



Hannibal-LaGrange
UNIVERSITY

Adult Degree Completion Program

Student Handbook

This student handbook is in effect for the fall 2018 and spring 2019 cohorts, all majors, all locations.

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ADULT DEGREE COMPLETION PROGRAM STUDENT HANDBOOK

PREFACE

This handbook is for students in the ADULT DEGREE COMPLETION Program and serves to supplement the University catalog . Students are to be guided by the policies in each. The ADULT DEGREE COMPLETION Program student handbook will serve to introduce the program, to provide information about the program, and to provide you with information about curriculum, faculty, policies and procedures, student life and finances relating to the program.

To obtain further information please contact the Innovative Programs Office. Copies of the handbook are furnished to each student. Students are responsible for knowing the information and observing the policies contained therein.

This student handbook is in effect through the end of your program. Hannibal-LaGrange University reserves the right to make changes in policy. Any such changes affecting the program will be made available in subsequent issues of the student handbook, addendums, and/or the University catalog.

ADULT DEGREE COMPLETION PROGRAMS STAFF

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Financial Aid Office	573-629-3279 or FinancialAid@hlg.edu
Business Office	573-629-3055

OFFICE LOCATION

The Adult Degree Completion Programs Office is located on the fourth floor of the Burt Administration Building, 2800 Palmyra Road, Hannibal, Mo. 63401

OFFICE HOURS

The Adult Degree Completion Office is open Monday - Thursday 8:00 a.m. to 5:00 p.m. and Friday 8:00 a.m. to 4:00 p.m. Personal appointments and voicemail are available at other times.

A **student** or one seeking admission to Hannibal-LaGrange University, who claims to have been unlawfully discriminated against due to any University regulation, policy, or the official action of any University employee should submit a written complaint to Karry Richardson at HLGU, 2800 Palmyra Road, Hannibal, Missouri, 63401 or via email at krichardson@hlg.edu

An **employee** or one seeking employment who claims to have been unlawfully discriminated against due to any University regulation, policy, or the official action of any University employee should submit a written complaint to Dori Colborn at Business Office, 2800 Palmyra Road, Hannibal, Missouri, 63401 or via email at dori.colborn@hlg.edu

I. WELCOME TO HANNIBAL-LAGRANGE UNIVERSITY

We welcome you to Hannibal-LaGrange University and to the ADULT DEGREE COMPLETION Program, 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 education in both liberal arts and professional disciplines in a distinctively Christian environment that integrates Christian faith and learning in preparing graduates for both personal and career effectiveness.

ACCREDITATION

Hannibal-LaGrange University is accredited by the Higher Learning Commission, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, and (800) 621-7440.

II. ADULT DEGREE COMPLETION PROGRAM AND ITS CALENDAR

ADULT DEGREE COMPLETION PROGRAM

The Adult Degree Completion Program is a Degree Completion program serving working adults. Seventy Nine credit hours from Hannibal-LaGrange University or another accredited institution with a cumulative 2.0 GPA or better, and who now would like to complete their Bachelor's Degree. (Social Service) majors must enroll with a 2.5 cum gpa). Adult Degree Completion program students typically are employed full-time during the day, thus the program is offered in the evening or BMN and CJ are also offered online. One night per week over a 18 month period provides the student with the opportunity to earn 45 credit hours. Classes are taught in a manner that is conducive to learning for adults. An atmosphere of shared family, career, and age interests develops among the adult students.

While in the Adult Degree Completion program, students are expected to spend 15-20 hours in preparation for each weekly class meeting. Students who succeed in the Program are self-directed and goal-oriented individuals.

The Adult Degree Completion program offered by Hannibal-LaGrange University enables students to develop:

- interpersonal skills
- written and oral 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

ACADEMIC CALENDAR

The Adult Degree Completion program operates a non-term based program with groups of students (Cohorts) beginning twice a year, typically in September and February. Each group is given a definite schedule which indicates on which dates the group will meet over the eighteen month period of enrollment.

An academic year is 40 weeks. A non-term program is one that does not divide the academic year into semesters, trimesters, or quarters. In a non-term program that measures educational program length in credit hour, a full time undergraduate student is expected to complete the equivalent of 24 semester hours in an academic year.

III. ADMISSIONS

ADMISSION CRITERIA

Completion of approximately 67 credit hours from an accredited college/post-secondary institution. Hours needed, as indicated on your degree plan, these must be completed before the deadline to apply for graduation form is due. If they are not completed by the you will not be able to graduate with your cohort, and will graduate the next available graduation date. Criminal Justice, Business Management and Christian Ministry will be allowed admission needing 4 classes. Social Services will be allowed admission needing 3 classes.

Any considerations of students needing additional hours will need to be submitted to the Adult Degree Completion office and will be approved by Office of Academic Administration.

1. Cumulative grade point average of 2.0 (on 4.0 scale) (2.5 for Social Services) or better on all prior academic work. Adult learners enrolled in the Social Services major must maintain a 2.75 cum gpa in the major course curriculum.
2. Completion of application form and payment of \$25 non-refundable application fee.
3. Have **official** transcript(s) from **every** college or university attended sent directly to Hannibal-LaGrange University, Registrar's Office.
4. Financial Aid.
 - ✍ File your FAFSA using HLGU's school code 009089 at www.FAFSA.ed.gov.
 - ✍ Attend orientation/registration night.
 - ✍ Pay or make payment arrangements at least 1 week before classes begin, if this is not completed you will not be allowed in class.
5. Social Services candidates must initiate a background check after program orientation. A background check form will be supplied to each social service candidate. A second background check must be completed one month prior to the beginning of the internships at the end of the program. Students will be notified by the Adult Degree Completion office via HLGU email.

