Graduate & Online Student Handbook

2017-2018

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This handbook is for online students at Hannibal-LaGrange University and serves to supplement the University catalog and Student Planner. Students are to be guided by the policies in each.

We welcome you to Hannibal-LaGrange University where your goals of completing your degree can be realized.

Mission and Purpose of the University

The mission of Hannibal-LaGrange University is to provide an excellent liberal arts education in a distinctively Christian environment, thus preparing students for both personal and career effectiveness. The completion of your degree will assist students in realizing personal and career growth.

ACCREDITATION

Hannibal-LaGrange University is accredited with North Central Association of Colleges and Schools and the Higher Learning Commission of the North Central Association of Colleges and School, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504. The Education Program is approved by the Missouri Department of Elementary and Secondary Education.

Graduate and Online Division

The Graduate and Online programs at Hannibal-LaGrange University are designed to meet the needs of today's college student. Being an online student is not easier than being a traditional student. It is just different. Students are expected to spend 135+ clock hours in each online course. Students who succeed in the Program are self-directed, open minded, autonomous and goal-oriented individuals.

Graduate and Online courses enable students to develop:
- Interpersonal skills
- Written communication skills
- Problem solving and decision making skills
- Understanding of research techniques and applications
- Self-knowledge and self-image growth
- Self-reliance and leadership skills

Make sure that you have the necessary technical equipment and skills before you start your online class. Sometimes most endeavors are not smooth at the beginning. You may need to put forth a little extra effort, time and positive energy in order to be successful.

BS in ADVANCE Business Management Degree Completion Program

HLGU's Online Degree Completion Program offers BS and BAS degrees in convenient time frames for working adults. Broaden your career options with a bachelor's degree and get the management, problem-solving, and communication skills you need.

- Fast-Paced Courses and Program-Most courses in the business management degree are 5-week in length. This allows you to finish your bachelor's degree completely online in about 18 months!
- You've worked your way up the job ladder. Now, suddenly those technical skills aren't enough. Let's face it, for management or other leadership positions, you need a bachelor's degree. Now, more than ever, your career may depend on it. Hannibal-LaGrange University makes it possible for adults to complete a bachelor's degree – completely online – without quitting their job.

- Short-term commitment, life-long benefits-With an associate's degree (AS, AA, or AAS) or its equivalent, from an accredited institution, you may be able to complete your bachelor's degree in as little as 18 months.
- Individual advising provided by qualified staff-Not sure if you qualify for our degree completion program? Our staff is available for consultation with no obligation.
  Costs:(ADVANCE Online Degree Completion Program)
    - **$295* Per credit hour rate**
    - ***2016-2017 Online class service fee:**
    - **$50 per credit hour**
    - **$275 part-time/per semester; $550 full-time per semester General Fee**

RN-BSN in Nursing

This program is designed for RNs who have completed a basic associate degree or diploma program with a grade point average of 2.5 on a 4.0 scale. The program is most beneficial for those who have been actively employed in nursing within the past five years or for recent graduates from a nursing program.

        Costs:
    - **$299* Per credit hour rate**
      ***2016-2017 Online class service fee**
    - **$50 per credit hour**
    - **$275 part-time/per semester; $550 full-time per semester General Fee**

Master of Arts in Leadership

HLGU's Master of Arts in Leadership program focuses on educating business, community, church/non-profit leaders in innovative ways to think about their roles in their own organizations and communities, and how they might inspire change by looking at the world from a different perspective. Courses are designed to engage students in creative processes between academic theory and real-world application. Leadership styles, business ethics, and the value of effective relational communication will be explored. This 1-year, cohort-model program emphasizes a collaborative team learning experience.

The MAL program offers two tracks. They are:

- **Business Management**
- **Christian Ministry**

Costs:
- **$385 Per credit hour rate**
- **$300 General Fee**
- **$50 Online Technology fee per credit hour**

Master of Science in Education

The Hannibal-LaGrange University Master of Science in Education (M.S.E.) degree is designed to provide a program for professional growth for elementary and secondary teachers holding current teacher certification. Aligned with the mission of Hannibal-LaGrange University and the Hannibal-LaGrange University Division of Education, the M.S.E. degree program is designed to provide an excellent graduate education in a distinctively Christian environment preparing reflective practitioners for both personal and career effectiveness.

