



Hannibal-LaGrange University

**ACADEMIC CATALOG
2018-2019**



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Welcome!

Hannibal-LaGrange University extends a warm welcome to campus visitors throughout the year.

Administrative Offices Hours

Monday-Thursday

8:00 am - 5:00 pm

Friday

8:00 am - 4:00 pm

CATALOG DISCLAIMER

HLGU reserves the right to change any statement in this publication concerning, but not limited to, rules, policies, tuition, fees, curricula, and courses without advance notice or obligation. Failure to read this catalog does not excuse students from the regulations and requirements described herein.

Statements of Compliance

Hannibal-LaGrange University complies with all federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, color, sex, religion, disability, national or ethnic origin or ancestry, military or veterans status, or genetic information in either employment or the provision of services. As an institution controlled by the Missouri Baptist Convention, the University is exempted from some provisions of nondiscrimination laws, including the prohibition against religious discrimination in employment under Title VII of the Civil Rights Act of 1964, and, to the extent compliance would conflict with the University's religious tenets, the prohibition against sex discrimination under Title IX of the Education Amendments of 1972.

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 karry.richardson@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 in the Office of Business Services, 2800 Palmyra Road, Hannibal, Missouri, 63401 or via email at dori.colborn@hlg.edu.

Access to facilities by physically-disabled persons. Although certain facilities are not fully physically accessible to persons with physical disabilities, Hannibal-LaGrange University will take such steps as are necessary to ensure that any qualified disabled person is neither denied the benefits of nor excluded from participation in any program or activity provided by the University or denied the use of its services. Reasonable accommodations, such as the scheduling of classes and the arranging of housing in accessible facilities, require advance planning and adequate time to prepare. Therefore, it is imperative that physically-disabled persons who have been accepted for admission identify themselves two months prior to beginning their first semester at the University and indicate the nature of accommodation that is necessary to meet their need. Requests are to be directed to the Associate Dean of Academic and Career Services (karry.richardson@hlg.edu or 573-629-3092).

Academic accommodations. Students with disabilities may request academic accommodations through the Office of Academic and Career Services. Students must provide appropriate documentation with the request. For further information, contact the Associate Dean of Academic and Career Services (karry.richardson@hlg.edu or 573-629-3016).

Financial aid inquiries. Questions regarding financial aid are to be directed to the Office of Financial Aid (financialaid@hlg.edu or 573-629-3279).

Violence Against Women (VAWA). Student-related inquiries should be directed to the Dean of Students (jbrown@hlg.edu or 573-629-3260), and employee-related inquiries should be directed to the Payroll Accountant/HR Benefits Coordinator (dori.colborn@hlg.edu or 573-629-3058).

Clery Act. Disclosure of information about crime on and near the University's respective sites can be found at: www.hlg.edu/student-life/public-safety/. Further inquiries should go to the director of public safety (kbrennemann@hlg.edu or 573-248-6268).

Further inquiries regarding the institution's compliance may be made by contacting the Assistant Secretary for Civil Rights, U.S. Department of Education.

Academic Calendar

2018 FALL SEMESTER (August 21 – December 6)

August	16	Thursday	Dormitories open to new students, 1 p.m.
	16-20	Thursday – Monday	Orientation of new students
	19	Sunday	Dormitories open to returning students, 1 p.m.
	20	Monday	Registration
	21	Tuesday	Traditional Semester-long Classes Begin
	21	Tuesday	First 8-week Classes Begin
September	31	Friday	DEADLINE to register for or to add a semester-long* course; to change audit course to credit or to change credit course to audit; to drop a course without it appearing on the transcript
	3	Monday	<i>Labor Day – No Classes</i>
	15-16	Monday – Tuesday	<i>Fall Break for Students – No Classes</i>
	17	Wednesday	Second 8-week Classes Begin
	2	Friday	DEADLINE to drop a semester-long* course and receive a W
November	9	Friday	DEADLINE to file for May conferral date
	16	Friday	DEADLINE to withdraw from a semester-long* course
	21-23	Wednesday – Friday	<i>Thanksgiving Holidays – No Classes</i>
December	4-6	Tuesday – Thursday	Final Exams
	10	Monday	I-Term Begins

2019 SPRING SEMESTER (January 8 – May 1)

January	6	Sunday	Dormitories open; I-Term Ends
	7	Monday	Orientation of new students; Registration
	8	Tuesday	Traditional Semester-long Classes Begin
	8	Tuesday	First 8-week Classes Begin
	18	Friday	DEADLINE to register for or to add a semester-long* course; to change audit course to credit or to change credit course to audit; to drop a course without it appearing on the transcript
February	21	Monday	<i>Martin Luther King Day – No Classes</i>
	8	Friday	DEADLINE to file for June, July, or August conferral date
	11	Monday	Preregistration begins for summer term
March	4-8	Monday – Friday	<i>Spring Break Week – No Classes</i>
	11	Monday	Second 8-week Classes Begin
	27	Wednesday	<i>Preregistration begins for fall and spring semesters</i>
April	29	Friday	DEADLINE to drop a semester-long* course and receive a W
	12	Friday	DEADLINE to file for December conferral date
	12	Friday	DEADLINE to withdraw from a semester-long* course
	18-19	Thursday – Friday	<i>Easter Holiday – No Classes</i>
May	29-30	Monday – Tuesday	Final Exams
	1	Wednesday	Last Day of Final Exams
	4	Saturday	Commencement, 10 a.m.

ADDITIONAL 2018-2019 ACADEMIC TERM DATES

Traditional Program	Interim 2018	December 10, 2018 – January 6, 2019
	Summer 2019	May 6, 2019 – August 16, 2019
TRC Education Program	Fall 2018	August 13, 2018 – December 6, 2018
	Spring 2019	January 8, 2019 – April 25, 2019
Adult Degree Completion Programs*	Fall 2018	September 24, 2018 – March 24, 2019
	Spring 2019	March 25, 2019 – September 22, 2019
Graduate Programs	*Some Adult Programs are currently in a teach-out model and follow slightly revised term schedules.	
	Fall 2018	September 24, 2018 – January 13, 2019
	Spring 2019	January 14, 2019 – April 28, 2019
	Summer 2019	April 29, 2019 – September 22, 2019

2019 FALL SEMESTER (August 19 - December 11)**

August	15	Thursday	Dormitories open to new students, 1 p.m.
	15-19	Thursday - Monday.....	Orientation of new students
	18	Sunday	Dormitories open to returning students, 1 p.m.
	19	Monday	Traditional Semester-long Classes Begin
	19	Monday	First 8-week Classes Begin
	30	Friday.....	DEADLINE to register for or to add a semester-long* course; to change audit course to credit or to change credit course to audit; to drop a course without it appearing on the transcript
September	2	Monday	<i>Labor Day - No Classes</i>
October	14-18	Monday - Friday	<i>Fall Break for Students - No Classes</i>
	21	Monday	Second 8-week Classes Begin
November	8	Friday.....	DEADLINE to drop a semester-long* course and receive a W
	15	Friday.....	DEADLINE to file for May conferral date
	19	Tuesday	DEADLINE to withdraw from a semester-long* course
	20-22	Wednesday - Friday	<i>Thanksgiving Holidays - No Classes</i>
December	9-11	Monday-Wednesday	Final Exams
	16	Monday	I-Term Begins

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See Catalog Addendum

2020 SPRING SEMESTER (January 13 - May 6)**

January	12	Sunday	Dormitories open; I-Term Ends
	13	Monday	Traditional Semester-long Classes Begin
	13	Monday	First 8-week Classes Begin
	20	Monday	<i>Martin Luther King Day - No Classes</i>
	24	Friday.....	DEADLINE to register for or to add a semester-long* course; to change audit course to credit or to change credit course to audit; to drop a course without it appearing on the transcript
February	14	Friday.....	DEADLINE to file for June, July, or August conferral date
	17	Monday	Preregistration begins for summer term
March	9-13	Monday - Friday	<i>Spring Break Week - No Classes</i>
	16	Monday	Second 8-week Classes Begin
April	1	Wednesday	Preregistration begins for fall and spring semesters
	3	Friday.....	DEADLINE to drop a semester-long* course and receive a W
	9-10	Thursday - Friday.....	<i>Easter Holiday - No Classes</i>
	17	Friday.....	DEADLINE to file for December conferral date
	17	Friday.....	DEADLINE to withdraw from a semester-long* course
May	4-6	Monday - Wednesday	Final Exams
	9	Saturday	Commencement, 10 a.m.

** Although unlikely, this calendar is subject to change if circumstances necessitate.

ADDITIONAL 2019-2020 ACADEMIC TERM DATES

Traditional Program	Interim 2019	December 16, 2019 - January 12, 2020
	Summer 2020	May 11, 2020 - August 21, 2020
TRC Education Program	Fall 2018	August 19, 2019 - December 6, 2019
	Spring 2019	January 13, 2019 - May 1, 2019
Adult Programs*	Fall 2019	September 23, 2019 - March 22, 2020
	Spring 2020	March 23, 2020 - September 20, 2020
	*Some Adult Programs are currently in a teach-out model and follow slightly revised term schedules.	
Graduate Programs	Fall 2019	September 23, 2019 - January 12, 2020
	Spring 2020	January 13, 2020 - April 26, 2020
	Summer 2020	April 27, 2020 - September 20, 2020

Important Deadlines for Semester-Long Courses

Last day to add a course	2 nd Friday after the start of courses
Deadline: Withdrawal with a W	End of 11 th Week
Deadline: Withdrawal from course	End of 13 th week

Important Deadlines for Other Course Lengths

Four-Week Courses

Last day to add a course	In-Seat: Prior to 1 st class
	Online: Prior to 1 st day
Deadline: Withdrawal with a W	End of 2 nd week
Deadline: Withdrawal from course	End of 3 rd week

Five-Week and Six-Week Courses

Last day to add a course	In-Seat: Prior to 2 nd class
	Online: Prior to 2 nd day
Deadline: Withdrawal with a W	End of 3 rd week
Deadline: Withdrawal from course	End of 4 th week

Seven-Week, Eight-Week, and Ten-Week Courses

Last day to add a course	In-Seat & Online: Prior to 2 nd week
Deadline: Withdrawal with a W	End of 5 th week
Deadline: Withdrawal from course	End of 6 th week

Introducing Hannibal-LaGrange University

Hannibal-LaGrange University is a Christian liberal arts university which adheres to the historic, Baptist tradition and continues in the heritage of the founders of the university. Thus it holds to the Biblical views of salvation, ethics, and morality, is affiliated with the Missouri Baptist Convention, and adheres to the confessional statement of the Southern Baptist Convention – The Baptist Faith and Message (2000 edition).

Accreditations

The Higher Learning Commission
www.ncahigherlearningcommission.org

Accreditation Commission for Education in Nursing (ASN Program)

3343 Peachtree Road NE, Suite 850

Atlanta, Georgia 30326

www.acen.org

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See Catalog Addendum

Commission on Collegiate Nursing

Education (RN to BSN Program)

655 K Street NW

Washington, DC 20001

<http://www.aacn.nche.edu/ccne-accreditation>

Approvals

Approved by the Missouri State Board of Education and Department of Elementary and Secondary Education to offer courses leading to certification in:

Early Childhood Education (Birth-Grade 3); optional Elementary Education Add-on

Elementary Education (1-6); optional Early Childhood Education Add-on

Middle School Education (5-9) in the following subject areas: English

Language Arts, Mathematics, and Social Sciences.

Secondary Education in the following subject areas: Art (K-12); Biology (9-12); Business Education (9-12); English (9-12); Mathematics (9-12); Music (K-12) with concentrations in Vocal/Choral Music and in Instrumental Music; Physical Education (K-12); Social Studies (9-12); Speech and Theatre (9-12) and Unified Science (9-12) with the required Biology Add-on.