Upon meeting all of the above criteria, the Adult Degree Completion office Admission committee will meet to accept viable candidates. A letter of acceptance will be sent from the Adult Degree Completion office to each student accepted into the Adult Degree Completion program.

IV. FINANCES

TUITION AND FEES

For the purpose of scheduling, reporting, and budgeting, the program is broken into three non-traditional semesters. A non-traditional semester will consist of 20 weeks and 15 hours minimum.

Tuition and fees must be paid at the beginning of each term (first day of class), Adult Degree Completion program non-traditional semester. You must pay program costs on the first day of class for that term. Any unpaid balance at the end of each month will be charged 1.25% interest (policy was activated January 1, 2010). If there is a balance due at the end of the non-traditional semester, you will not be allowed to enroll for the next non-traditional semester.

The application fee is paid at the time of application.

Program Application Fee	\$25.00
Curriculum Fee	\$35.00 per term (For in seat students only)
Online fee	\$50.00 per credit hour (Online students only)
Graduation Fee	\$100.00 (charged in last term)
General Fee	\$300.00 per term (includes registration, library use, computer lab use, and student activities)
Tuition	\$295.00 per credit hour (12-15 hours per term)
Parking Fee	\$50.00 (Hannibal campus only)
Background Check	\$50.00 (Social Services Only)(Twice during program))

TUITION PAYMENT SCHEDULE

Employee Reimbursement Plan – This will need to be paid up front by the student and reimbursed by the company.

Financial Aid is available. **It is the students 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. You will have access to all FA forms in your self service.

TUITION CONCESSION

The tuition concession plus all scholarships and grants shall never exceed the cost of tuition expenses.

Eligible personnel (full-time Hannibal-LaGrange University and Three Rivers College) employees must apply and meet the established admissions standards as defined below.

- Should a TRCC or HLGU employee cease to be employed for any reason, the concession will be discontinued.
- Students receiving the concession must maintain satisfactory academic progress in order to keep the concession.
- The TRC College President will pick one person out of the applicants to receive the concession. (one per major per year) (TRC Only)
- This concession applies to tuition only and does not include books, and/or other charges.
- A letter from the president of the institution stating employee status must be received by August 1 each year to verify eligibility for fall enrollment and a letter received by November 1 for spring enrollment. (TRC Only)
- All eligible employees must file their FAFSA to determine eligibility to receive federal grants. If a grant is awarded to the student, the amount of the grant will be applied to the tuition concession reducing the concession by the dollar amount of the grant.
- Concession forms are available from your advisor or the HLGU business office.

STUDENT FINANCIAL ASSISTANCE

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 Access 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 February 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 to obtain a copy of their Certificate of Eligibility. The Certificate will need to be submitted to the Office of the Registrar and Records for Benefit certification.

***Employee Reimbursement Program**—Contact your company's personnel office to investigate this source of financial assistance.

Federal Direct Loan Program

***Federal Direct Subsidized Stafford Loan/Unsubsidized Stafford Loan** —The Stafford Loan is available to all undergraduate students in various amounts for their undergraduate education.

***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.

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. Office hours are Monday - Thursday, 8 a.m. to 5.00 p.m Friday 8 a.m. to 4 p.m. Other hours are available by appointment.

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 module 1. At that time, identify yourself as a student with questions about the Adult Degree Completion program. **A FAFSA must be completed prior to financial aid processing.**

REFUNDS: contact the Registrar's office

A student shall normally be assessed tuition charges by non-traditional semesters. If a student withdraws at the end of a module not concurrent with the end of a semester, the tuition for the modules for which the meeting dates have passed shall be considered earned and those modules not yet started shall be considered unearned, and thus refundable.

The date of withdrawal shall be the last date of attendance or participation in the course for the online students. The student must complete and return the appropriate forms to the University for official withdrawals. For financial aid office purposes, the date of last attendance will be used. Forms are available in the Adult Degree Completion office.

If a module is failed, the student shall be assessed the tuition again for the module when repeating the module. Students dropping back to a later group will be assessed tuition at the time of re-entry only for those modules they need and enroll in at that time.

ACADEMIC AND CAREER SERVICES

The academic and career services office is located on the second floor of the Administration Building. Office hours are from 8:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 5:00 p.m. Monday

through Thursday and Friday 8:00 a.m. to 4 p.m. Dr. Karry Richardson, Associate Dean of Academic and Career Services, may be reached to schedule an appointment by calling 573-629-3016 or by emailing her at krichardson@hlg.edu.

The office of academic and career services provides assistance to students and alumni in the areas of career development and job search skills. The office maintains resource materials on national, state, and area employers, information on graduate schools, and opportunities in military service. Bulletin boards are located on the first and second floors of the Administration Building posting pertinent information on part-time and full-time employment, graduate schools, summer jobs, internships, and college/career fairs.

FOCUS Career Assessment

FOCUS is a computer-based career tool designed to provide users with personalized career and education exploration and planning assistance.

Hannibal-LaGrange University students and alumni may access the FOCUS online career assessment program <http://www.focuscareer.com>. Please contact the academic and career services office, Administration Building, room 201, 573-629-3016 or krichardson@hlg.edu for the institution's key code.

Career Center Registration

Students are encouraged to register with the academic and career services office at least three months prior to completing their senior year. This allows our office to keep you current regarding career information, employment opportunities, and events.

