

# Admissions

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## Campus Visits and Admission Application

Several opportunities are available for prospective students to gain a personal view of life on the Hannibal-LaGrange University campus. Tours, entertainment, complimentary meals, visits with the faculty, and opportunities to discuss financial aid programs and to submit an application for admission to HLGU are all part of the Visit Days scheduled one day a month, October through May. Experience HLGU Day, held on a Saturday in April, provides applicants already admitted into HLGU with an opportunity to meet faculty department chairpersons and academic advisors.

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.

## Notification of Acceptance

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

## General Admission Policies

Hannibal-LaGrange University 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 will 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 university. Applications for admission may be obtained from the Office of Admissions or online at [www.hlg.edu](http://www.hlg.edu).

## Admission Standards

Degree-seeking applicants for the Freshman Class at Hannibal-LaGrange University 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 University.

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* basis. They would be required to meet specific requirements during the first year in order to gain fully admitted status for a second year. Those requirements are listed below under "Degree-Seeking."

## Three Levels of Undergraduate Admission Status

All undergraduate students, regardless of age or previous college or university attendance, will be admitted under one of the categories listed below: *Degree-Seeking* (with three sublevels), *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 16-19 at the discretion of the Admissions Office. If granted conditional admission, the student is limited to a maximum of 15 credit hours each semester and is required to achieve a cumulative grade point average (CGPA) of 2.0 or higher by the end of the second semester as a condition for further enrollment. If the student earns a CGPA of 2.0 or higher by the end of the first semester, the student is granted *Standard Admission* beginning with the second semester.

## 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 HLGU 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 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](http://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 University.) 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 [www.act.org](http://www.act.org). Applicants who have not taken the ACT or SAT examination

will be required to take the ACT Assessment (residual testing) at Hannibal-LaGrange University before registration. A fee is charged for this service.

4) **Enrollment Deposit:**

Payment of an enrollment deposit in the amount of \$200 for an applicant desiring on-campus housing, or \$100 for an applicant not seeking on-campus housing. This deposit is refundable through May 1st.

5) **Health Form:**

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

### 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* 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](http://www.hlg.edu).

2) **Transcripts:**

An official transcript from every college or university 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 or university attended with a request that the form be completed and returned to the Office of Admissions at HLGU.

4) **Health Form:**

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

#### 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 HLGU.
- 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 University.

**EXCEPTION 1:** Vocational course credit is not accepted as transfer credit for any degree other than the Bachelor of Applied Science (BAS).

**EXCEPTION 2:** Generally, a maximum of 64 hours may be transferred from any two-year college (junior or community colleges). (An exception will be made in special cases when deemed justifiable by the Vice President for Academic Administration.)

**EXCEPTION 3:** Remedial courses are not accepted for any degree.

**EXCEPTION 4:** Articulation agreements are used in some cases to further define the

transfer policies from specific institutions of higher education.

- 3) Grades earned on transfer work from other institutions will be shown on the permanent record at Hannibal-LaGrange University and will be used in calculating the CGPA.
- 4) Transfer students on academic probation or on disciplinary probation at the last institution attended will enter HLGU with the same status. Removal from academic probation is attained by earning a GPA of 2.0 or above during the first semester at HLGU *if 12 semester hours are completed*.
- 5) Students may appeal any denial of transfer credit by written request to the Vice President for Academic Administration.
- 6) No guarantee for a graduation date, stated or implied, is valid. A student's graduation date is determined solely by the student's performance in completing all graduation requirements.
- 7) The Registrar determines what coursework is transferred and what graduation requirements are met. As deemed appropriate, the Registrar may seek assistance from faculty members in making evaluations.

### 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](http://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/university 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 university 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 HLGU can have transcripts evaluated.

### Admission Under Special Situations

#### Early Admission and University Credit for High School Students

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

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

**Dual credit courses.** In some high schools, students may enroll in select courses and earn high school and college credit concurrently. For information, students may contact the high school counselor or HLGU's dual credit program director.

**Early enrollment (E<sup>2</sup>).** Exceptional high school students who have completed their junior year may enroll in college-credit courses on the HLGU campus. Some courses may also satisfy high school requirements. By special arrangement with their high schools, students are permitted to attend HLGU's courses during the school day. For information, students may contact the high school counselor or HLGU's early enrollment program director.

### Veterans

Hannibal-LaGrange University 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 (see <http://militaryguides.acenet.edu/index.htm>), 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 HLGU, individuals must complete an application for admission to the university 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 University 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 or universities attended since their last enrollment at HLGU 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 (health information).

*Students who owe the university 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 HLGU 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 Administration required) that will be placed in the student's file. The student will not receive any credit hours on the university transcript but may enroll in the next course level for that academic department. For instance, a student who enters HLGU 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 HLGU not only with advanced standing but also with credit for the courses being bypassed. **Note:** Although credit for these courses is sometimes received after admission to the university, **they may not be entered during the last 32 hours of a bachelor program or last 16 hours of an associate program.**)

*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 HLGU from regionally accredited or other HLGU-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. A maximum of eight semester hours credit can be received for any one academic discipline (i.e., courses with the same 3-letter departmental designation). A CLEP exam may not be used to replace a transcribed failing grade. Details and a brochure describing CLEP are available through the Academic and Career Services Office.

**Nursing Examinations:** Students in the nursing program may receive credit for acceptable scores on National League for Nursing exams.

**Institutional Examinations:** Students who have gained sufficient knowledge through

previous education or experience in a particular field may receive university 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 advisor, 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 university-level work during secondary school through the College Board's Advanced Placement Program and achieved appropriate scores on comprehensive exams may receive university credit for specific courses. Details are available in the Admissions Office or from students' faculty advisors.

**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 found in *A Guide to the Evaluation of Educational Experiences in the Armed Services* (accessible at <http://www.militaryguides.acenet.edu/index.htm>), insofar as the recommendations can be applied toward requirements for graduation.

**Prior Learning Assessment (PLA):** In some cases, students may wish to receive university 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 university credit.) **Note:** Students are required to complete successfully a minimum of 12 credit hours at HLGU before credit earned by this means can be shown on their transcripts.

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 Administration, who will decide according to the merits of each case. **To receive this credit, the student must demonstrate that they have learned the same facts, theories, and/or skills and that they have completed the same course objectives that would have been experienced by a student enrolled in the equivalent classroom course (as indicated in the course syllabus).**

**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 University does not guarantee or even imply that such credits will be accepted by other institutions that students might attend later.

### Admission to Majors and Professional Programs

Admission to the university 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. HLGU reserves the right to set these requirements. Students are cautioned to check with their advisors concerning requirements.

Admission to certain majors and professional programs of study (for example, ADVANCE, Behavioral Science, Business, 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 University 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 university 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 advisor; financial records—by Student Accounts and in the Office of Business Services; and financial aid records—in the Financial Aid Office.

**Directory information.** A student's name, address, telephone number, HLGU student email address, 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 university 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.