Approved by the Missouri State Board of Nursing (ASN and PN Programs).

Approved for the training of veterans and the dependents of veterans under Title 38, U.S. Code. The University is authorized under federal law to enroll non-immigrant alien students.

Financial Disclosure

Information regarding the financial condition of the University is available upon request from the Vice President for Business and Finance, whose office is located on the third floor of the Burt Administration Building.

Memberships

- American Association of Collegiate Registrars and Admissions Officers
- American Chemical Society
- American Midwest Conference
- Association of Business Administrators of Christian Colleges
- Christian Adult Higher Education Association
- Consortium for Global Education
- Council for Christian Colleges and Universities
- The Higher Learning Commission

- Independent Colleges and Universities of Missouri
- International Association of Baptist Colleges and Universities
- Missouri Association for College Admission Counseling
- Missouri Association of Colleges for Teacher Education
- Missouri Association of Student Financial Aid Personnel
- Missouri Federation of Music Clubs
- Missouri League for Nursing
- Missouri State Association of Licensed Practical Nurses
- Missouri State Board of Nursing
- Music Educators National Conference (MENC)
- National Association for College Admission Counseling
- National Association of Intercollegiate Athletics
- National Association of Student Financial Aid Administrators
- National Christian College Athletics Association
- National League for Nursing
- National Soccer Coaches Association of America
- Organization for Associate Degree Nursing

Statements of Core Values, Vision, Mission, and Purposes

As a coeducational, Biblically-based Christian institution in a covenant relationship with the Missouri Baptist Convention, Hannibal-LaGrange University, seeking at every point to give Christ the preeminence, is guided by the following statements of its vision, mission, and purposes.

Core Values

The four core values of Hannibal-LaGrange University are as follows: Christ Centered, Learner Focused, Globally Minded, and Service Oriented.

Vision

The vision of Hannibal-LaGrange University is to become one of the foremost Christian institutions of higher education in Missouri and the surrounding region.

Mission

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.

Purposes

To exercise a stewardship of learning that embraces all of its constituents, including students, prospective students and their families, faculty, staff, administrators, trustees, alumni, donors, churches, and the local community.

To provide a strong educational experience, built upon a core of general education courses, offering graduate, baccalaureate, and associate degrees in liberal arts and professional areas, for both traditional and nontraditional students.

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.

To regard all persons as beings created in God’s image and therefore equal in value and worthy of respect.

To promote the life of service in keeping with the example of Jesus Christ and with the University motto *Scientia ad serviendum* (*Knowledge for Service*) by challenging students to participate in service-learning and mission projects.

To serve additional needs of the community through continuing education, community education, cultural enrichment, activities for young learners, and participation in community endeavors.

That in all things Christ might have the preeminence.
-Colossians 1:18

History

Hannibal-LaGrange University continues the work and ideals of LaGrange College, an institution founded in 1858 in LaGrange, Missouri, by the Wyaconda Baptist Association, out of concern for the “advancement of the cause of religion and sound morals” and as a “convenient point at which young men whom God may call to the work of the Gospel ministry, may be educated.” The college was overseen by the Wyaconda Baptist Association until 1919, when its charter was amended to enlist additional associations and churches in its support and control. A 1928 revision of the charter required trustees to be approved by the Missouri Baptist General Association.

In 1928, the citizens of Hannibal pledged \$232,000 for the establishment of a Baptist college at Hannibal. The gift made it possible to acquire an adequate campus and to erect new buildings. The old college was merged with the new, and taking the name of Hannibal-LaGrange College, the institution was relocated to Hannibal. Hannibal-LaGrange College thereby had the double advantage of an old college with a rich history and a new location with new buildings, new equipment, and new life.

In 1957, Hannibal-LaGrange College received a new charter which conveyed the ownership and control of the college to the Missouri Baptist Convention. Under the new charter, the college board, consisting of 33 members from Missouri Baptist churches, was

nominated and elected by the Missouri Baptist Convention.

In 1967, Hannibal-LaGrange College consolidated with Missouri Baptist College of St. Louis. This consolidated college continued to operate the two campuses: Missouri Baptist College – Hannibal-LaGrange Campus and the Missouri Baptist College – St. Louis Campus.

In 1973, the Missouri Baptist Convention separated the two facilities and reestablished Hannibal-LaGrange College.

In 1975, Hannibal-LaGrange College was accredited as a four-year institution.

In 1981, the Missouri Baptist Convention gave its approval for the college to assume full senior college status and to add such bachelor’s degrees and majors as the board of trustees deemed appropriate.

In 1989, the college’s main building burned to the ground, destroying administrative offices, most faculty offices, classrooms, chapel/theatre, gymnasium, and cafeteria. Over a period of years, each of these facilities was replaced with larger structures.

In 2007, the college received approval for offering its first graduate degree – Master of Science in Education.

In 2010, the Missouri Baptist Convention voted to change the institution’s name to Hannibal-LaGrange University.

In 2013, tornado-force straight-line winds damaged the T. M. Mathews Science Building beyond repair. Temporary classrooms and laboratories were constructed on campus for use until the Carroll Science Center was completed (Fall 2015).

Campus Setting

Located on the northern edge of Hannibal, Missouri, the 110-acre campus is beautifully situated on bluffs rising above the Mississippi River.

The city of Hannibal is located approximately 100 miles north of St. Louis and 30 miles northeast of Clarence Cannon Dam and Mark Twain Lake, one of Missouri's most attractive outdoor recreational areas. Affectionately known today as "America's Hometown," Hannibal played an important role in the early history of the United States. Settled in 1817, the city served as a strategic river port and railroad town, where goods transported along the Mississippi were transferred to railroads for shipment to the West. Missouri's most famous son, Samuel Langhorne Clemens, also known as Mark Twain, spent his boyhood years in Hannibal. Two of Twain's greatest books, *The Adventures of Tom Sawyer* and *Adventures of Huckleberry Finn*, are based on Hannibal, its surroundings, and its people. Hannibal's charming historic district, located along the banks of the Mississippi, features the Mark Twain Boyhood Home and Museum, a river boat, 3-D movie theatre, shops, and restaurants.

Buildings and Facilities

Athletic Fields: The collegiate-size playing fields—the Nichols Field (baseball), the Blackwell Field (soccer), the Pitney Field (soccer), and a softball field—are used for practice and for home games.

Carroll Missions Center: Dedicated in November 2004, the Carroll Missions Center (CMC) is named for Kenneth A. and Rheyma J. B. Carroll in appreciation for their vision and generous gift that helped bring to fruition this center where students can be trained for service in missions. A unique focal point of the center is a rotating globe fountain located at the entrance. The inscription at its base, taken from the Great Commission,

reflects the mission for which the center was created. This beautifully crafted symbolic fountain was donated as a memorial by Dr. Joel and Robyn Hassien. The CMC houses faculty offices, planning and conference rooms, a lecture hall, and a prayer room.

Carroll Science Center: Completed in August 2015, the Carroll Science Center is named for Kenneth A. and Rheyma J. B. Carroll in appreciation for their generosity. The Carroll Science Center houses the University's Craigmiles School of Nursing, and mathematics and science departments, as well as nursing skills labs, biology, microbiology, chemistry, and physics laboratories.

Environmental Study Area: This 35-acre tract, constructed by the biology staff and students, is maintained and used as an outdoor laboratory for the biological sciences and other disciplines. Nature trails lead through various sections that abound with different species of plants and wildlife. The area is open to the public.

L. A. Foster Student Center: Completed in 1966, this two-story structure originally housed the L. A. Foster Library. The facility is named in honor of Dr. L. A. Foster, who served as president of Hannibal-LaGrange College for 20 years. In 2012, the building was repurposed to become the University's Student Center. In 2017, the building once again received both an exterior facelift and major remodeling to the upper floor. The lower floor is now the home of the HLGU Campus Store, along with a lounge and a classroom. The second story features The HLGU Loft, a coffee and snacks café, and recreational space for students.

Mabee Sports Complex: Completed in 1991, the 47,000 square-foot complex, located in the northwest corner of the campus, houses a gymnasium with three basketball/volleyball courts, a weight room, a racquetball court,

the Trojan Hospitality Room, the Trojan Team Room, the Buddy and Nell Stewart Fitness Room, and offices. It is named for the J. E. and L. E. Mabee Foundation of Tulsa, Oklahoma, in appreciation for a substantial challenge grant.

Maintenance Building: Completed in 1989, this one-story structure houses an office suite and supply and equipment storage areas. An adjacent parking area provides parking space for University vehicles.

Pearl Bonner Prince Memorial House: Completely renovated in 1982, this lovely home, situated northeast of Roland Library, has served many purposes over the years. In addition to its original purpose as the president's home, it has also served as women's residential housing and as a guest house for campus visitors.

Residence Halls and Apartments: Pulliam Hall, the University's first women's dormitory, named for philanthropists Lillian Belle and D. T. Pulliam, provides housing for 76 women. Built in 1962, Kleckner Hall, the second women's dormitory, named in honor of Dr. William A. "Dad" Kleckner, who served on the faculty for over 30 years, houses 52 women. Crouch Hall, built in 1956, named in honor of Dr. John W. Crouch, who served the University as professor and president in the early 1900s, houses 77 men. Nunn-Cook Hall, named in honor of Joshua Flood Cook, second president of LaGrange College, and Dr. J. E. Nunn, donor of a generous gift toward its construction, houses 74 men. Lewis Hall and its companion Brown Hall, named in honor of former HLGU presidents Dr. Larry Lewis and Dr. Paul Brown, were completed in 1998 and provide housing for 94 residents. Lewis Hall (the north wing) and Brown Hall (the south wing) are connected 47-bed facilities, which together form a single dormitory with shared lobbies. All rooms are private and share a bath with one other room. Fletcher Hall,

completed in 2009 and housing a total of 96 students, was named after Louis and Marie Fletcher, parents of HLGU trustee Jack Fletcher. It includes two two-story buildings, each featuring suites, a spacious commons, and a kitchenette. Pulliam Street Apartments, which are four duplex dwellings, provide residency for 24 students. Becky Thatcher House provides housing for 12 students. Mary Wiehe Building, named in honor of Mary E. Wiehe in recognition of her long tenure as art instructor at HLGU, houses 12 students. The three Student Quadruplexes, each consisting of four apartments, are located on the north side of the campus. They provide housing for 48 students.

Roland Fine Arts Center (RFAC): Completed in 2003, this 50,000-square-foot, handicap-accessible building occupies a prominent site at the front of the campus. The RFAC houses the art, music, theatre, and communication studies programs; the 580-seat Parker Theatre; and the Hagerman Art Gallery. The building includes a conference room, classrooms, studios, rehearsal halls, practice rooms, student newspaper and production facilities, and offices. The facility is named in honor of Dr. E. Earl and Mary L. Roland for their friendship and generous support.

Roland Library: Completed in 2012, the 20,000 square-foot library was named in honor of Dr. E. Earl Roland, alumnus and long-time supporter of the University. This facility is handicap-accessible and contains a multi-media equipped classroom, a computerized student study room, a coffee shop, private and group study rooms, audio and video editing stations, a children's reading area, and added space for expanded print and audiovisual collections. The library's remote storage facility, built in 1997, houses record albums, HLGU's rare book collection, and other older materials.

Secker Field House: Named in honor of Girard H. Secker, this 6,000 square-foot

facility houses the wrestling program and provides training spaces for outdoor sports. It was built in 2007.

William E. Partee Center: Completed in 1990, this spacious facility houses the cafeteria, the Jim and Merle Page Dining Room, faculty offices, classrooms, and computer labs.

