon graduation, applicants must have a final high school transcript sent

showing the date of graduation.

Applicants not completing high school will be considered upon successful completion of the GED (General Education Development) test. (Information concerning when and how to apply for the GED test may be obtained from high school counselors or from the Office of Admissions, Hannibal-LaGrange College.) Home-schooled students will be evaluated on an individual basis.

3) **Entrance Examination Scores:**

Submission of scores on either the ACT Assessment or the SAT (Scholastic Aptitude Test of the College Entrance Examination Board). Application forms for the ACT may be obtained from high school counselors or from the Office of Admissions, Hannibal-LaGrange College. Applicants who have not taken the ACT or SAT examination will be required to take the ACT Assessment (residual testing) at Hannibal-LaGrange College before registration. A fee is charged for this service.

4) **Health Form:**

A completed Hannibal-LaGrange College Health Form (in admissions packet) and immunization record.

5) **Photo:**

A small, recent photograph attached to application form for identification purposes only. The photo will not be used in the evaluation process for admission.

Transfer Students

ADMISSION STANDARDS:

1) Students transferring with fewer than 24 hours will be admitted according to the General Admission Requirements for Freshmen. For admission to degree-seeking status, students will need to have a minimum ACT composite score of 20. Students with ACT composite scores of 16-19, if admitted, will only be granted *conditional* or *provisional* admission status.

2) Students transferring with 24 or more hours do not have to meet the minimum ACT standard for admission, but they may be required to submit ACT scores for placement purposes.

Applicants applying for admission as a transfer student from another college or university must submit the items listed below.

(International students must file additional forms, as specified later in this section.)

1) **Application for Admission and Application Fee:**

A completed application for admission accompanied by the nonrefundable \$25 fee (*international students: \$150*). The application is also available online at www.hlg.edu.

2) **Transcripts:**

An official transcript from every college attended, including a statement of good standing. Applicants with fewer than 24 credit hours must also submit a high school transcript and an official report of ACT or SAT scores. Applicants with 24 or more hours who have not completed English Composition I and College Algebra must submit ACT scores for placement and will be required to take a mathematics placement exam.

3) **Student History Form:**

This release form is signed and sent by applicants to the Dean of Students (or appropriate personnel) of the previous college attended with a request that the form be completed and returned to the Office of Admissions at HLG.

4) **Health Form:**

A completed Hannibal-LaGrange College Health Form (in admissions packet) and immunization record.

5) **Photo:**

A small, recent photograph attached to application form for identification purposes only. This photo will not be used in the evaluation process for admission.

TRANSFER STUDENTS SHOULD BE AWARE OF THE FOLLOWING:

1) Students who are ineligible to continue at another institution, whether for academic or disciplinary reasons, are not eligible for admission to HLG.

2) Normally, all courses from other regionally accredited colleges and universities will be transferred in full, regardless of whether or not those same courses are offered at Hannibal-LaGrange College.

EXCEPTION: Vocational course credit is not accepted as transfer credit.

3) Grades earned on transfer work from other institutions will be shown on the permanent record at Hannibal-LaGrange College and will be used in calculating the CGPA.

4) Generally, a maximum of 64 hours may be transferred from a junior or community college. (An exception will be made in special cases when deemed justifiable by the Vice President for Academic Affairs.)

5) Transfer students on academic probation or on disciplinary probation at the last institution attended will enter HLG with the same status. Removal from academic probation is attained by earning a GPA of 2.0 or above during the first semester at HLG *if 12 semester hours are completed.*

6) Students may appeal any denial of transfer credit by written request to the Vice President for Academic Affairs.

International Students

Hannibal-LaGrange welcomes qualified students from other countries. To be considered for admission, students who are not citizens of the United States must complete the admission requirements for freshmen or for transfer students, as stated above, in addition to those listed below. All forms must be received no later than June 15 for enrollment in the fall or by October 1 for enrollment in the spring. More information is available online at www.hlg.edu.