The MSE program offers three tracks. Students are required to choose one of the following tracks:

- **Special Reading K-12 Track**
  This track emphasizes the research-based components of effective reading instruction and assessment (phonemic awareness, phonics, vocabulary, fluency, comprehension, and writing). It is intended for those who have early childhood, elementary, or secondary teacher certification and want to study the science of special reading K-12. Additional certification for Missouri is available.
- **Teaching and Learning Track**
  This track emphasizes elements of effective curricular/instructional planning and assessment to enhance student learning. It is intended for those who want to study principles of effective instruction.
- **Teaching and Learning Track with Initial Certification**
  This track emphasizes elements of effective curricular/instructional planning and assessment to enhance student learning. It is intended for those who currently have a Bachelor's degree from a regionally accredited university and want to study principles of effective instruction and gain their Missouri certification to teach at the same time.

Costs:
- **$350 Per credit hour rate**
- **$300 General Fee**
- **$50 Online Technology fee per credit hour**

Master of Education in Educational Administration (MEd.)

Our program focuses on the management and leadership skills required in the Kindergarten through 12th grade academic setting. Highlights of the program include study of: ethics and integrity, class action research and assessment, curriculum and instruction creation and management, school supervision, school business management and facilities, school law, and revision of a school improvement plan.

This program is designed for the working adult in the field of education. To be eligible for principalship in the state of Missouri, a student must have taught for 2 years.

HLGU's MEd is completed in just 12 months and is comprised of 30-graduate credit hours in five-week courses.

Our completely online program offers our students opportunity to earn an accredited degree with the same quality of education as in-seat or hybrid programs.

The MEd. offers tracks in:
- **Elementary Principalship (K-8)**
- **Secondary Principalship (7-12)**

Costs:

- **$350 Per credit hour rate**
- **$300 General Fee**
- **$50 Online Technology fee per credit hour**

General Education Courses

The schedule for the general education courses being offered is posted on the www.hlg.edu website.

- **Online fall 2016 & spring 2017**
- **$412 per undergraduate credit hour, if taken separately from other courses. Tuition only. Does not include other fees.***
- ***Online Class Service Fee: $50 per credit hour**
- **Other fees may apply.**

Admissions:

Procedures

1. You must go to Hannibal-LaGrange University's website: www.hlg.edu. Choose Academics. Click on Online Learning. You can also click on the direct link at the top of the home page. You will see the appropriate item for filling out your application. Submit a completed application with the non-refundable $25.00 application fee.
2. Have official transcript(s) from every college or university attended sent directly to Hannibal-LaGrange University, Online Learning. See www.hlg.edu for "official request for transcript" form.
3. For assistance with financial aid contact HLGU's financial aid Office at 573-629-3282. File your FAFSA using HLGU's school code 009089 at www.FAFSA.ed.gov.
4. You must clear the HLGU Business Office before you will be given your logon and password to access the online class.
5. Schedule time to go through the online training for your course which is accessed by:
   - Go to the www.hlg.edu
   - Choose Student Portal
   - Click onto Enter your Email and Your Portal Password
   - Click onto Online Class Access
   - Your online course access will be listed on the left side of the page.
   - You must clear the HLGU Business Office before your logon.
   - The help desk manager 573-629-3032

Tuition and Fees

Program Application Fee.................................... $25.00 (paid at time of application)

Books and Materials... $500.00 (approximate per term)

Tuition .... per program

Online Fee .... $50.00 per hour

Graduation Fee .... $100.00 (paid at graduation time)

Hannibal-LaGrange University reserves the right to change the fees at any time without notice.

Tuition payment Schedule

Tuition payment is due by the beginning of the semester unless other arrangements have been made with the HLGU business office. Students who owe the University for a previous term will not be permitted to enroll for additional course work until bills are paid in full or satisfactory arrangements are made with the business office.

Financial aid is available. **It is the student's responsibility to have completed all financial aid forms necessary to process the aid requested.** Please refer to all important financial aid dates and checklists to assure processing is complete. Failure to do so may require full payment immediately to proceed with the program. Additional payment plans may be available. Please contact the financial aid office or the business office for information. Visa, Discover Card, and MasterCard are accepted for payment of tuition and fees.