Woodrow W. Burt Administration Building: Completed in 1992, this 45,000 square-foot facility houses administrative offices, classrooms, faculty offices, conference rooms, departmental computer labs, public safety, the mailroom, and central receiving. In 2005 it was given its present name to honor Dr. Woodrow W. Burt on the tenth anniversary of his University presidency and to recognize his twenty-five years of service to the University.

Campus Community Connectors

Campus Community Connectors (CCC), a service organization of community volunteers, provide a link between the HLGU campus and the community. This group of volunteers serves the University through such activities as assisting and getting acquainted with incoming students on move-in and visit days; hosting students over holiday breaks; providing baked goods during mid-term and finals weeks; serving as greeters at various receptions, fine arts performances, and Homecoming activities; assisting with graduation ceremonies; and helping to beautify the campus. CCC members are invited to attend University functions as special guests.

Admissions

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 Experience HLGU Days scheduled regularly from October through May.

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

www.hlg.edu/visit

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 online at www.hlg.edu/apply.

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 HiSET®, General Education Development (GED) test, or its equivalent. Information concerning when and how to apply for the high school equivalency test may be obtained from high school counselors or from the Office of Admissions.

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. Conditional students are 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

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 University's honors program.

Conditional Admission is given to degree-seeking students with an ACT of 16-19 at the discretion of the Office of Admissions. If granted conditional admission, the student is limited to a maximum of 15 credit hours each semester and is required to achieve a grade point average (GPA) of 1.5 or higher their first semester in order to continue on to a second semester. (NOTE: this a semester GPA, not a Cumulative GPA.) A student who earns a GPA of at least a 1.5, but below a 2.0 during their first semester will be placed on probation. The student must earn a CGPA of a 2.0 by the end of the second semester to continue at the University. Upon receiving a 2.0 at the end of the second semester the student will be moved to good standing.

Special

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

A student who wishes to attend HLGU temporarily and does not wish to pursue a degree on this campus is classified as a guest. 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 high school equivalency 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 the Admission Requirements for International Students section.

1. Application and Application Fee: A completed application for admission accompanied by the nonrefundable \$25 fee (international students: \$150). The application is available online at www.hlg.edu/apply.
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 HiSET®, General Education Development (GED) test, or its equivalent. (Information concerning when and how to apply for the high school equivalency test may be obtained from high school counselors or from the Office of Admissions.) 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. 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 \$100. This deposit is refundable through May 1.
5. Housing Form: For applicants desiring on-campus housing, submit a housing form with a \$100 dorm deposit.
6. Health Form: A completed Hannibal-LaGrange University Health Form available online at www.hlg.edu/scom/frm/view.php?id=68624 and submission of up-to-date immunization record.

Admission Requirements for Transfer Students

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.

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.

1. Application for Admission and Application Fee: A completed application for admission accompanied by the nonrefundable \$25 fee (international students: \$150). The application is available online at www.hlg.edu/apply.
2. Transcripts: An official paper or electronic transcript from every college or university attended, including a statement of good standing. If a student chooses to provide electronic transcripts, they must be sent from one of the following electronic exchange providers: Parchment, E-Scrip Safe, or National Student Clearinghouse. 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. As an alternative to the math ACT subscore, the student may

take an [online 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 available online at www.hlg.edu/scom/frm/view.php?id=68624 and submission of up-to-date immunization record.

Transfer students should be aware of the following:

- Students who are ineligible to continue at another institution, whether for academic or disciplinary reasons, are not eligible for admission to HLGU.
- 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) and the Associate of Applied Science (AAS).

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 Office of Academic Administration.

EXCEPTION 3: Remedial/developmental courses at another institution are accepted as transfer credit provided that HLGU accepts credit from that institution, and that the equivalent course is included in the HLGU current catalog.

EXCEPTION 4: Articulation agreements are used in some cases to further define the transfer policies from specific institutions of higher education.

- Transfer credits are brought in and transcribed with the same number of credit hours and grades assigned by the original credit-granting institution.
- 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.
- 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 or more semester hours are completed.
- Students may appeal any denial of transfer credit by written request to the Office of Academic Administration.
- 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.
- The Office of the Registrar determines what coursework is transferred and what graduation requirements are met. As deemed appropriate, the Office of the Registrar may seek assistance from faculty members in making evaluations.

Admission Requirements for International Students

Hannibal-LaGrange University 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. More information is available online at

www.hlg.edu/admissions/international-students/.

1. Complete an application for admission accompanied by the nonrefundable \$150 international application fee.
www.hlg.edu/admissions/international-students/application-information/
2. Submit a housing form with a \$100 dorm deposit.
3. Provide financial documentation and financial form evidencing funds for the cost of one full year of studies, after scholarships are applied.
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 40 on the TOEFL iBT to qualify for ESL courses, and a minimum score of 70 on the TOEFL iBT to be eligible for standard University courses.
7. Native English speakers are required to submit an SAT or ACT official score sheet.
8. Furnish reference letters from school officials, teachers, or religious leaders.
9. Any documentation that is not in English must be translated prior to official submission. It is the responsibility of the applicant to arrange and fund translation.

10. To be considered official, university transcripts received from non-U.S. institutions must be accompanied by an official translation (if not in English) and evaluation from American Education Research Corporation (AERC) or World Education Services (WES).

Admission Requirements for Adult Degree Completion Programs and Graduate Studies

Students seeking admission to one of the University's adult degree completion programs should see Admission Requirements in the [Adult Degree Completion Program](#) portion of this catalog.

Student seeking admission to one of the University's graduate programs should see Admission Requirements in the [Graduate Studies](#) portion of this catalog.

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 a high school equivalency certificate.

Early admission: High school students may enroll in HLGU courses during the summer following their sophomore year and/or during their senior year. For information, students may contact the Office of Admissions at HLGU (573-629-3268).

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 Director of Concurrent Programs, jking@hlg.edu.

Early enrollment (E2): Exceptional high school students who have completed their sophomore 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 Director of Concurrent Programs.

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, credit may be granted for courses completed in military services (see www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx). 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 (www.hlg.edu/apply) 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 at www.hlg.edu/apply. Official paper or electronic transcripts from all colleges or

universities attended since their last enrollment at HLGU must be mailed or sent electronically directly to the Office of Admissions. If a student chooses to provide electronic transcripts, they must be sent from one of the following electronic exchange providers: Parchment, E-Scrip Safe, or National Student Clearinghouse. In some cases – especially when several years have passed since their last enrollment – former students also may be required to update health information or other application materials.

Students who owe the University for a previous semester will not be permitted to enroll for additional work until satisfactory arrangements are made with the Office of Business Services 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 Office of Academic Administration personnel 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.

College-Level Examination Program (CLEP): 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 nine semester credit hours 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 Office of Academic and Career Services.

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. No refund

will be given for a successfully challenged course.

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 Office of Admissions or the Office of the Registrar.

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 www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx), 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 legitimate, adequately-documented educational learning gained by some nontraditional means. (For example, the successful completion of certain courses offered by reputable law enforcement groups can sometimes result in receiving university credit.) 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 at HLGU or other accredited institution (as indicated in the course syllabus).

NOTE: Students are required to successfully complete a minimum of 12 credit hours at HLGU before such credit will be transcribed. PLA credit may not be requested during the

last 32 hours of a bachelor's program or last 16 hours of an associate program.

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.

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, Adult Degree Completion, 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 Office of the Registrar and/or by the academic advisor; financial records – in the Office of Business Services; and financial aid records – in the Office of Financial Aid.

Directory information

A student's name, address, telephone number, HLGU student email address, student ID number, date and place of birth, academic major, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and most recent previous institution attended may be made public by the University unless

a student requests, in writing to the Office of the Registrar at the beginning of each semester, that such information be released only upon his or her consent.

Student Life

Student Services

Orientation for New Students

All new full-time residential students are required at the beginning of their first semester to attend an orientation program that is designed to acquaint them with Hannibal-LaGrange University policies, registration, student services, student activities, and university life.

Academic Advisement

Upon admittance to the University, the Office of the Registrar will assign each full-time student a faculty advisor. Part-time students will be assigned an advisor upon request. Advisors will be selected on the basis of a declared interest or major.

During the fall and spring early registration periods (see Academic Calendar), students are to set up an appointment to meet with their faculty advisors. Students should come to this meeting with a list of courses to be taken during the targeted semester/terms. Spring early registration includes enrollment for the summer term as well as for fall. Faculty advisors will examine the selection of courses brought in by their advisees and give helpful advice.

Students are responsible to report to the Office of the Registrar whenever they declare or change a major, in order to be assigned a faculty advisor within that major area.

Guidance

Personal non-academic counseling is available. Students are invited to make an appointment with the Dean or Associate Dean of Students.

Financial Assistance

The Office of Financial Aid is responsible for the counseling of students who need financial assistance. The types of assistance available

are outlined in this catalog under the [Financial Information](#) section.

Healthcare Services

Medical care is available at ExpressCare within the nearby Wal-Mart store located at 3650 Stardust Drive, or at the Hannibal Ambulatory Care Clinic (ACC) – east end of the Hannibal Clinic, which is located near the Hannibal Regional Hospital. To reach ACC, go west on U.S. 36; take the Shinn Lane Exit; turn left at stop sign at overpass. Turn right at second right-hand turn (Hospital Drive). Then turn right, into the ACC parking area. Telephone: 573-248-3333.

Health Insurance

All full-time students (whether residing on or off campus) are required to be medically insured and to have on file a photocopy of their current health insurance card issued by a recognized health insurance provider.

Employment Opportunities

To obtain information about off-campus employment opportunities, students may directly contact a site supervisor, review job listings on the HLGU student portal, or check the job bulletin board located on the second floor of Burt Administration Building. The Office of Academic and Career Services oversees the posting of off-campus employment opportunities. The Christian Studies Division handles requests for supply preachers and off-campus paid Christian ministry-related positions. The Office of Business Services oversees the posting of on-campus employment opportunities.

Federal Work-Study (FWS) Employment

The Office of Financial Aid determines a student's eligibility for the Federal Work-Study Program. Eligibility is based on financial need and job qualifications. Financial need is determined by information reported on the FAFSA. For FWS

opportunities, eligible students should directly contact a site supervisor or check for work-study job listings on the student portal. Students may apply online through the student portal. NOTE: FWS eligibility is not a guaranteed award and does not guarantee job placement. Students who are eligible must work to earn the full amount of the award. Questions about employment may be directed to the Office of Business Services.

Academic and Career Services Office

The Office of Academic and Career Services provides academic and support services. The purpose of the Office of Academic and Career Services is to assist students with adjusting to campus life, improving their GPA, deciding on a major and career, and transitioning to the world of work or graduate school.

Students have computer access to online career exploration, learning resources, digital résumés and portfolios, and testing. A resource room is available for students desiring tutoring, special accommodations, or a quiet study area.

Student Center

The Student Center is located on the second floor of the L.A. Foster Student Center which includes The HLGU Loft, a coffee and snacks café, as well as recreational and relaxation space for students. The lower floor of the Student Center houses the HLGU Campus Store, along with a lounge, a classroom, as well as the Student Life staff offices.

HLGU Campus Store

The HLG Campus Store has partnered with MBSDirect to provide textbooks for HLGU coursework. This is a completely online process and is HLGU's official bookstore. Textbooks are subject to refund and return policy of MBSDirect.

The HLG Campus Store, located in the L.A. Foster Student Center, is operated as a service facility to provide selected course

materials, supplies, gift items, casual clothing with the HLGU logo, and graduation-related items. Students may access the Campus Store at <http://www.hlg.edu/student-life/campus-store/> for general information regarding services, including the purchasing and returning of textbooks through MBSDirect.