Job Listings

The academic and career services office receives numerous listings for employment on a regular basis including part-time, full-time, seasonal, temporary employment and career opportunities.

Résumé and Cover Letter Assistance

The academic and career services office can review your résumé and cover letter and offer suggestions.

Career Fairs

HLGU's academic and career services office holds membership in two major consortia. These groups sponsor major career fairs on an annual basis and provide an invaluable opportunity for HLGU students and graduates to network.

Graduate School

Helpful information on choosing the best program, colleges offering that program of study, the application process, required tests, possible financial aid, and deadline dates can be accessed. Information is available on graduate school and professional exams, including the [GRE](#), [LSAT](#), and [CPA](#).

Hannibal-LaGrange University offers the following graduate courses:

- Master of Arts in Leadership with tracks in Business Management and Christian Ministry, courses are five weeks, one at a time and you will complete either track in one calendar year.
- Master of Education in Educational Administration with tracks in K-8 and 7-12, courses are five weeks, one at a time and you will complete either track in one calendar year. This is for teachers who are wanting to become principals.
- Master of Science in Education with tracks in Teaching & Learning, Special Reading K-12 with or without Missouri certification, and Teaching & Learning with initial certification.

CLEP Exams

The College-Level Examination Program (CLEP) provides users the opportunity to earn college credit by successfully completing one or more of the 35 CLEP online exams. The cost of each exam is \$102 (\$77 paid to ETS and a \$25 administration fee paid to HLGU). For more information or to schedule an exam for the Hannibal campus, call Dr. [Karry Richardson](#), associate dean of academic and career services, at 573-629-3016. Satellite location students must contact the Adult Degree Completion office for approval of CLEP subject. All CLEP exams must be approved by the Adult Degree Completion office to ensure graduation requirements are being met,

Prior learning assessment (PLA) will be utilized for documenting and awarding college credit for Department of Corrections (DOC) and Police Academy training.

Off-site locations: TRC Poplar Bluff- contact Donna Pirc HLG - contact Darla Power

Note for Students with Disabilities: If you have a special need addressed by the *Americans with Disabilities Act (ADA)*, please notify the instructor at the beginning of the course. In order for reasonable accommodations to be provided, you must provide appropriate documentation to Hannibal-LaGrange University's ADA Coordinator whose office is in Burt Administration Building, Suite 201, and phone: 573-629-3016.

V. ACADEMIC

ACCELERATED AND TRADITIONAL FORMATS

“Accelerated” learning suggests that there is a “normal” method and pace for teaching and learning. It further implies that the traditional formats and methods employed in the academy embody the norm. Any method that deviates from this standard is likely to be treated with suspicion and may invite summary dismissal of what might otherwise be an effective, innovative approach to learning.

The lecture is but one of a variety of methods utilized by an excellent instructor. The lecture appears to have become the principal, and in some cases the sole, means of instruction used in many institutions of higher learning. This practice implies that learning is primarily an act of transmitting information from the expert to the passive, empty vessel. Although a lecture may be the most economical way to deliver instruction by the few to the many, the truth is that most of us remember remarkably little of what we heard in these classes.

We accept the semester as the appropriate length of a course for similar reasons. It is easy to forget that they were inventions of a different time. Academic calendars designed for an agrarian society

(farming lifestyle, rural life), are out of place in the digital age, where more than half of all students work full-time year round, and instruction can take place regardless of time and place. The obvious lesson is that teaching formats and structures do not guarantee results. Teaching is neither a necessary or sufficient condition to ensure that learning occurs. You may remember a great autodidact (self-taught, little or no formal education) like Abraham Lincoln to be reminded that so much of what we learn over the course of our lives takes place independent of teachers and outside formal, structured education. Given this information, it seems odd that so many in higher education look with doubt at prior learning assessment programs for adult learners. The “unless you learned it in my class, the way I learned it when I was a student, you didn’t learn it” brand of ignorance can still be found in higher education, and that attitude raises a significant challenge to accelerated programs. It seems that as long as a class is scheduled for fifty minutes, five times a week, for sixteen weeks, there is an implicit assumption that learning has occurred.

It is a mistake to assume that teaching and learning are the same thing: What you teach is not necessarily what I learn, and what I learn may be other than what you teach. Education has tended to focus on teaching: often assuming rather than promoting it. You can lead students to an experience, but you cannot make them learn. Engaging their views and ways of knowing appears fundamental to stimulate their motivation and desire to learn.

Our goal as a program becomes to create conditions under which the greatest amount of learning can take place within the greatest number of students.

Instead of being transmitters of information, teachers must come to see themselves as managers of the learning process.

Tell them and they retain 28%.

Tell them and show them and they retain 61%.

INVOLVE THEM AND THEY WILL RETAIN 94%.

Accelerated degree programs reflect a unique adult-oriented world of learning. Adult accelerated degree programs represent a new mental model of learning, grounded in adult maturity and responsible engagement in the classroom and the world beyond the classroom. This program combines both program structure and learning designs directed to adult action, adult work identity, and adult competence. This represents learning designs that are adult based, completion based, and community based.