Tuition Assistance

Federal and state grants are awarded based upon a variety of factors, but most often on the basis of your program and/or demonstrated financial need. Unless otherwise noted by the donor of your award, you do not need to repay these funds. Listed below are some of the most common forms of gift assistance:

- Federal Pell Grant: provided by the federal government and administered by the university; this grant is based upon financial need.
- Missouri Student Grant: available to permanent state residents enrolled as a regular degree seeking student in an approved undergraduate program. The award is based on financial need. Application deadline is April 1 each year and must be reapplied for annually.
- Supplemental Education Opportunity Grant: these grants, from a limited fund, are awarded to students based on financial need.
- Veterans' Benefits: available to those who qualify. Eligibility is determined by the Veterans' Administration and potentially eligible students should contact their local Veterans' Administration representative.

Education Loan Program

- Federal Subsidized Stafford Loan/Unsubsidized Stafford Loan (formerly GSL=Guaranteed Student Loan): The Stafford loan is available to needy undergraduate students in various amounts for their undergraduate education. Students with previous Stafford loans are encouraged to stay with their original lender. Any subsequent Stafford loans will carry the same terms and variable interest rates of your previous loan.
- Perkins Loan: Loans are available with no interest charged while the student remains in school at least half-time. Eligibility is based on information reported on the FAFSA.

Loan Forgiveness

Borrowers who undertake certain public service jobs are eligible to have all or part of their loans cancelled. Eligible public service jobs are full-time jobs in the following fields:

Emergency management
Government
Military service
Public safety
Law enforcement
Public health
Public education
Social work in a public child or family service agency
Public child care
Public service for individuals with disabilities
Public interest law services
Public service for the elderly
Public library sciences
School-based library sciences and other school-based services
Certain tax-exempt organizations
Faculty teaching in high-needs areas, as determined by the Secretary of Education

For more information, visit www.FederalStudentAid.ed.gov.

General Information

Any student wishing to apply for financial assistance should contact the financial aid office (573-629-3279). The financial aid office is available to answer your questions and to help estimate your eligibility for financial assistance.

So that your financial aid eligibility may be determined in a timely manner, please contact the financial aid office four to six weeks prior to the beginning of your beginning your course. A FAFSA must be completed prior to financial aid processing.

For refunds on any tuition charges please see the policies in the HLGU Catalog.

Policy

Honor Code Rationale

Hannibal-LaGrange University is a biblically based Christian institution; therefore, those associated with the University are expected to behave in such a way as to demonstrate integrity both personally and academically. Included among HLGU's purpose statements is the following: "To maintain high standards of academic and personal excellence in a biblically based Christian environment, thus encouraging the highest development of the total person: intellectually, physically, socially, and spiritually." The foundational premise for every aspect of the University's life and work is based upon Col.1:18, "That in all things Christ might have the preeminence."

Honor Code Statement

Hannibal-LaGrange University values academic excellence, and therefore entrusts the University community with the responsibility to uphold certain ethical principles as they relate to truth, fairness, integrity, and honesty in the academic setting. Students pledge their dedication to support the University's Honor Code by enrolling to attend Hannibal-LaGrange.
As members of the Hannibal-LaGrange University community, students pledge to demonstrate respect for the University's mission and purpose. Each student's continuation at Hannibal-LaGrange is contingent upon his or her living with in the Honor Code.
All departments and academic disciplines at Hannibal-LaGrange University support and uphold the Honor Code. However, certain departments or academic disciplines implement their own academic policies in addition to the Honor code. Instructors may incorporate stricter policies as part of their individual class requirements as well.

Academic Integrity

Faculty members have a responsibility to evaluate student progress in learning and to evaluate student work for assigning course credit. Academic integrity on the part of the student requires an honest effort on all assignments, exams, presentations, products, and performances that are part of graded course elements. "Honest effort" means doing one's best, but also not doing better than one's best through unfair means. Through its outcomes assessment program, the University measures student leaning in order to improve instruction. Student cooperation and honest effort on assessment activities are vital to the effectiveness of the outcomes assessment program. By giving an honest effort on surveys, exams, or other activities that are used for assessment purposes, students contribute in meaningful ways to the integrity and value of their education.

Cheating and Plagiarism

Cheating may be defined as using for oneself or sharing with others any unauthorized resources for assignments or tests. See Student Handbook.
In academic writing such as essays, reports, and research papers, students are required to make use of ideas and information written by others. Using or referring to the work of others must be done with academic integrity by carefully documenting the source of all material not original with the student. See Student Handbook.