Mail Service

Mailboxes for full-time students are located on the first floor of the Burt Administration Building between Central Receiving and the Snack Shack. Because part-time students receive correspondence from the University at their homes, it is imperative that they keep their home addresses up-to-date on their campus records in the Office of the Registrar.

Use of Motor Vehicles

Students are permitted to have automobiles and other licensed motorized vehicles on campus. All vehicles belonging to full-time, part-time, and evening students must be properly registered at the time of enrollment. The University will not register vehicles that are not covered with liability insurance. The parking permit fee is \$50 per semester and \$50 for all summer.

Students operating vehicles are expected to observe campus traffic and parking regulations. Violators will be ticketed and fined. Parking permits – hang tags – are color-coded; students may park in parking slots matching the color of their parking permit. A map showing designated parking areas may be obtained from the Office of Student Life.

Weather-Related School Closings

In situations where inclement weather may affect the normal operation of HLGU, students enrolled in the HLGU Alert system will automatically be informed of weather-related closings. To sign up, students and employees should visit www.getrave.com/login/hlg and use their

school email address to go through the simple registration process. Once the account has been made, multiple phone numbers and email addresses can be added to ensure that alerts will be received as quickly as possible.

In addition, an alert banner will be added to the school's website (www.hlg.edu) and information will be posted to the official Facebook page

(www.facebook.com/HLGUniversity).

Cancellations and delays will be posted on local TV stations' websites www.wgem.com and www.connecttristates.com, and will be sent to WGCA "The Mix" Christian radio station, www.wgca.org.

Community Concerts

The Hannibal Concert Association sponsors an annual concert series. Full-time students with a valid ID from the University are admitted free.

Library

The Roland Library contains over 140,000 volumes. Approximately 230 periodical and newspaper titles are held in print or micro-format. Students also have access to over 150,000 eBooks, 30,000 electronic journals and 26,000 online academic videos. Various audio visuals, computers, and equipment are also available. Online databases such as EBSCO Host are available from both on and off campus. Other library services include interlibrary loan, online database searching, laminating, bibliographic instruction, and reference. Membership in the MOBIUS consortium allows HLGU students access to the collections of 70+ participating libraries throughout the state of Missouri and beyond.

Students also have borrowing privileges at the Hannibal Free Public Library. It was the first free public library established in Missouri, and Samuel Clemens' father, John Marshall Clemens, was one of its founders.

Student Housing

Residence Hall Requirement

Single students: Single students who are under 21 years of age at the beginning of the semester for which they enroll and who are not living with a parent or guardian are required to live in a dormitory unless they are living with one of the following relatives: grandmother, grandfather, married aunt, married uncle, married brother, or married sister. Single students age 21 and older who choose to live off-campus independently, apart from parents, grandparents, a married aunt or uncle, or a married sibling, will not be eligible for performance, athletic, or denominational scholarships. International students are required to live in campus housing.

Married Student Housing: Married student housing is located in both the Pulliam Street apartments and the Heimer Lane (Quad) apartments on HLGU's campus. To be eligible to live in married housing either the husband, wife, or both must be enrolled full-time at HLGU. For pricing and availability contact the Office of Student Life.

Deposit: A housing deposit is required in order to reserve a dormitory room. Students are encouraged to send this deposit to the Office of Admissions at the time they apply for admission to the University. Additional information about residence hall living may be obtained by contacting the Office of Admissions or the Office of Student Life.

Age limit: Residential housing at Hannibal-LaGrange University is intended for full-time students between the ages of 17 and 26. An exception to this maximum age policy would be those students who are recruited by the institution to represent the institution in athletic or performance activities. A younger or older student may petition the Admissions Committee for a possible exception, but

exceptions for those over the maximum age will depend on housing availability.

Student Life Guidelines

Standards of Conduct

Hannibal-LaGrange University is a Christian institution in accord with the ideals of its founders and the denomination with which it is affiliated. Regulations adopted by the Board of Trustees, upheld by the faculty and administration, and endorsed by the student body, are designed to maintain these ideals.

Students are expected to cooperate in the promotion of high moral ideals and are held responsible for the standards relating to student life as outlined in the [Student Handbook](#), where a full discussion of the policies and regulations may be found. HLGU does not sponsor social dances on or off campus. The standards for dress, as listed in the Student Handbook under Policies & Regulations – Appearance, are to be observed.

Standard of sexual conduct: Hannibal-LaGrange University upholds the traditional Biblical view that it is God's intent that heterosexual union is the only acceptable expression of sexuality and must be reserved for marriage. This expression of a self-giving love is viewed as a gift from God. All members of the University community should abstain from behavior which may lead to a violation of God's standards on sexual activities. Misuses of God's gift will be understood to include, but will not be limited to, sexual harassment, sexual assault, and sex outside of marriage. Sex outside of marriage, as defined by the State of Missouri, is prohibited.

Disciplinary action: The following is a list of offenses that will result in disciplinary action (this list is not all-inclusive). Students who commit these offenses are in danger of being placed on disciplinary probation or

suspension or of being dismissed from the University. Please see the Student Handbook for specific details.

(<http://www.hlg.edu/studenthandbook>)

- Criminal behavior
- Defacing property
- Demonstrations
- Failure to comply with chapel attendance policies
- Failure to comply with directions of University officials acting in the performance of their duties
- Gambling
- Harassment and hazing
- Immoral conduct, sexual misconduct (Sex outside of marriage, as defined by the State of Missouri, is prohibited.)
- Lewd, profane, vulgar, indecent or obscene conduct, speech, or expression
- Persistent irresponsible behavior
- Possession of restricted articles on campus
- Probationary violation
- Theft, dishonesty, cheating, plagiarism, or forgery
- Unauthorized entry, use, or occupancy of University facilities and/or property
- Use and/or possession of illegal drugs or alcoholic beverages
- Use of tobacco on campus and while representing the University off campus
- Vandalism
- Violation of University policies and regulations
- Violence (i.e., fighting, hitting, striking, or verbally abusing another)
- Withholding information or giving misleading information

Discipline

When students fail to honor the policies and regulations of the University, or when

students interfere in any way with the University's responsibilities to other members of the academic community, the University will take appropriate disciplinary measures. These measures may or may not include probation, suspension, or dismissal. Students who are placed on probation or suspension or who have been dismissed may appeal by following the procedures as outlined in the Student Handbook (<http://www.hlg.edu/studenthandbook>).

Spiritual Life and Activities

Since the University is committed to the spiritual as well as the academic and social development of individuals, a strong emphasis on spiritual life and activities will be evident on this campus. The spiritual life and activities at Hannibal-LaGrange University are designed to accomplish two things: to minister to the spiritual needs of individuals and to provide individuals opportunities for Christian service on and off campus.

Many activities are available on and off campus to help students grow spiritually. Chapel programs are held each Wednesday at 10 a.m., and two multi-day spiritual emphasis programs are presented each year. These feature notable guests who address issues and topics of concern to Christians today. On-campus students meet voluntarily on a regular basis for Bible studies and prayer times. Local churches also provide weekly worship, Bible study, and service opportunities.

Christian service opportunities include weekend ministry teams, mission trips during school breaks, student summer missions through various organizations, and local volunteerism.

Chapel Attendance

Chapel programs are held once each week and help define who we are and what we stand for as a Baptist, church-related, and

evangelical institution of higher education. They provide a forum for corporate worship, spiritual encouragement, and educational and cultural enrichment for the HLGU family. Distinguished visitors – speakers, musicians, and other outstanding persons – are guest presenters for most of these programs.

Chapel Attendance Requirements

Chapel attendance is required for all full-time, main campus students. In order to graduate from Hannibal-LaGrange University with an undergraduate degree, the student must accumulate seven (7) chapel credits or the student must accumulate one (1) chapel credit less than the number of fall/spring semesters enrolled as a full-time student at HLGU.

Policies concerning required attendance, exemption, and absenteeism are found in the Student Handbook. Students are responsible to be knowledgeable of these policies.

Church Attendance

Churches representing numerous denominations are available in Hannibal. Students are encouraged to attend the church of their choice.

Ministry Groups and Ensembles

- *Chamber Choir* involves up to 14 select men and women performing sacred choral music of all genres. Performs at University and non-University events. Audition required.
- *Concert Choir* involves 40-60 select SATB singers performing choral literature while representing the University at major events. Emphasizes vocal technique required to perform a variety of master works from all time periods. Audition is required.
- *The New Edition* is a repertory group performing Biblically-based sketches with the purpose of presenting the

Gospel of Jesus Christ in a creative fashion. Audition is required.

- *Praise Song* is a musical ensemble specializing in contemporary styles of Christian music. The group consists of vocalists, a backup band, and a sound technician. Locally and throughout the Midwest, members share their ministry through music and testimony at youth retreats, worship services, on-campus events, and at functions sponsored by civic organizations. Audition is required.
- *Symphonic Band* membership is open to all students who are proficient on orchestral instruments. The orchestra represents the University at various campus activities. Audition is required.
- *Youth Ministry Teams* are provided opportunity, through the Director of Ministry Guidance, to lead in church DiscipleNow weekends, revivals, lock-ins, youth rallies, and various other ministries.

Student Athletics and Recreation

Hannibal-LaGrange University is affiliated with the NAIA (National Association of Intercollegiate Athletics) and competes within the AMC (American Midwest Conference). Varsity teams compete in men's baseball, basketball, cross-country, golf, soccer, track and field, and wrestling; and in women's basketball, cross-country, golf, soccer, softball, track and field, and volleyball. The intramural program at HLGU offers students opportunities for competition in basketball, flag football, kickball, ultimate frisbee, dodgeball, soccer, and volleyball. Also included may be bowling, table tennis, wallyball, and racquetball in individual or partner competitions.

Many on-campus and off-campus recreational facilities are available to students, as suggested by the selection below.

Mabee Sports Complex: This campus facility houses three full-size basketball courts – two of which are also marked for volleyball – a weight room, a fitness room, a racquetball court, an athletic training room, equipment rooms, locker rooms, offices, classrooms, hospitality mezzanine, and a foyer with concession area.

Hannibal YMCA: Located approximately one-half mile from HLGU, the YMCA maintains an Olympic-size indoor swimming pool, a large collegiate-size gym, a weight-lifting room, a whirlpool, a sauna room, a fitness/wellness room, and areas for various sports activities, such as racquetball and handball. During the fall and spring semesters, all full-time students have a membership in the Hannibal YMCA.

Lacy Hiking Trail: This scenic one-mile hiking trail begins behind Memorial Hall. The trail goes by the spring house, the waterfall, the bluffs, and the picnic area.

Mark Twain Lake and Clarence Cannon Dam: Located 30 miles southwest of Hannibal, this beautiful resort area offers a wide variety of activities, including picnicking, boating, swimming, fishing, and camping.

Hannibal Parks and Recreation Department: The Parks and Recreation Department offers a wide variety of activities and maintains 24 area parks where students can enjoy outdoor life.

Student Organizations

Each organization has the helpful counsel of a faculty sponsor. Each is responsible to elect its own officers and submit schedules of its programs to the Dean of Students.

All activities sponsored on or off campus by student organizations must have the written approval of the Dean of Students. Those

activities listed on the Student Activities Calendar have that approval.

Alpha Chi is a national honor society promoting academic excellence and exemplary character. The Missouri Kappa Chapter at HLGU is open to students in all disciplines who rank in the top 10% of the junior and senior classes and who meet certain other requirements.

Alpha Tau Beta is a service-oriented sisterhood focusing on leadership, responsibility, spiritual growth, outreach, passion, purity, and accountability. ATB members must be full-time HLGU students with a minimum GPA and in good standing with the University.