CURRICULUM

The following courses, offered in modular sequence, are required for the major in Business Management: (only offered at the Hannibal, Three Rivers, Jefferson City and Online)

BMN303	GROUP & ORGANIZATIONAL DYNAMICS (3)
BMN 306	ACADEMIC WRITING IN BUSINESS MANAGEMENT (3)
BMN333	ORGANIZATIONAL COMMUNICATION (3)
BMN 353	THE BIBLE AND THE CHRISTIAN WORLDVIEW IN PLURALISTIC AMERICA (3)
BMN363	INTRODUCTION TO RESEARCH & ANALYSIS USING STATISTICS (3)
BMN373	SOCIAL ISSUES IN THE WORKPLACE (3)
BMN404	INTERNATIONAL BUSINESS (3)
BMN413	MANAGERIAL ECONOMICS (3)
BMN423	MANAGERIAL MARKETING (3)
BMN443	HUMAN RESOURCE MANAGEMENT (3)
BMN453	STRATEGIC PLANNING (3)
BMN463	ORGANIZATIONAL ETHICS (3)
BMN473	MANAGERIAL ACCOUNTING (3)
BMN483	MANAGERIAL FINANCE (3)
BMN494	BUSINESS LAW (3)

The following courses, offered in modular sequence, are required for the major in Criminal Justice. (only offered at the Hannibal, Three Rivers, Jefferson City and Online)

ADJ203	SCIENTIFIC CRIMINAL INVESTIGATIONS (3)
ADJ223	PROBATION, PAROLE, & COMMUNITY CORRECTIONS (3)
ADJ263	REPORT WRITING (3)
ADJ303	DOMESTIC TERRORISM & HOMELAND SECURITY (3)
xxx	ACADEMIC WRITING IN CRIMINAL JUSTICE (3)
ADJ313	CRIMINOLOGY IN SOCIETY (3)
ADJ323	JUVENILE DELINQUENCY (3)
ADJ326	ETHICAL DECISION-MAKING FOR THE CRJ PROFESSIONAL (3)
ADJ336	POLICING IN AMERICA (3)
ADJ354	CRIMINAL JUSTICE SUPERVISION & MANAGEMENT (3)
ADJ356	CRISIS INTERVENTION (3)
ADJ416	CONSTITUTIONAL LAW (3)
ADJ436	FAMILY VIOLENCE (3)
ADJ446	INTERNATIONAL TERRORISM & HOMELAND SECURITY (3)
BMN 353	THE BIBLE AND THE CHRISTIAN WORLDVIEW IN PLURALISTIC AMERICA (3)

The following courses, offered in modular sequence, are required for the major in Social Services (only offered at the Hannibal, Three Rivers)

SCS 306	INTRODUCTION TO FAMILY SOCIAL WORK(3)
SCS 313	INTRODUCTION TO SOCIAL WORK (3)
SCS 343	INTRODUCTION TO COUNSELING (3)
SCS 353	SOCIAL ISSUES (3)
SCS356	CRISIS INTERVENTION (3)
SCS 413	CASEWORK METHODS (3)
SCS 424	RESEARCH METHODS IN BEHAVIORAL SCIENCE (3)

SCS 436	FAMILY VIOLENCE (3)
SCS 443	SOCIAL WORK ETHICS(3)
SCS 453	SOCIAL WORKS IN COMMUNITY AND GROUPS (3)
SCS 466	SOCIAL WORK INTERNSHIP I (6)
SCS 476	SOCIAL WORK INTERNSHIP II (6)
BMN 353	BIBLE AND CHRISTIAN WORLDVIEW (3)

The following courses, offered in modular sequence, are required for the major in Christian Ministry
(Only offered at the Jefferson City Campus)

CMN 403	Research and Writing for CM	
CMN 143	Biblical Interpretation	
CMN 133	Christian Education and Spiritual Formation	
CMN 103	Philosophy of Ministry	
CMN 303	Introduction to Evangelism and Missions	
CMN 353	Introduction to Preaching	
CMN 113	Old Testament Survey	
CMN 123	New Testament Survey	
CMN 463	Supervised Ministry: Foundations	
CMN 313	Christian Ethics	
CMN 332	Baptist History and Heritage	
CMN 343	History of Christianity	
CMN 373	Christian Doctrine	
CMN 443	Senior Colloquium	
CMN 453	Supervised Ministry: Field Experience	
CMN 323	Church Administration and Leadership	
CMN 383	Teaching the Bible	

DEGREE REQUIREMENTS

To earn the Bachelor of Science/Bachelor of Applied Science degree in the Adult Degree Completion program, each student must:

1. Complete the coursework in the major.
2. Pay all fees and tuition charges.
3. Accumulate 124 semester credits that are officially accepted by Hannibal-LaGrange University.
4. Have a cumulative grade point average of 2.0 (2.5 SCW) (4.0 scale) or above in the 124 credits comprising the degree program, with a minimum of "C" in all major courses.
5. Meet all general education requirements, which consist of the following courses, or equivalent approved by the registrar:

Bachelor of Science

English Composition	6 credits
Humanities	12 credits (must come from at least two disciplines and include history)
College Algebra	3 credits
Social Science	9 credits (must come from at least two disciplines)
Bible	6 credits
Speech	3 credits
Natural Science	7 credits (must include one lab)
Statistics	3 credits (SCW only)

Bachelor of Applied Science

English Composition	6 credits
Humanities	9 credits (must include history)
Math	3 credits (MTH113 or higher)
Social Science	6 credits (must come from at least two disciplines)
Bible	6 credits
Speech	3 credits
Natural Science	7 credits (must include one lab)

NOTE: Some courses included in the majors coursework may be used to satisfy general education requirements.

FACULTY

Faculty members who teach in the Adult Degree Completion program will all hold at least a master's degree, and some will hold the doctoral degree. Many will be full-time University faculty. Other adjunct faculty will come from external organizations.