TURNITIN

This program is to be used to evaluate your papers and specified assignments for original writing. No phrase longer than five words may be copied without quotation marks, and any idea (or

copied five words or less) must have the source cited. Remember that Wikipedia is not an acceptable source. Your instructor will give you the logon and password for you course for www.turnitin.com. When the page opens, go to the "Sign In" in the upper right corner, then to "New Students Start Here" section and you will be asked to "Create a User Profile", the "Create a New Account" for student using the information provided for your class.

From this point follow the easy directions to submit your paper (hit open to attach your paper after locating it in your files). You will be emailed a "Turnitin Digital Receipt" with an ID number to show submissions; save it in case there is a problem developing the Originality Report. Once your paper is submitted, the program will generate an Originality Report in five to ten minutes. Go to the class listing, click on the little box with the % sign in it which is under contents, download, **print the report and submit it with your assignment**.

Netiquette Policy

Access to your course
- The login into your HLGU course is for the registered student only. If you use public computers, please make sure you log off before you leave the computer.

Emailing and Spamming
- Students should use only their HLGU email or the Messaging option within the Learning Management System (LMS) course to contact the instructor and other students.
- Students should not use their email to spam, email solicit, or advertisements for other endeavors.

Online Interaction
- All interactions with instructors and classmates should be respectful and refrain from sarcasm, humor, texting or chatting language, inappropriate language (cussing), flaming, use or all capital letters, emoticons, inappropriate racial remarks, or multiple exclamation marks or question marks.
- All interactions should be professional and promote a scholarly environment.
- All sources should be cited to avoid plagiarism.
- Students should also use hyperlinks and URL's to share content used for class interaction.
- Interaction should not be personal in nature. If you have an issue that needs attention, please use your HLGU email for that communication.

Grade Advancement Policy

Students in all graduate programs at HLGU are allowed to receive one C in their program of study. If they receive a second or more C's in their program of study, the student must repeat the course to receive a B or higher grade. If a student receives a D or an F, they must stop their program of study and retake the course with the D or F to receive a B or higher before they can proceed with their program of study.

Student Responsibilities

1. Students are responsible for upholding the Honor Code in all aspects of their academic pursuits at HLGU.
2. Students are responsible for acquainting themselves fully with HLGU's Honor Code. Ignorance is not considered to be a valid excuse for violating the Honor Code.
3. Students are responsible for understanding the expectations of their instructors for class assignments and seeking further clarification if the expectations are not clear.
4. Students are responsible for understanding what constitutes plagiarism and cheating and to refrain from partaking in such activities.
5. Students are to submit their work and their work only for class assignments.
6. Students are not to hinder others in their academic pursuit by depriving them of resources or sabotaging their work.
7. Students are to cooperate with outcomes assessment activities, giving honest and sincere effort to represent accurately their knowledge and skills.
8. Students are encouraged to report a fellow student's violation of the Honor Code; however, they are not required to do so.
9. See Student Handbook for consequences for Honor Code violations.

Honor Code Pledge

- I pledge to uphold the principles set forth in the school's Honor Code.
- I pledge to act with honesty and integrity inside and outside the classroom, showing personal dignity and respect for the rights and freedoms of others at all times in both word and deed.
- I pledge to work hard, giving my best efforts to represent my own work in all class requirements, and encouraging others to do the same.
- I pledge never to misrepresent my work nor give or receive unauthorized assistance.
- I pledge to participate when required in the University's outcomes assessment activities, giving honest and sincere efforts to represent accurately my knowledge and skills.
- I pledge to maintain academic integrity and to act honestly, responsibly, and with honor in all areas of campus life, helping to make my college experience one in which I can take pride.
- I accept responsibility to maintain this Honor Code on and off campus at all times.

Portal System

Students will be able to view their own university information from anywhere they have access to the Internet, and will be able to do the following:

- Read daily HLGU events
- Keep a personal calendar
- Search for offered classes
- View account balance
- Check grades
- View class schedule
- Edit email and local address

- Job search
- View instructors contact information.

Students will get the student portal password from the computer services office.
The student's portal user name and password are necessary to long in. These are provided to the students. Students cannot create or modify their portal user name. The portal is found at www.hlg.edu/student.

Part of being successful in online learning is having the right tools. This includes the correct reading materials. All courses require a textbook. To help you, HLGU has the following website available for more information about its bookstore:
sbooth@hlg.edu .

*Note: All admission and academic polices are listed completely in the HLGU Catalog. Students are responsible for understanding these policies.

Spring 2017