Art Club is open to all HLGU students interested in visual art. Its purpose is to help members gain greater insight about various art forms, to sponsor art-related service projects on campus and in the community, to encourage the enlistment of students pursuing careers in art, and to support the development of the HLGU Art Department.

Centered in Christ Worship Club is an organization dedicated to creating and growing effective worshippers or worship leaders. Its purpose is to create a culture of 'we' in the family of Christ, represent Christ through servant leadership inside and outside worship services, encourage others to join in worship, define worship in a Biblical sense for understanding what worship is before leading others in worship, and to provide experience for future worship leaders.

Christian Ministry Vocations Fellowship (CMVF) is an organization for students preparing for Christian ministry vocations. Students are required to attend monthly meetings and to participate in various ministry settings.

Fellowship of Christian Athletes (FCA), an interdenominational organization open to all students who share an interest in athletics, is committed to the lordship of Jesus Christ.

Gatekeepers is a one-on-one mentoring program between HLGU students and at-risk students from local elementary schools. This program is open to persons of integrity and in good academic standing who are highly motivated to make a difference in a young student's life.

International Student Organization provides international students with the opportunity to meet others who share the mutual goal of learning to adjust well in a new country. HLGU's International Student Organization seeks to encourage and promote understanding and appreciation of diverse cultures on the HLGU campus and in the community.

National Association for Music Education (NAfME) is a national organization for music education majors.

Nurses Christian Fellowship (NCF) is both a Christian professional organization and a ministry for nurses and nursing students. NCF is a part of InterVarsity Christian Fellowship.

Phi Beta Delta is a service organization for men. Its purpose is to set an example for other Christian men in doing good works for others, to strengthen ties between the surrounding communities and the University, to strengthen and build ties of support and friendship among its members, and to obtain the aforementioned goals by performing duties and tasks for the community and the University.

Phi Beta Lambda (PBL) is a national organization for all HLGU students who are enrolled in business or business teacher

education programs. PBL provides social, educational, and career development opportunities for students preparing for careers in business and business-related fields.

Pi Gamma Mu is the international honorary society for the social sciences. The Missouri Iota Chapter of Pi Gamma Mu, chartered in 2006, accepts juniors and seniors in the top third of their class with a B or higher average in the social sciences, defined as economics, geography, history, human services, political science, psychology, and sociology.

RFAC Jazz Society exists for the purpose of cultivating jazz improvisation skills for interested instrumentalists at Hannibal-LaGrange University.

Science and Math Club is an educational science organization open to all student who are interested in biology, mathematics, or any area of science. See faculty sponsor for membership requirements.

Sensus Plenior, comprised of members of HLGU's honors program, is designed to provide academically-gifted and highly-motivated students with a deeper and richer college experience.

The Society for Behavioral Sciences is for all behavioral science majors, including Human Services, Psychology, Sociology, and Criminal Justice. Minors from these majors are also welcome. The organization is a gather of likeminded people who seek further education in the field of behavioral sciences. Volunteer service opportunities are provided through community outreach.

Student Activities Council (SAC), a student-led organization created to provide a representative voice for residential and commuter students. The SAC votes on decisions and events that affect the whole student body. There are many opportunities

to serve HLGU and to serve the community. Members must be HLGU students that uphold a minimum GPA and must have leadership qualities.

Student-Missouri State Teachers Association (S-MSTA) is for all education majors and other students enrolled in education classes at HLGU. The purpose of the organization is to promote professional ideals and provide opportunities for personal growth.

Student Nurses Association (SNA) is an association providing opportunity to address the needs of nursing students. Membership is open to nursing students.

Students Against Sexual Assault (SASA) is a club dedicated to seeing an end to human trafficking. They educate individuals on how to identify sexual abuse, domestic violence, and human trafficking and how to stop it. Enrollment at HLGU and a minimum GPA are requirements of members.

Students for Life is a student pro-life organization. Its purpose is to promulgate the importance of the sanctity of life through education and prayer. The group offers a forum for students to openly express their opinions and share their concerns about pro-life matters.

Words In Motion is an organization designed to educate students interested in American Sign Language (ASL). It will provide opportunities to interact with others who share an interest ASL and learn how to communicate with individuals who are deaf.

Publications

The **STUDENT HANDBOOK** (<http://www.hlg.edu/studenthandbook>), produced by the Office of Student Life, makes available detailed information concerning rules and procedures for

approved student activities and guidelines for student conduct.

VANGUARD (www.hlgvanguard.com), the University's online newspaper, is published by a student staff. It publishes news about campus life and current socio-political issues. Interested students learn about journalism theory through opportunities in newsgathering, organizing and writing news stories, newspaper planning and layout, and advertising.

EXPERIENCE HLGU MAGAZINE (<http://issuu.com/hlguniversity>), Hannibal-LaGrange University's monthly online publication, provides students with experience in layout, photography, and copywriting. It depicts the students and the activities of the school year.

Policies Regarding Student Information and Images

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day HLGU receives a request for access. Students should submit to the Office of the Registrar, head of the academic department, or other appropriate official, written requests to identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the

student believes are inaccurate or misleading. Students may ask HLGU to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by HLGU in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom HLGU has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or appeals committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hannibal-LaGrange

University to comply with the requirements of FERPA.

FERPA Revisions - Effective Aug. 7, 2000:

Hannibal-LaGrange University may notify the parents of any student under the age of 21 if the student violates any college alcohol or drug policy. In cases involving crimes of violence or non-forcible sex offenses, HLGU may release the “final results” from a campus proceeding once it is concluded and need not wait on any appeals process. All such records produced on or after October 7, 1998, may be revealed. The University need not depend upon referral to a criminal court to establish that records may be released. The “final results” include the accused student’s name, along with a general description of the violation alleged, and nature and duration of the sanction imposed. Victim and witness information remains confidential. These revised rules do not mandate the disclosure of these records but merely define what records are permitted to be disclosed under FERPA. State public records, laws, and University policies will govern the actual release of the records.

Photo and Video Policy

Hannibal-LaGrange University takes photographs and videotapes of students throughout the year. These images often include students in classrooms, residence halls, laboratories, at athletic events, and other University activities and venues. HLGU reserves the right to use these photographs and videos in the promotion of the University. Students who enroll at Hannibal-LaGrange University do so with the understanding that photographs/videos may be taken which would include them, and these photos/videos may be used in University publications, newspapers, and other media for promotional purposes only. Names of students may be released to the press regarding student involvement in academic and extracurricular activities.

Financial Information

Expenses 2018-2019

The University reserves the right to adjust or revise charges at any time. Information regarding any adjustments or changes will be available in the University's Office of Business Services and through the University web site.

As a private Christian institution of higher learning, Hannibal-LaGrange University strives to keep student expenses at a minimum and below the costs of many private institutions. This is made possible by the faithful support of the Missouri Baptist Convention, HLGU alumni, and other friends of the University.

Undergraduate Tuition

12 to 17 hours, per semester	\$10,725.00
Over 17 hours, per credit hour	715.00
Less than 12 hours per credit hour	715.00
Online Courses, per credit hour in fall/spring	295.00
Online Courses, per credit hour in summer	199.00
RN to BSN Online Courses, per credit hour	295.00
Adult Degree Program, per credit hour	295.00
TRC Education Program, per credit hour	295.00
PN Program	14,040.00
PN Program, per semester	4,680.00
PN Program, per credit hour	234.00
Dual Credit Courses, per credit hour	80.00
Early Enrollment (E ²), per credit hour	95.00

Graduate Tuition

MSE, per credit hour	\$365.00
MEd, per credit hour	365.00

Graduate EDU Guest Student, per credit hour	100.00
MAL, per credit hour	400.00

Room and Board, per semester

Semi-Private	\$4,054.00
Lewis-Brown Hall	4,445.00
Fletcher Dorm	4,562.00
<i>(Private rooms may be available in all dorms except the new dorms. Additional charge of \$500 per semester will be added to the semi-private rate.)</i>	
Married Housing, 2 bedrooms per month	650.00
<i>(Requires a \$250 cleaning deposit)</i>	
Commuter Meal Plan*, 80 meals	400.00
Commuter Meal Plan*, 120 meals	570.00
<i>*Cannot carry over to next academic year.</i>	

Undergraduate General Fees, per semester

Full-time students, 12 hours or more	\$650.00
Part-time students, .5-11 hours	325.00
<i>(Covers cost for registration, library use, recreational use of the sports complex, and student activities, but does not include fees associated with specific courses.)</i>	
Adult Degree Program	300.00
Adult Degree Program, part-time students	150.00
<i>(Covers cost for registration and library use, but does not include fees associated with specific courses.)</i>	
Early Enrollment (E ²)	40.00
Graduate General Fees, per semester	
Master's degrees (9+ hours)	\$300.00
Master's degrees (1-8 hours)	150.00

Special Fees

Application Fee <i>(one-time, nonrefundable)</i>	\$25.00
Application Fee for International Students	150.00
Athletics, Secondary Insurance, per year <i>(required of all athletes)</i>	150.00
Audit Fee, per course	150.00
Cap and Gown Fee <i>(late order only)</i>	35.00
CLEP Exam and Administrative Fee	110.00
Curriculum Fee, Adult Degree Completion Program	35.00
Enrollment Deposit Fee	100.00
Graduation Fee, undergraduate	100.00
Graduation Fee, Adult Degree Completion Program	100.00
Graduation Fee, master's degrees	125.00
Housing Deposit	100.00
Late Official Registration Fee <i>(for returning students)</i>	250.00
Malpractice Insurance, per year	30.00
New Student Orientation Fee	75.00
Nursing Deposit Fee	150.00
Returned-Check Fee, each	25.00
Schedule-Change Fee	10.00
Transcript Fee Official <i>(requested online)</i>	10.00
Official <i>(requested in office)</i>	15.00
Transcripting Fee, per credit hour for Prior Learning Experience	50.00
Vehicle Parking Permit, per semester, and all summer	50.00

Laboratory and Special Course Fees

Adult Degree Program Bkgd. Chk. for Social Services major	\$50.00
Art Courses, lab fee per course: ART 101, 102, 201, 202, 210, 211, 240, 260, 280, 300, 330, 331, 340, 400, 430	15.00
Art Courses, lab fee per course: ART 111, 112, 220, 230, 231, 250, 253, 310, 311, 320, 350, 351, 410, 420, 451	40.00
Art Courses, computer lab fee per course: ART 133, 233, 333, 433	45.00
Computer Lab Courses, per credit hour	15.00
CIS Hardware Lab Fee	350.00
CIS Internships Fee	45.00
Business Courses (BIS), computer lab fee per credit hour	15.00
Christian Studies Lab Fee	30.00
Education Courses: EED 333 Teaching Reading	15.00
EED 343 Teaching Mathematics I	25.00
EED 346 Teaching Mathematics II	25.00
Practicum, per course	50.00
Field Experience, ½ credit	20.00
EDU 479 Professional Semester	375.00
Freshman Seminar Courses	75.00
Independent Study Courses, each	250.00
Nursing Courses, per course: Lab Fees NUR 114, 214, 234, 236	520.00
NSNA membership NUR 114, 214-AP	35.00

NSNA membership	40.00
NUR 234, 234-AP	
Skills Lab NUR 114, 214, 234, 236	75.00
Test Charge NUR 114, 214	185.00
Test Charge NUR 234	175.00
Test Charge NUR 236	320.00
Test Charge NUR 214-AP	245.00
Test Charge NUR 234-AP	235.00
Test Charge NUR 236-AP	380.00
Online Course Fee, per credit hour (nonrefundable)	50.00
Physical Education Course Lab Fees:	
Outdoor Recreational Activities	50.00
Archery	80.00
First Aid & CPR	75.00
Lifeguarding	75.00
Lifetime Sports I	50.00
Musical Theatre Dance	50.00
Swimming (YMCA classes)	100.00
Psychology Course Fee PSY 462	100.00
Science Labs	75.00
Exceptions:	
BIO 254, 264, 314, 324	90.00
BIO 134	25.00
BIO 344	165.00
BIO 354	120.00
CHM 345	90.00

Applied Music Fees, per semester

Individual Instruction:	
One 25-minute lesson per week	\$150.00
Two 25-minute lessons per week	300.00
Three 25-minute lessons per week	450.00

Summer Term (May, June, & July 2018)

Tuition	
12 to 17 hours	\$10,725.00
Over 17 hours, per hour	715.00
Less than 12 hours, per hour	175.00
Online less than 12 hours, per hour	199.00
Housing	
Deposit	100.00
All Summer	1200.00
3-Week Term	300.00
4-Week Term	400.00
8-Week Term	800.00

Board

(The cafeteria and Sub Shop are not open on a regular basis during the May, June, and July terms.)