VI. ACADEMIC POLICIES

The director of the Adult Degree Completion Program reports to the Vice President for Academic Administration | Dean of the Faculty, Professor of Religious History

HONOR CODE POLICYHonor 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 within 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 learning 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

Cheating may be defined as using for oneself or sharing with others any unauthorized resources for assignments or tests. Cheating includes, but is not limited to, such things as sharing with other students information that will give those students an unfair advantage on a test; copying from another student's test; possessing or using any unauthorized resources during a test; sharing work on an assignment when it is not allowed; text messaging for tests or in-class assignments; and using the same assignment for two or more classes.

Plagiarism

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. Plagiarism refers to using a person's ideas or work without acknowledgment or credit and thus, presenting them as if they were one's own. Plagiarism includes, but is not limited to, such things as failure to use quotation marks when using another person's exact wordage (written or spoken); failure to footnote one's own paraphrase of another person's wordage (written or spoken); copying material from the Internet and claiming that as one's own; and obtaining another person's paper or assignment and submitting that as one's own work. Academic conventions specify the ways others' works and ideas are to be cited, and students are to engage diligently in learning and using those conventions. Hannibal-LaGrange's curriculum includes instruction in the principal styles of academic writing, including MLA (Modern Language Association), APA (American

Psychological Association), Turabian, Chicago Manual of Style, and CSE (Council of Science Editors).

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.

Consequences for Honor Code Violations

- 1) The penalty for cheating on any assignment or exam is a grade of "0" for that work.*
- 2) Penalties for plagiarism should match the level of the offense. For submitting a paper that was mostly or entirely written by someone else, the penalty is a grade of "0," and the offense is to be reported to the Adult Degree Completion Program director. When a paper is submitted that has incomplete or incorrect documentation of others' works, the instructor should grade the paper according to whatever standards have been set forth for the assignment and guide the student in correct documentation. In such cases, no report needs to be filed.
- 3) A second offense in the same course will result in failing the course.
- 4) A student who assists another student to cheat in the same course will be penalized with a grade of "0" for the assignment.
- 5) If a student assists another student or students to cheat in a course in which he or she is not enrolled, that student will be subject to a minimum penalty of disciplinary probation or a maximum penalty of dismissal.
- 6) Offenses will be reported to the Adult Degree Completion Program director. Upon a second reported offense of any kind, the student will be placed on academic probation for the subsequent semester. Upon a third offense, the student will be dismissed from the university.
- 7) Students may appeal a penalty by requesting a hearing before the Vice President for Academic Affairs. Students or faculty members involved can appeal the decision of the ADULT DEGREE COMPLETION Program's director by requesting a hearing before the vice president for academic affairs.

**It should be noted that to receive a "0" on a major assignment or exam in most courses will affect the student's grade for the course.*

Honor Code Pledge

“As a student enrolled in Hannibal-LaGrange University,

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 university experience one in which I can take pride.

I accept responsibility to maintain this Honor Code on and off campus at all times.

ACDEMIC CREDITS

Evaluation of Prior Credit

The ADULT DEGREE COMPLETION Program accepts academic credit from other colleges and universities that carry regional accreditation, to include junior, community and technical institutions. Generally, a maximum of 76 hours may be transferred from a junior, community or technical college. In those cases when an incoming adult learner presents credits from an institution without regional accreditation, the academic record is reviewed on a case-by case basis. In some cases, the Vice President for Academic Administration | Dean of the Faculty, Professor of Religious History may provide provisional acceptance of credits pending the adult learner's success in course work completed in the program. Credits of 'F' or above will be accepted in transfer, provided that the overall average being transferred is a 'C' or above.

Besides the credit earned through the core courses of the program, adult learners will also need credit that meets general education requirements and fulfills the need for elective credit to round out their academic program and complete the total number of 124 credit hours needed for graduation. General education and elective credit may be met by the transfer of credit from other accredited colleges and universities (including junior, community and technical colleges), police or department of correction training and college courses taken at the university after admission to the program. Each adult learner will be advised by an assessment counselor as to the options available, and they will work together to develop an academic plan. Where additional documentation is needed to process such credits, the adult learner must assume the responsibility of providing it.

ADULT DEGREE COMPLETION STANDING

A maximum of 45 non-traditional semester credits may be earned through noncollegiate instruction, CLEP and other testing programs. Non-portfolio credit for learning that has been validated by examination programs, such as CLEP and DANTEs, may be evaluated as a part of the admissions process as may learning from military experience that has been evaluated by the American Council on Education/College Credit Recommendation Service (ACE/CCRS) and documented in their publications. Credit hours may also be awarded for documented DOC and Police Academy training.

Adult Degree Completion standing with credit earned will be placed on the transcript after the Adult Degree Completion program student has been officially enrolled for the first term in the program. The charges for Adult Degree Completion standing credit may be added to their account at this time.

RESIDENCY REQUIREMENTS

Completion of the major courses satisfies the residency requirements.