- 1) Complete an application for admission accompanied by the nonrefundable \$150 international application fee. The application is also available online.
- 2) Submit a housing form with a \$100 dorm deposit.
- 3) Provide financial documentation and form showing adequate financial resources.
- 4) Meet all requirements of the U.S. Immigration Service for enrollment as a college student in the United States.
- 5) Provide a copy of the passport with photo.
- 6) Submit satisfactory TOEFL (Test of English as a Foreign Language) scores if native language is not English. The college requires a minimum score of 520 on the paper version or 190 on the computer version.
- 7) Furnish reference letters from school officials, teachers, or religious leaders.
- 8) Fill out, sign, and submit an AERC (American Education Research Corporation) application so that HLG can have transcripts evaluated.

Admission Under Special Situations

Early Admission and College Credit for High School Students

High school students demonstrating exceptional ability may enroll for course credit at HLG in one of the ways listed below. However, such courses will neither be applicable toward a college degree nor transferable until the student graduates from high school or successfully completes the GED test.

Early admission. High school students may enroll in HLG courses during the summer following their junior year and/or during their senior year. Students may contact the Admissions Office at HLG for information (800-HLG-1119).

Dual credit courses: In some high schools in Northeast Missouri, courses are offered that receive credit for both the high school and college. Students may contact the high school counselor or HLG's Director of Dual Credit for information.

Early enrollment: In the E² program, high school students in communities near Hannibal may attend classes on the HLG campus during the school day by special arrangement with their high schools. Some courses may be counted toward both high school and college requirements. Students may contact the high school counselor or HLG's Director of Dual Credit for information.

Veterans

Hannibal-LaGrange College is approved for the education of veterans and their dependents under Chapters 30, 31, 32, 35, or 1606. According to the recommendations of the American Council of Education, credit may be granted for courses completed in military services. Veterans should contact the Veterans Administration representative on campus to determine eligibility for benefits and to receive instructions on proper procedures to obtain them.

Auditors

To audit a course at HLG, individuals must complete an application for admission to the college, provide a small, recent photograph (for identification purposes only), and pay the nonrefundable \$25 Application Fee and the per-hour course fee for auditors. Since all classes are not open to auditors, applicants must have prior approval of the instructor before being admitted.

Readmission

Former Hannibal-LaGrange College students (those who were not enrolled during the preceding fall or spring semester) must apply for readmission on an application form obtained from the Office of Admissions. Official transcripts from all colleges attended since their last enrollment at HLG must be mailed directly to the Office of Admissions. In some cases—especially when several years have passed since their last enrollment—former students also may be required to update other application materials (photo, references, health information).

Students who owe the college for a previous semester will not be permitted to enroll for additional work until satisfactory arrangements are made with Student Accounts or bills are paid in full.

Admission With Advanced Standing

Advanced standing without credit. A student may enter HLG with advanced standing by bypassing select lower-level courses when an instructor for a course has determined that the student has already attained the knowledge and skills involved. The instructor will write a course waiver (approval and signature of the Vice President for Academic Affairs required) that will be placed in the student's file. The student will not receive any credit hours on the college transcript but may enroll in the next course level for that academic department. For instance, a student who enters HLG with computer experience may qualify for a waiver of the course Introduction to Computers.

Advanced standing with credit. By the methods listed below, students may enter HLG not only with advanced standing but also with credit for the courses being bypassed. (Credit for these courses is sometimes received after admission to the college.)

Limitations: A student is limited—

To a total of 45 credit hours from a combination of all sources listed below, plus any credit from correspondence and/or extension work transferred to HLG from regionally accredited or other HLG-approved institutions.

To a total of 30 hours from all combined examinations (CLEP, DANTES, challenge tests,

advanced placement scores, or other tests).

To a total of 30 credit hours from any one source.

College-Level Examination Program (CLEP) and/or Other Approved Exams: Students working toward a bachelor's degree may receive a maximum of 30 semester hours of work toward graduation requirements through a combination of CLEP or other approved standardized tests with a maximum of eight hours in any one discipline. Details and a brochure describing CLEP are available through the Retention and Career Services Office.

Nursing Examinations: Students in the nursing program may receive credit for acceptable scores on National League for Nursing exams and/or DANTES (Defense Activity for Nontraditional Education Support).