Mabee Sports Complex

The Mabee Sport Complex is available to students, along with their spouses and children, for recreational use on the following basis:

Full-Time Students (12 hours or more):

Have the privilege of using the facility as a result of paying the full-time General Fee.

Part-Time Students (less than 12 hours):

May obtain use by paying the full-time General Fee.

Immediate Family Members:

Spouse and children have the privilege of using the facility if the student has paid the full-time General Fee. Family members may be required to obtain a pass card from the director of the Mabee Sports Complex.

Requirements for Entry:

1. Each person having access to the facility must have and show an HLGU ID card, or a pass card, to enter.
2. Children under the age of 12 must be accompanied by, and under the

supervision of, an ID cardholder, 18 years of age or older.

Enrollment Deposit

Students who have been admitted to Hannibal-LaGrange University as full-time degree seeking students must submit a deposit to the Office of Admissions in order to reserve a position in the incoming Freshman or transfer class. Enrollment deposits should be submitted by May 1. Enrollment deposits are refundable until May 1. Enrollment deposits will be deducted from the student's first-year tuition.

Housing Deposit

Students planning to live in campus housing must submit a deposit to the Office of Admissions in order to reserve housing. They are encouraged to submit the deposit when making application for admission.

Prior to enrollment, refund requests must be submitted in writing to the Vice President for Enrollment Management by July 1 for the fall semester and by December 1 for the spring semester.

Room and Board

The charges for room and board are for actual academic sessions (fall and spring semesters) and do not include holidays – Thanksgiving, Christmas, Spring Break, and Easter – or the periods between sessions. Students who must remain in Hannibal during these times will be individually responsible for securing lodging off campus. The contract period begins the first day of the semester and ends at 10 AM the day after finals. No refund will be given for room and board after the first day of classes.

Payment of Accounts

All charges for tuition, fees, and room and board are due and payable in full at the beginning of each enrollment term.

Students who have not made arrangements for payment prior to the start of the academic term are not considered officially enrolled and are not eligible to attend classes or use University facilities or services.

Deferred Payment Plan

A tuition payment plan is available to students who need help meeting their expenses. Payments may be made by automatic bank payment or by charging payments to American Express, Discover, MasterCard, or Visa. A \$50 nonrefundable fee will be charged to enroll. Enrollment is done on the student portal through self-service.

Financial Aid Disbursements and Refunds

Disbursements

Financial aid cannot be disbursed or applied to a student's institutional charges by electronic funds transfer (EFT), by check, or by scholarship authorization until the student completes the enrollment process by ensuring that the student account balance has been satisfied. If the financial aid award, excluding Federal Work-Study, exceeds the total charges for the semester, a refund will be made, but only after the funds have arrived on campus, have been applied to the student's account, and have caused a credit balance on that account.

Refunds

Students are notified by the Office of Business Services that a refund has been processed. The student or parent is also notified of right to cancel with the following statement included with the refund check. "Enclosed you will find a refund check for excess funds on your HLGU student account. If any or all of these funds were Title IV funds, you have the right to cancel or rescind these funds and HLGU will return the funds. You have 14 days from the date of this check to return it and cancel in writing with the Office of Business Services."

Delinquent Student Accounts

Students with outstanding financial obligations may be prevented from taking final semester exams. Until all financial obligations are satisfied, transcripts and/or grades will not be released; a graduating student may not be allowed to participate in commencement exercises and will not receive a diploma. Financial obligations include, but are not limited to, student account balances, parking fines, library fines, and returned checks. Students who owe the University for a previous semester will not be permitted to enroll for additional course work until bills are paid in full or satisfactory arrangements are made with the Vice President for Business and Finance.

Refund Policy

Withdrawal from Courses

When students withdraw from a course and do not at the same time add another course with an equal or greater amount of semester hours of credit, the tuition refund will be calculated on the same percentage basis as when one withdraws from the University. (Students who remain in the 12-17 credit-hour bracket with a flat-rate charge are ineligible for a refund.) Applicable scholarships will be handled on an individual basis. Students who must drop a course because of excessive absences, poor work, or similar causes, or who withdraw without notice, or who are suspended or asked to withdraw, are not entitled to a refund. Failure to attend class or just simply notifying an individual instructor of a withdrawal from class will not be regarded as an official withdrawal.

Official Withdrawal from HLGU

Students who find it necessary to withdraw from the University must apply directly to the Office of the Registrar, where they will be given an official withdrawal form. For withdrawals to be valid, students must follow the procedures set forth on the form.

Any claims for refunds will be based on the date when the form is completed.

CAUTION:

1. Dropping out of classes without completing the official withdrawal form automatically earns a grade of F in each course.
2. No refunds will be made in cases of disciplinary dismissal or suspension.

Unofficial Withdrawal from HLGU

In the event a student did not officially withdraw from Hannibal-LaGrange University, the unofficial withdrawal policy and procedures will be followed (see Academic Policies/Withdrawal section for details).

NOTE: The HLGU Withdrawal Policy exists for calculating the refund of institutional charges. If a student receives federal aid other than Federal Work-Study, and if that student withdraws on or before the 60% point in time in the semester, the federal government dictates the amount of federal Title IV aid that must be refunded to the government by the school and the student. If the application of HLGU's Withdrawal Policy returns a larger amount than that which is returned to the government, then the student may also receive a refund.

Exception to Basic Refund Policy

In the case of severe illness or similar circumstances beyond a student's control, the Vice President of Business and Finance may elect to refund tuition charges on a prorated basis, computed to the end of the week in which withdrawal takes place, but not beyond the 10th week of a regular semester or the comparable point during a three-week, four-week, or eight-week term, or other special-length academic terms.

Refunds for Fall and Spring Semesters (Sixteen-Week Courses)

Withdrawal Periods:	
1 st official day of classes in Fall and Spring Semester	100% Refund
2 nd day of classes through end of 2 nd week	90% Refund
3 rd week of classes through end of 4 th week	50% Refund
5 th week of classes through end of 8 th week	25% Refund

Refunds for May Three-Week Summer Term Courses

Withdrawal Periods:	
1 st official day of classes in May Summer Term	100% Refund
2 nd day of classes	90% Refund
3 rd day of classes through 4 th day of classes	50% Refund
5 th day of classes through 8 th day of classes	25% Refund

Refunds for Four- and Five-Week Term Courses

Withdrawal Periods:	
1 st official day of classes in Four- or Five-Week Term	100% Refund
2 nd day of classes	90% Refund
3 rd day of classes through end of 1 st week	50% Refund
2 nd week of classes through end of 2 nd week	25% Refund

Refunds for Six-Week Term Courses

Withdrawal Periods:	
1 st official day of classes in Six-Week Term	100% Refund
2 nd day of classes through 4 th day of classes	90% Refund
5 th day of classes through 7 th day of classes	50% Refund
8 th day of classes through 15 th day of classes	25% Refund

Refunds for Eight-Week Term Courses

Withdrawal Periods:	
1 st official day of classes in Eight-Week Term	100% Refund
2 nd day of classes through end of 1 st week	90% Refund
2 nd week of classes through end of 2 nd week	50% Refund
3 rd week of classes through end of 4 th week	25% Refund

Student Withdrawals and the Impact on Federal Financial Aid

Hannibal-LaGrange University awards aid for a period of enrollment based on the assumption that a student will attend the institution for the entire period. In a situation where a student does not attend the entire period, the student may not be eligible for all of the federal aid they were awarded.

To determine a student's eligibility for Title IV programs, the student's date of withdrawal must be determined. Depending on the type of withdrawal, the withdrawal date may be the last day of an academically-related activity or the date of notification of withdrawal. If a student ceases to attend classes, but does not notify the institution of their withdrawal, the student will also be subject to the Return to Title IV (R2T4) calculation upon completion of the semester.

The amount of aid that is earned is determined on a prorated basis. For example, if a student ceases attendance after 50% of the term is complete, that student earns 50% of the aid they were scheduled to receive. Once a student attends 60% of a period of enrollment, the student is considered to have earned 100% of their Title IV aid, and no returns are necessary.

If it is determined that funds must be returned, they will be returned in the following order, up to the net amount disbursed from each source, until the amount to be returned is met:

1. Unsubsidized Direct Stafford loan (other than PLUS loans)
2. Subsidized Direct Stafford loan
3. Direct PLUS loans
4. Federal Pell Grants for which a return of funds is required
5. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
6. Other Title IV programs

If it is determined that the student is eligible to receive more funds than were originally disbursed, the student is eligible for a post-withdrawal disbursement of Title IV funds. If the funds eligible for the post-withdrawal disbursement are grant funds, Hannibal-LaGrange may disburse those funds to cover tuition, fees, and room and board charges without permission from the student. If the funds eligible to be disbursed are loan funds or grant funds beyond the cost of tuition, fees, and room and board, Hannibal-LaGrange cannot disburse the funds without permission from the student. Notification of eligibility of a post-withdraw disbursement must occur within 30 days after determining the student withdrew.

Hannibal-LaGrange will determine eligibility for Title IV funds as soon as possible, but not more than 45 days after determining the student withdrew.

The Title IV aid earned by students withdrawing from Hannibal-LaGrange University may not cover all of the unpaid costs charged by the institution. In such cases, withdrawn students must pay the balances not covered by earned Title IV aid to the Office of Business Services before students' accounts are considered in good standing.

Additional information may be found on the Return to Title IV process from the Federal Student Aid Handbook, which is available through <https://ifap.ed.gov/ifap/>.

The applicable federal regulation guiding this process, known as "Return to Title IV" is located at 34 CFR 668.22.

Additional information on determining last day of attendance may be found in 34 CFR 668.22(c).

Financial Aid

Financial aid regulations are mandated by regulatory bodies and are subject to change. Students must abide by current regulations rather than by those in effect at the time of first matriculation or found in previous statements concerning financial aid policies. In regard to financial aid regulations, the statements and information issued from the Office of Financial Aid supersede all other sources and all other sections of the University catalog. For detailed information, review the Satisfactory Academic Progress Statement available on the HLGU website.

General Information

The purpose of the financial aid program at Hannibal-LaGrange University is to provide financial assistance to students who, without such aid, would be unable to attend the University. Financial assistance consists of scholarships, grants, loans, employment, and special educational benefits. Students who withdraw from classes and/or withdraw from the University may lose all of or a portion of applicable institutional and/or governmental aid. For details on refunds (including the refund of Federal Title IV aid), see [Refund Policy](#) or contact the Office of Financial Aid.

Financial aid awards are made through the Office of Financial Aid. Eligibility to receive financial assistance is based on information provided by the applicant on the FAFSA (Free Application for Federal Student Aid). For complete information on financial assistance, students may contact the University's Office of Financial Aid or access the following website:
www.federalstudentaid.ed.gov.