MODULE ATTENDANCE

Due to the concentrated scheduling and the emphasis upon participatory learning, students need to be in attendance every week. Proper notification must be given to the instructor and the ADULT DEGREE COMPLETION Program representative if you will be absent. Proper Notification -- calling or emailing your instructor and the program representative before class. If a last minute emergency occurs, contact the instructor and representative the next day. Being absent one time is the same as missing 7 to 10 classes in a traditional 16 week format. It will be very difficult for you to have the same learning experience/class contribution if you miss a class. It will also be very difficult for your instructor to grade you on the same basis as cohort members who have not been absent. Make-up work will be assigned by the instructor for the missed class and due the next class period. This should be equivalent to a minimum of 4 hours class work. An "INC" (Incomplete) will be given until make-up work is complete. (this is for the end of class summary paper/final paper/final exam). If the coursework is not completed within six weeks following the end of the subject module, an "F" grade will be given for the module and the class must be repeated. It is your responsibility to contact the instructor for make-up work and submit it by the requested date. See the section titled "INCOMPLETE GRADES".

*****If more than one class session is missed in a module, you must repeat the module again with the next available cohort and you will receive and FA for that class.** If one class period is missed, the final course grade will be dropped by one full letter grade .

If long term medical, family or employment concerns develop, the adult learner needs to contact the Adult Degree Completion programs office immediately. We will assist the adult learner addressing the issues related to the program. It is not our intent to penalize anyone for a legitimate absence. We want to help you graduate and communication with our office is critical.

The Adult Degree Completion programs office will monitor attendance records. Attendance records are essential to comply with regulations established by the Veteran's Administration and Health and Human Relations for recipients of VA benefits or Federally Insured student loans.

INCLEMENT WEATHER POLICY

In situations where inclement weather may affect the normal operation of HLGU, students should refer to local television stations (Hannibal campus), the website, and official HLGU & Adult Degree Completion Program facebook pages for information. The University will try to have the information on air before 5 p.m. The announcement will specifically say ADULT DEGREE COMPLETION Program classes have been cancelled. Classes will be re-scheduled by the instructor.

LIBRARY

The library reference staff, in cooperation with the faculty in the ADULT DEGREE COMPLETION Program will provide instruction in basic information gathering, including learning the basics of database searching and critical thinking skills. These life-long learning skills are essential preparation to effectively function in this "information society." The ADULT DEGREE COMPLETION Program students are encouraged to utilize the services and resources of the library. Hours are posted.

STUDENT LOAD

The ADULT DEGREE COMPLETION Program operates as a non-term program with all students enrolled in 24-28 credits of instructional modules each academic year. The academic years run concurrently with no break for the summer, Christmas and the Fourth of July are the only breaks.

A full-time undergraduate student is expected to complete the equivalent of 24 semester credit hours or more in an academic year.

STUDENT SELF SERVICE

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
- ✍ view account balance
- ✍ check grades
- ✍ view class schedule
- ✍ job search
- ✍ view instructors contact information

Students will get the self service password in an email.

BOOKS

You may purchase books through the HLGU campus store or online store of your choice. The policy for ordering books through the campus store is:

Or you may go to our website, www.hlg.edu click on:

- Student Life
- Campus store
- “Click Here” to order textbooks
- Order your books
- To Continue
- Credit Card or Paypal (if you have a credit on your account you may request a book voucher in your self service use this at checkout with the code given..)
- Degree
- Book needed
- Type of book you will get

CLASS EVALUATIONS

A part of any successful Adult Degree Completion program is feedback from adult learners. Your responses are taken seriously and responded to immediately. Evaluations are a very important tool for the program to measure outcome and to continue to improve and grow. Once a course is finished you may go to your portal to review your grade, at this point you will be prompted to fill out the evaluations before you can see your grade. Evaluations are designed to identify the positive aspects of the instructor, curriculum, and class. If an instructor is doing a good job, we need to know and encourage the instructor to continue with current methods. If there is an issue that needs to be handled by the innovative programs office, that will also be addressed in a timely manner. The instructor, directors, and Vice President for Academic Administration | Dean of the Faculty, Professor of Religious History see a compilation of the final results. It is very important to us that you share your objective and honest thoughts and opinions with us.

ASSIGNMENTS

In each of the ADULT Degree Completion courses you will have an assignment that will be due the first night you come to class (this includes your very first class). This assignment is listed in your course curriculum. You may also have one that is from the prior course that you may need to turn in also.

GRADES

Letter grades are given for all coursework. (See Catalog for Grading.)

Academic progress must be maintained while in the program. Core course requirements must be passed with a grade of C or better. If a grade below a C is assigned, that module must be repeated at the current tuition rate. No more than one module within a term can be assigned with an

unsatisfactory grade. A student who is not making academic progress according to these guidelines, will be required to drop out of the program until progress has been made and readmission is applied for.

LATE PAPER POLICY

Summary papers are a major part of any adult learner's final grade. In recognition of this fact, as well as recognizing the complexity of adult's lives, the innovative programs office has established a late paper policy as follows:

1. Summary papers are due the first week of the next module.
2. Should circumstances prohibit the student from submitting the summary paper on time, the student must contact the facilitator prior to the due date. (Refer to Incomplete Grades.) If the facilitator is not contacted, then an "F" will be assigned for the module.

INCOMPLETE GRADES

When, in the instructor's opinion, circumstances beyond the student's control prevent the completion of required coursework during the year, (end of module final paper/summary paper/take home exam) the instructor may record a grade of INC on the student's record - but only after a contract has been made between that student and the instructor. This does not include weekly assignments, only the final work to be submitted after the last class period. In this contract the student agrees, by his/her signature, to complete all coursework by a specific deadline, that is not to exceed six weeks following the end of that particular module. Students seeking approval beyond six weeks must direct their requests to the Vice President for Academic Administration | Dean of the Faculty, Professor of Religious History.