Institutional Examinations: Students who have gained sufficient knowledge through previous education or experience in a particular field may receive college credit for certain courses which they challenge and successfully pass by examination. (As to whether or not challenge examinations are given in a particular course, students should consult the division chair or the course instructor.) Challenge examinations may be taken only with the joint written approval of the course instructor, the division chair, and the faculty adviser, and only after students have properly applied for such an examination by indicating in writing their reason for believing that they should be allowed to challenge the course.

If the examination is requested prior to formal registration in a course, a nonrefundable fee equal to one half of the tuition for that course will be charged for the challenge examination. In the event students do not successfully pass the examination, this fee may be applied to the tuition if they enroll for that course the next time it is offered. Students may challenge-test a course only one time.

Students may request to challenge-test a course in which they are officially enrolled. If the request is granted, no additional cost will be assessed.

Advanced Placement Credit: Students who have completed college-level work during secondary school through the College Board's Advanced Placement Program and achieved appropriate scores on comprehensive exams may receive college credit for specific courses. Details are available in the Admissions Office or from students' faculty advisers.

Credit for Educational Experiences in the Armed Forces: Credit for properly documented educational experiences in the armed forces will be granted on the basis of recommendations published in *A Guide to the Evaluation of Educational Experiences in the Armed Services*, insofar as the recommendations can be applied toward requirements for graduation.

Credit for Prior Learning and Other Types of Educational Experience: In some cases, students may wish to receive college credit for a legitimate, adequately documented educational experience gained by some nontraditional means other than those already named. (For example, the successful completion of certain courses offered by reputable law enforcement groups can sometimes result in receiving college credit.) Students desiring credit for such experience should file a written request, along with full documentation concerning the successful completion of experiences, with the Vice President for Academic Affairs, who will decide according to the merits of each case. Students are required to complete successfully a minimum of 12 credit hours at HLG before credit earned by this means can be shown on their transcripts.

Transcripting of credits. A special notation is recorded for credits earned by advanced standing, but no grade points for these credits are recorded or used in computing grade point averages. A fee is charged per credit hour to record on transcripts credits earned in the above manner. *Advanced Standing Credit may not be used to fulfill the residency requirement for graduation.*

Acceptability by other institutions. Students should understand that policies regarding the acceptability of credits earned through advanced standing vary from one institution to the next. Therefore, the acceptance of such credits by Hannibal-LaGrange College does not guarantee or even imply that such credits will be accepted by other institutions that students might attend later. Moreover, students must earn a minimum of 12 semester hours through regular coursework at HLG before credits earned by advanced standing may be transferred to another institution—regardless of another institution's willingness to accept them.

Admission to Majors and Professional Programs

Admission to the college may not automatically admit students to a major or professional program of their choosing. The entrance into certain majors requires that students meet various criteria by the end of their sophomore year in order to be admitted to the particular major in their junior year. HLG reserves the right to set these requirements. Students are cautioned to check with their advisers concerning requirements.

Admission to some professional programs of study (ADVANCE, Church Music, Nursing, or Teacher Education) involves meeting criteria unique to that particular program. Although basic information about professional programs may be secured from the Office of Admissions, students should make an appointment to meet with the director of the program in which they are interested. If requested, the Office of Admissions will assist applicants in setting up their appointments.

Confidentiality in Student Records

Hannibal-LaGrange College adheres to the Family Educational Rights and Privacy Act (FERPA). The privacy and confidentiality of all student records shall be preserved. Official student academic records, supporting documents, and other student files shall be maintained only by members of the college staff hired for that purpose.

Separate files are maintained for the following educational records: admissions and academic records, supporting documents, and general education records—in the Registrar's Office and/or by the academic adviser; financial records—by Student Accounts and in the Office of Business Affairs; and financial aid records—in the Financial Aid Office.

Directory information. A student's name, address, telephone number, date and place of birth, academic major, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and most recent previous institution attended may be made public by the college unless a student requests, *in writing* to the Registrar at the beginning of each semester, that such information be released only upon his or her consent.