Application Procedures for Students Applying for Loans, Grants, and Work Programs

1. Submit a FAFSA at <https://ifap.ed.gov/ifap/>. FAFSAs can be submitted any time after October 1 each year and should be completed as early as possible. List HLGU as one of the possible universities to which the FAFSA results will be sent. Online FAFSAs are usually processed in three to five business days. A Student Aid Report (SAR) will either be sent electronically or mailed to the applicant. Calculations from the information provided on the SAR will determine the student's eligibility for other sources of aid, such as loans, grants, and work-study.
2. Contact the Office of Financial Aid if there are questions about the financial aid package, after receiving the SAR and an award letter from HLGU.



Maintaining Eligibility for Financial Aid Assistance

Federal- and state-funded financial assistance falls under the control and regulations of several governmental agencies. To maintain eligibility for financial assistance, the University is obligated to set standards for student attendance and satisfactory academic progress in keeping with the regulations set forth by these agencies. Students are obligated to maintain regular attendance and satisfactory academic progress in accordance with the standards set forth by the University. These are detailed in the Satisfactory Academic Progress Statement, which is available on the HLGU website.

Renewal and Period of Eligibility

Scholarship renewal is conditioned on the student maintaining an academic record in keeping with the standards set by the particular award. They are renewable as defined below for institutional aid and as

described in the Academic Progress Statement for Federal and State Aid. See requirements for the aid in question or see the Office of Financial Aid for assistance for federal and state aid.

Satisfactory Academic Progress (SAP) Policy for Federal Financial Aid

Students receiving financial aid through any federally-sponsored student aid program (such as Pell Grant, Federal Work-Study Program, Perkins Loan, Supplemental Educational Opportunity Grant and Subsidized/Unsubsidized Direct Stafford loans and Parent PLUS Loans) must obtain minimum standards to receive aid. Federal and state regulations require institutions measure student's progress toward a declared educational objective, both quantitatively and qualitatively.

In accordance with these requirements, Hannibal-LaGrange University has established the following standards to measure a student's academic progress. These standards will be applied uniformly to all students when determining their eligibility for federal-, state- and University-administered and/or other funds regardless of whether the student previously received these funds.

Maximum and Minimum Attempted Enrollment Credit Hours Time Frame

The maximum attempted enrollment credit hours a student may enroll for to complete their university program of study must not exceed 186 attempted enrollment credit hours for the completion of a 124-credit-hour degree program and 96 attempted hours for the completion of a 64-credit-hour program. For students who transfer into the University, the 186 attempted enrollment credit hour maximum includes attempted credit hours at other colleges/universities attended, if transfer credit hours were accepted by the University.

Below are the minimums a student must complete on each grade level to continue to maintain eligibility for federal aid. There is no distinction between majors or departments and no exception to the number of hours that must be completed per grade level.

Bachelor Degree

<u>Grade Level</u>	<u>Hours Completed</u>
1 st year	0-23
2 nd year	24-47
3 rd year	48-71
4 th year	72-95
5 th year	96-degree completion

Associate Degree

<u>Grade Level</u>	<u>Hours Completed</u>
1 st year	0-23
2 nd year	24-47
3 rd year	48-degree completion

For academic programs (i.e. Master's, Doctorate, Certificate) requiring less or more than 120 credit hours for degree/certificate completion, the maximum attempted enrollment credit hours for program completion is 150% of required credit hours for the program.

Qualitative Requirement: Cumulative University Grade Point Average (CGPA)

Students must also maintain a University CGPA of 2.00 in order to demonstrate Satisfactory Academic Progress. The University cumulative 2.00 CGPA requirement applies to all federal/state student aid programs and for certain University scholarship programs as detailed within each scholarship/award program. Certain University scholarship/award programs require a higher minimum University CGPA that must be maintained in order to maintain renewal eligibility in addition to other program requirements. See each scholarship/award program description for the minimum renewal University CGPA

requirement, other requirements, and maximum duration of award eligibility.

Changing Majors, Repeat and Remedial Coursework, Incompletes and Withdrawals, and Second Degree Coursework

In the case where a student changes degree programs, courses taken that do not contribute to the new degree program do not count toward the 150% requirement.

Any remedial coursework does not contribute towards the 150% completion time frame, but are counted towards the qualitative 2.00 CGPA requirement.

Any non-credit coursework, repeat coursework, or coursework for which a grade of incomplete or withdrawn is given counts toward both the quantitative and qualitative measures for calculating SAP.

Any student pursuing a second degree program is subject to both the 150% timeframe and the 2.00 CGPA requirements.

Monitoring Satisfactory Academic Progress Requirements - Federal Title IV/State Eligibility

At the end of each semester, the student's academic record will be reviewed for satisfactory academic progress. If a student exceeds the maximum attempted enrollment hour requirement for federal Title IV/state eligibility, that student will lose the ability to receive federal Title IV/state funds for future enrollment periods.

If a student fails to meet the minimum CGPA requirement or does not earn the minimum number of credit hours for federal Title IV/state eligibility, that student will be on academic probation for the upcoming semester. If at the end of the probation semester the student is still below the minimum University cumulative GPA requirement of 2.00, and/or has not earned sufficient credit hours, the student's

eligibility for federal Title IV/state aid will be terminated for future enrollment periods.

Appeal Procedures for Students Who Lose Title IV, State, and/or University Scholarship/Award Eligibility

A student who is not receiving federal Title IV, state, and/or University scholarship/award programs due to failure to meet the satisfactory academic progress requirements may appeal the loss of aid.

SAP Appeal Process

A student who is not receiving federal Title IV, state, and/or University scholarship/award programs due to failure to meet the satisfactory academic progress requirements may appeal the loss of aid.

The review committee will consist of the Vice President of Business and Finance, Vice President for Enrollment Management, Dean of Career Services, and the Director of Financial Aid.

A student who chooses to appeal will need to submit in writing his/her petition for appeal using the [Satisfactory Academic Progress Appeal Form](#). His/her letter will then be reviewed by the committee. The Federal Student Aid handbook reads as follows concerning the appeal: "When a student loses FSA eligibility because he failed to make satisfactory progress, if the school permits appeals, he may appeal that result on the basis of: his injury or illness, the death of a relative, or other special circumstances. His/her appeal must explain why he failed to make satisfactory progress and what has changed in his situation that will allow him to make satisfactory progress at the next evaluation."

The committee will make a determination regarding the appeal. The student will be notified of the committee's decision. At that point if a student needs to be advised and a plan put together, the appropriate

information will be disseminated to the advisor for an appropriate plan to be put into place.

If the committee determines that the student should be able to meet the SAP standards by the end of the subsequent payment period, they may place him on probation without an academic plan. The student will be reviewed at the end of the payment period as the probation status is only for one semester.

If the committee determines that the student will require more than one payment period to meet the progress standards, they may place him on probation and develop an academic plan. The student's progress must be reviewed at the end of one payment period as is required of a student who is on probation, to determine if the student is meeting the requirements of their plan. If the student is meeting the requirements of the plan, the student will be able to receive aid.

Regaining Eligibility for Students Who Lose Title IV Aid

A student is considered eligible for Title IV aid when he/she has both a CGPA of 2.0 after four semesters of colligate work and has a course completion rate of at least 67%. The University's completion rate is defined as credit hours earned/credit hours attempted. Repeated coursework and courses not taken for credit do not contribute to re-establishing eligibility.

Hannibal-Lagrange University Scholarships

Institutional scholarships are awarded only to full-time, undergraduate-degree-seeking students attending the main campus. These scholarships are not available to students enrolled in the Adult Degree Completion Program, graduate-level programs, concurrent enrollment programs, extension programs, or online programs.

Academic and Achievement Scholarships

A student may receive one academic or achievement scholarship.

Academic Scholarships

Academic Scholarships are awarded to full-time, degree-seeking students attending the main campus. Academic Scholarships are designed to recognize and reward students for previous exceptional academic achievement. Generous scholarship awards are presented based on high school grade point averages (GPA) and ACT/SAT scores. Renewable: Academic Scholarships are renewable based on the appropriate cumulative grade point average (CGPA) and full-time enrollment. CGPA requirements for renewal are as follows: Honors Scholarship, 2.5; President's Scholarship, 3.0; Trustees Scholarship, 3.25. One-semester grace period is given to all first-time students.

Achievement Awards

Achievement Awards are considered for students not receiving an academic scholarship. Achievement awards are based on high school (GPA) and ACT/SAT score result. Renewable: Achievement Awards are renewable based on maintaining a grade point average of at least 2.5. One-semester grace period is given to all first-time students.

Distinguished Academic Scholar Program

The Distinguished Academic Scholar award is available to any full-time student who has been recognized as a National Merit Scholar or a National Merit Scholarship Finalist. The Distinguished Academic Scholar award for those who were recognized as a National Merit Scholar is 100% tuition, general fees, and room and board charges. A student recognized as a National Merit Scholarship Finalist is eligible for an award of 50% of tuition and room and board charges. Recipients of the Distinguished Academic Scholar award are ineligible for any other HLGU institutional aid; however, they may

retain any outside aid they can secure.
Renewable: Based on maintaining a minimum CGPA of 3.25 at the end of each semester.

Phi Theta Kappa Scholarship

Students transferring into HLGU with membership in Phi Theta Kappa are eligible to receive a Phi Theta Kappa scholarship. Students must enroll full-time. Renewable: Based on full-time enrollment and maintaining a CGPA of 3.0 at the end of each semester.

Sensus Plenior Scholarship

Honors students have available to them a monetary scholarship in addition to any other financial aid awards they are offered through the University. Application for this scholarship must be made annually and differs from the honors application one must fill out to be admitted to the program. Eligible students must be admitted to HLGU and the HLGU Honors Program, maintain honors program catalog GPA standards, attend monthly Sensus Plenior (honors student organization) meetings, attend 75% of all Sensus Plenior sponsored events, attend the annual honors colloquium, and designate the honors coordinator as an academic advisor through the Office of the Registrar.

Transfer Scholarships

Transfer Scholarships are awarded to full-time, degree-seeking students attending the main campus. Transfer scholarships are designed to recognize and reward students for prior exceptional achievement at a previous institution. Generous scholarship amounts are awarded on the basis of cumulative grade point average (CGPA) and full-time enrollment. Renewable: Based on maintenance of a minimum CGPA of 2.5 and full-time enrollment; eligibility is determined at the end of each semester.

Enhancement Scholarships

A student may receive any two of the following scholarships if he or she qualifies.

Athletic Performance Scholarships

These scholarships are awarded to students selected by the Athletic Department to participate in one or more of the following sports for men: baseball (varsity and junior varsity), cheerleading, cross-country, men's basketball (varsity and junior varsity), golf, shotgun sports, soccer, track and field, and wrestling; for women: basketball (varsity and junior varsity), cheerleading, cross-country, golf, shotgun sports, soccer, softball, track and field, and volleyball. Renewable: Based on the discretion of the Athletic Department, to include full-time enrollment and maintaining a CGPA of 2.0.

Denominational Scholarships

Christian Ministry Vocations (CMV) Scholarship

The CMV Scholarship is \$2500 per year and is granted to CMV students who meet the following criteria: full-time enrollment; active membership in a Southern Baptist church; a demonstrated evidence of a sense of call from God to pursue a lifelong vocation in Christian ministry through a church, Christian agency, or missions organization; a publicly-expressed decision in a local church to serve Christ vocationally in a ministry setting; participation in the on-campus CMV Fellowship organization; and additional requirements to maintain the scholarship. For a more detailed list of requirements, see the Director of Ministry Guidance, Director of Financial Aid, or the Vice President for Enrollment Management. Non-Southern Baptists who apply will be considered on an individual basis by the Director of Ministry Guidance and Christian Studies Division faculty. Renewable: Based on the discretion of the Director of Ministry Guidance and the Scholarship Committee, satisfactory performance, and maintaining a minimum CGPA of 2.0 at the end of each semester.