A student with two incompletes will not be allowed to enroll in the successive year. If coursework is not completed by the end of the program, participation in graduation may be jeopardized. Also, students will not qualify for the Dean's List if they have an "INC" .

If a student must retake a module due to excessive absences, a grade of WF (Withdraw Failing) or WP (Withdraw Passing) will be assigned. The transcript will reflect both the WF or WP and the repeated course grade.

If a student stops out of the program, grades will be assigned for all modules completed. If any module has not been completed, a grade of WF or WP will be assigned. The remaining modules the student has registered for in the year, will be assigned a grade of W (Withdrawn).

GRADE REPORTS

Grades will be processed through the self service on the HLGU website by the instructor for each individual course. The student will view grades posted through the self servicesystem. If a student requires a class grade printed on paper for employer or other specific use, contact the ADULT DEGREE COMPLETION office.

An official transcript (including those grades and all previous courses and grades) can be available and sent upon request. Transcript requests must be made in writing. Visit the HLGU website at www.hlg.edu to obtain a request form, and fee information.

Official transcripts should be sent directly from the University to the schools, employers, agencies, etc. Students may also request official transcripts to be mailed to themselves.

Transcript requests should contain: student's name (including maiden name), social security number, specific dates of attendance, and names and addresses where the transcripts are to be sent. If specific terms or specific course grades are to be included, that information should be noted, so that the transcript is not sent before the data is posted to the record.

It is very important to notify the Adult Degree Completion Program office when your name, address, phone, or email address changes. If you have a name change while in the program, you must contact the registrar's office at 573-629-3045. You will need to provide a legal document with your new name on it.

WITHDRAWAL FROM THE UNIVERSITY



To withdraw from the program, the student must notify the innovative programs office and complete the *Withdrawal* form. Students will receive credit for modules completed. Withdrawal from the program will jeopardize any financial aid for the rest of that academic year. (These regulations have been set by the federal and state governments.)

When the registrar's office is asked to verify full-time enrollment for a student, *they are required to use the last date of class as the last day of attendance.* The student has a grace period of six months after the last day of class before repayment of loans must begin.

A student receiving financial aid who anticipates stopping out should contact the office of financial aid regarding the implications of such action.

When a student stops out of a group the charge must be prorated and refunds given either to the student or the government as determined by government regulations. The student is responsible for any refund to the government.

Financial Aid Clarification: When a student withdraws from a non-term based program comprised of a series of modules, the school must determine whether return calculation is required and if so, the length of the period of enrollment or payment period, as applicable. Among the variables a school must consider are whether the student has completed at least one course, and whether the student intends to return for another module within a term. The principles for determining the appropriate values to use in a return calculation are applicable only when the courses and modules have the following characteristics:

-  Some or all of the courses in the program are offered in modules that are scheduled sequentially rather than concurrently. (The modules may overlap)
-  The institution has chosen to have two or more modules make up the standard term (semester, trimester, or quarter). For example, in each 15 week semester, courses are offered in three five week modules.

- ✎ Students can begin attending at the beginning of any one of the modules in a term. For example, a student enrolling in a three module per semester program can start in module two or three as well as module one.
- ✎ Students may skip one or more modules within the term. For example, a student enrolling in a three module per semester program can attend module one, skip module two, and return for module three.
- ✎ Students enroll up-front for courses in all of the modules they plan to attend for the entire term; however, some students may subsequently add or drop a course in a later module.

READMISSION TO THE ADULT DEGREE COMPLETION PROGRAM

Students who have dropped out of their group, but wish to return to a new group must:

1. Notify the Adult Degree Completion program office of their desire to return.
2. Provide evidence that:
 - a. all work is up-to-date
 - b. incompletes are removed
 - c. grades below C will need to be repeated with the next available cohort.
 - d. financial arrangements have been made
 - e. a new registration form with courses for the remainder of the year has been submitted.

PARTICIPATION IN COMMENCEMENT EXERCISES

To participate in commencement exercises, with cap, gown and tassel, a student must have completed all credit hours (outside the program hours) prior to the scheduled graduation date. All spring graduates (May) must have all grade submissions to HLGU by November 10th scheduled May graduation date. All fall graduates (December) must have grade submissions to HLGU by April 13th . of the scheduled December graduation date. Students not meeting these dates will be removed from the graduation list and can re apply for graduation for the next scheduled graduation date. The student must also be up-to-date on all module and project requirements and submissions, and be approved by the faculty as making satisfactory progress in the program. These credits must be verified by the Registrar of the University.

- Students who have finished all requirements except for one course (HLGU program course) scheduled in the May term will be allowed to participate in the May graduation prior to taking the remaining course.
- We will have an August date to confer degrees. If you have a course you are taking in the summer and will be complete by August 31. You must apply for graduation for this conferral by February 19th.

To receive your degree from HLGU, students must:

1. Remove all deficiency in the HLGU entrance requirement.
 2. Complete the appropriate General Education Requirements.
 3. Complete the specific requirements for the chosen major.
 4. Take at least 32 hours in residence at HLGU. Adult Degree Completion standing credits are not used to fulfill the residency requirement. (These hours are satisfied in the program).
 5. Complete all courses in the major with at least a grade of C or better.
 6. Pay all fees owed to the university.
 7. Submit an application for graduation and pay \$100.00 graduation fee. The graduation applications will be distributed to each class. The graduation application is to be collected in class and sent back to the Adult Degree Completion Program Office. Your name on your diploma will be as it appeared on your original application. If you want another name or middle name to appear on your diploma, write it on the application for graduation. Students must complete the FAFSA exit interview (exit counseling) from the FAFSA website and a graduation survey from the HLGU website.
- (From this point forward, the registrar will be handling graduation information.)**
8. Receive a written statement from the Registrar verifying the semester for graduation and the requirements still to be met.
 9. Order cap and gown. (at the HLGU Campus Store)
 10. Your diploma will be mailed to you approximately 10 weeks after graduation. This will allow HLGU time to verify all graduation requirements have been completed.

ADDITIONAL INFORMATION ABOUT GRADUATION

To order graduation announcements, forms should be sent directly to Herff Jones. Herff Jones will send your announcements to you, remember to allow 6 weeks for delivery.

For those receiving financial aid, you will need to payback funds 6 months after the final date of attendance. **An exit interview is required.** To complete this, you need to go to www.hlg.edu, to admissions, to financial Aid. **You will not be cleared to graduate unless this is done.**

See Graduation Checklist at the end of the handbook.

Academic Achievement Award

Hannibal-LaGrange University will recognize graduates of adult degree-completion programs who have achieved a high level of academic success. Students will be awarded a medallion that may be worn at the commencement ceremony.

Here are the criteria for the award:

The Academic Achievement Award is given to students who meet the following criteria upon graduation with a baccalaureate degree.

- Complete a B.S. or B.A.S. degree in a program designed specifically for adult learners.

- Have a cumulative grade point average of at least 3.5 that includes all hours accepted in transfer and all hours earned at HLGU. And have met all general education requirements.

Distinguished Achievement Award (D.A.A)

A student is selected from each business management, administration of justice, and social services, cohort to receive the D.A.A. Criteria for the award are leadership, scholarship, service and completion of all graduation requirements. Selection is made by the instructors, director and fellow students within your cohort.

ACADEMIC HONORS

Dean's List

The dean's list is comprised of students who have attained high distinction in scholarship and is determined at the end of each semester. Students are placed on the dean's list when they complete at least 12 semester hours with a GPA of 3.50 or higher for the current semester. The dean's list will be published in June. Students receiving a grade of F or IN for the semester are not eligible for this honor.

CLASS REPRESENTATIVE

During the first module, a class representative is selected from each cohort. This person carries out liaison responsibilities between the class and the degree completion office, representing the class in policy reviews conducted by the Degree completion office.

Responsibilities and Role of the Class Representative

As class representative, you play a vital role in facilitating student satisfaction and success in the Adult Degree Completion program. As class representative, you are the liaison between the students and the innovative programs office.

Responsibilities

1. Communicates information that represents the views and opinions of your classmates.
2. Makes announcements, distributes information, or conducts other business as a representative prior to, during, or after the class period.
3. Informs the degree completion office of undesirable classroom conditions.
4. Conveys to the instructor class desires and expectations when necessary.

Student Graduation Checklist

- Credit for life experience portfolio and technical and professional schools and training documents submitted not later than the ending date of your second term.
- Submit** the Request For Transcript Check/Application For Graduation to the registrar not later than two semesters before the expected graduation date. (November deadline for May graduation and April for December graduation.)
- Order your cap and gown (via HLGU website).
- Order your announcements (via Herff Jones www.herffjones.com).
- Receive** 1) a signed Request For Transcript Check/Application For Graduation and 2) a statement verifying the semester for graduation and the requirements still to be met from the registrar.
- Pay all fees owed to the University, including \$100 graduation fee (Registrar)
- Complete the graduate survey :
<http://freeonlinesurveys.com/v1/rendersurvey.asp?sid=tdydr6s7j591izm685558>
- Complete the exit counseling on the FAFSA website
- Complete 124 semester hours.
- A maximum of 76 hours transferred from a junior or community college.
- Take at least the last 32 semester hours at HLGU.
- Satisfactory complete all courses as outlined in the current HLGU catalog.
- Request updated transcripts from schools to have credits transferred (if applicable)
- For those of you receiving financial aid, complete the exit interview at www.MappingYourFuture.org. If you received Stafford or Perkins loans complete the exit counseling at www.MappingYourFuture.org. This must be done to be cleared for graduation.

Self Service Access COMPUTER SERVICES

How do you access self-service?

After you are admitted, you will receive an email with your student user name and password.

What can you do with the Self Service?

- Check your official HLGU email address
- Set your official HLGU email address to automatically forward all emails to your personal account (@gmail, @hotmail, etc)
- Change your self service password
- Search for offered courses
- Check your final grades
- Provide feedback to the university regarding your instructor, through the survey.
- Access your account balance, payments, etc. (account ledger)
- Make payments for tuition with major credit cards
- Read announcements posted by the University
- Interact with your instructor; you may see the following when enabled by the instructor:
 - View assignments
 - View resource links
 - View uploaded documents including course syllabus
 - Grades
 - Email instructor

The portal also provides you with access to the student email account and course curriculum.

Navigating the Home Page

Logging in will display the self-service home page.

Calendar

The calendar can be used as a day planner. Enter items by clicking on the blue date hyperlink in the top left corner of each day.

Personal Information

Personal information, address information, email, must be changed with the change address form on the web and sent to the registrar office.



Hannibal-LaGrange
UNIVERSITY

Adult Degree Completion Program

Please sign below to acknowledge that you have received the Hannibal-LaGrange University handbook.
It is your responsibility to read and know the contents of the handbook.

Name _____ Date _____

Thank you
Hannibal –LaGrange University
Adult Degree Completion Program