The HLGU Southern Baptist Heritage 50% Tuition Scholarship

The HLGU Southern Baptist Heritage 50% Tuition Scholarship is available to current high school and homeschool seniors, as well as transfer students who are new to the HLGU campus. Eligible students must be an active member of a Southern Baptist church (church recommendation required), meet all admissions guidelines, be a residential student at HLGU, be enrolled as a full-time degree-seeking student, and pay tuition and housing deposits. The HLGU Southern Baptist Heritage 50% Tuition Scholarship cannot be combined with additional HLGU scholarships and is available to fall and spring semester students only. Renewable: Available for 8 consecutive semesters, to include full-time enrollment and maintaining a CGPA of 2.5.

Minister's Dependent Scholarship

The amount of \$1000 annually is available to spouses or unmarried dependent children of Baptist ministers and U.S. or foreign missionaries who are enrolled full-time. Renewable: Based on maintaining a minimum CGPA of 2.0.

Missouri Baptist Convention Employees Concession

Hannibal-LaGrange University extends to all full-time employees of the Missouri Baptist Convention a 50% tuition-only concession for their dependents who enroll at HLGU as first-time, full-time students. The concession is available to dependents of those employees who have completed three years of full-time employment at the Missouri Baptist Convention or the Missouri Baptist Children's Home. Students accepting this concession are ineligible for other HLGU institutional aid. However, if they can obtain HLGU aid greater than 50% through the main scholarship program, they can elect to forfeit the concession and accept the main scholarship funds.

Southern Baptist Scholarship

The amount of \$500 is awarded to members of a Southern Baptist church. Contact the Office of Admissions to apply for this scholarship. Renewable: Based on full-time enrollment and maintaining a minimum CGPA of 2.0 at the end of each semester.

Southern Baptist Convention Seminary Concession

Hannibal-LaGrange University extends to all full-time employees from all six Southern Baptist Convention seminaries a 50% tuition-only concession (does not apply to room, board, books, or fees) for their dependents who enroll at HLGU as first-time, full-time students. The concession is available to dependents of those employees who are currently employed and have completed three years of full-time employment at an SBC seminary. Students accepting this concession are ineligible for other HLGU institutional aid. However, if they can obtain HLGU aid greater than 50% through the main scholarship program, they can elect to forfeit the concession and accept the main scholarship funds. A letter from the president of the institution stating the employee's status must be received each year by August 1 to verify eligibility.

Performing Arts Scholarships

These scholarships are awarded to students selected by University personnel to participate in one or more of the following performance groups: Chamber Choir, Concert Choir, The New Edition, Praise Song, Symphonic Band, media communication, music, theatre arts, and visual arts. Renewable: Based on audition, full-time enrollment, and maintaining a minimum CGPA of 2.0.

Special Scholarships

Funding from special scholarships established by individuals and groups may also be available for qualified individuals.

For further information, contact the Office of Financial Aid.

HLGU Student Ambassador Scholarship

The HLGU Student Ambassador scholarship is available to returning HLGU students. To qualify for the scholarship the student must have/maintain a CGPA of 2.75 or higher, and be a returning, full-time HLGU student. Students chosen to be HLGU Student Ambassadors are required to attend a leadership training that will be provided by the Office of Admissions. Twelve HLGU Student Ambassador scholarships will be given out each year. Student Ambassadors will represent HLGU during the school year at various on and off campus events. Apply online at www.hlg.edu/ambassadors between February 15 and March 15.

Non-Institutional Scholarships

Access Missouri Program

HLGU participates in the Access Missouri Program. This award is dependent upon funding approved by the Missouri state legislature. Contact the Office of Financial Aid for details. Additional information is available at

<http://dhe.mo.gov/accessmo.php>. NOTE: Students majoring in the Christian Studies Access Missouri funding.

Missouri Higher Education Academic Scholarship Program (Bright Flight)

This scholarship is available to Missouri high school seniors who score in the top 3 percent of all Missouri students taking the ACT or SAT. This award is dependent upon funding approved by the Missouri state legislature. Renewable: Based on full-time enrollment and maintaining satisfactory academic progress. Additional information on the Bright Flight program is available at <http://dhe.mo.gov/ppc/grants/brightflight.php>.

Veterans Educational Benefits

Veterans, dependents of deceased or disabled veterans, and disabled students may be eligible for special educational benefits through the Veterans Administration. To determine eligibility, students must contact the Veterans Administration, at <http://www.gibill.va.gov/>. Once eligibility has been determined, the student must provide a copy of their Certificate/Letter of Eligibility to the campus Veteran Affairs Certifying Official, who is located in the Office of the Registrar.

Federal Work-Study (FWS) Employment

The Office of Financial Aid determines a student's eligibility for the Federal Work-Study Program. Eligibility is based on financial need and job qualifications. Financial need is determined by information reported on the FAFSA. For FWS opportunities, eligible students should directly contact a site supervisor or check for work-study job listings on the student portal. Students may apply online through the student portal. NOTE: FWS eligibility is not a guaranteed award and does not guarantee job placement. Students who are eligible must work to earn the full amount of the award. Questions about employment may be directed to the Office of Business Services.

Federal Grants

Federal Pell Grants

Funded by the U. S. Department of Education, Pell Grants are provided for all students qualifying on the basis of need as determined by the FAFSA.

Federal Supplemental Educational Opportunity Grants (SEOG)

The Federal Supplemental Educational Opportunity Grants program is based on appropriated federal funds and is used in aiding students with exceptional financial need. The maximum yearly grant cannot

exceed \$1,000. Eligibility is determined by the information provided on the FAFSA.

Federal Loans

Subsidized Federal Stafford Loans

Subsidized loans are low-interest loans that have a fixed rate. The federal government pays the interest while the student is continuously enrolled at least half-time, during a grace period or periods of authorized deferment. Eligibility is determined by filing the FAFSA. Repayment begins six months after the student graduates, withdraws, or falls below half-time enrollment. The loan is processed by the Office of Financial Aid.

Federal Unsubsidized Stafford Loans

These loans are the same as the Stafford except that the borrower is responsible for paying any interest accrued. The interest will begin to accrue as soon as the loan is disbursed, though students have the choice to pay the interest or defer it as long as they are enrolled at least half-time, in a grace period or deferment.

Federal PLUS Loan

This non-need based loan is available to parents of dependent students, as well as graduate and professional students. An eligible loan recipient may borrow up to the cost of attendance minus any other aid received. The recipient is responsible for paying all interest, which begins to accrue as soon as the loan is disbursed. For graduate and professional students, the principal may be deferred as long as they are in school. For parent borrowers, the first payment is generally due 60 days after the loan is fully disbursed. Some deferment opportunities are available. The loan is processed by the Office of Financial Aid. The lender will require the borrower to undergo a credit analysis as part of the approval process.

Institutional Loans

Minnie L. Gamm Memorial Nursing Student Loan Fund

Established in memory of Minnie L. Gamm, this fund provides loans to HLGU nursing students who are deemed most interested in and most likely to become graduates in the field of nursing. Loans are not to exceed amount sufficient to pay for books, tuition, and room and board. A 7% interest rate accrues on the unpaid balance following graduation from the University or termination of studies at HLGU. This loan can be applied for through the Office of Financial Aid. Half-time enrollment is required for this loan.

Academic Policies

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

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

Transfer Policies

According to the Higher Learning Commission, "each institution shall determine its own policies and procedures for accepting transfer credits, including credits from accredited and non-accredited institutions, from foreign institutions, and from institutions which grant credit for experiential learning and for non-traditional adult learner programs in conformity with any expectations in the Commission's Assumed Practices" (Higher Learning Commission Policy FDCR.A.10.040).

According to the Missouri Department of Higher Education (MDHE), the Coordinating Board for Higher Education (CBHE) is required to "establish guidelines to promote and facilitate the transfer of students between institutions of higher education within the state." This responsibility is discharged through the implementation of the CBHE's credit transfer policy (Section 173.005(7), RSMo).

Hannibal-LaGrange University (HLGU) uses the CBHE Guiding Principles and the American Association of Collegiate Registrars and Admissions Officers (AACRAO) when establishing the following policies.

Responsibility of the Registrar

The HLGU Registrar is charged with the responsibility for carrying out the policies set by the Academic Affairs Committee (AAC), the Office of Academic Administration, and

the Executive Cabinet. As a member of the AAC, the Registrar can alert the AAC concerning the standards set by the accrediting association (Higher Learning Commission), best practices set by CBHE and AACRAO, or rules set by the federal Department of Education concerning transfer credits. The HLGU Registrar is responsible for determining what coursework is accepted and what graduation requirements are met.

Transcript Policies

An official transcript is defined as a document received by the HLGU Office of the Registrar through approved methods from another credit-granting institution. An official paper transcript must be received in a sealed envelope. A transcript presented by the student in either an opened envelope or in no envelope at all is not considered official. Students may hand deliver official transcripts as long as the envelope is sealed. An official electronic transcript may be received from one of the following exchange providers: Parchment, E-Script Safe, or National Student Clearinghouse.

To be considered official, university transcripts received from non-U.S. institutions must be accompanied by an official translation (if not in English) and evaluation from American Education Research Corporation (AERC) or World Education Services (WES).

Transfer Credit

The following guidelines apply in regard to transcripts.

1. **When Are Transcripts Transcribed?**
Once a student has made a deposit to the institution or registered for courses and all transcripts have been received, credit will be posted to the HLGU transcript. Transcription time takes approximately 72 hours.

2. How Are Credits Transcribed?

- a. 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 HLGU. Courses from nationally accredited or non-accredited institutions are evaluated on an individual basis.
- b. Transfer credits are transcribed with the same number of credit hours and grades assigned by the original credit-granting institution.

3. Number of Hours Accepted

There is no limit to the number hours that can be accepted from four-year accredited universities or colleges. Although transfer hours may be counted toward graduation, catalog policies govern the minimum number of hours completed at HLGU in order to be awarded a degree. Transfer hours from two-year institutions or community colleges are accepted as follows:

- a. Traditional Undergraduate- A total of 64 credit hours will be accepted from accredited two-year institutions or community colleges except when an articulation agreement or memorandum of understanding states otherwise.
- b. Adult Completion Program- A total of 79 credit hours will be accepted from accredited two-year institutions or community colleges except when an articulation agreement or memorandum of understanding states otherwise.
- c. An Associate of Arts degree (including AAT) from a regionally accredited Missouri institution or John Wood Community College is accepted as meeting all general education requirements, except for Bible.

4. Vocational Credit

No vocational, career, or technical credit can be used in any degree except the AAS and the BAS, or when a memorandum of understanding or articulation agreement exists.

5. Non-Course Credit

- a. Prior Learning Assessment (PLA) - In some cases, students may wish to receive University credit for legitimate, adequately-documented educational learning gained by some nontraditional means. (For example, the successful completion of certain courses offered by reputable law enforcement groups can sometimes result in receiving university credit.) 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 at HLGU or other accredited institution (as indicated in the course syllabus).

NOTE: Students are required to successfully complete a minimum of 12 credit hours at HLGU before such credit will be transcribed. PLA credit may not be requested during the last 32 hours of a bachelor's program or last 16 hours of an associate program.

- b. College-Level Examination Program (CLEP) - 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 nine semester hour's 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 grade. Details and a brochure describing CLEP are available through the Office of Academic and Career Services.
- c. Nursing Examinations - Students in the nursing program may receive credit for acceptable scores on National League for nursing exams.
 - d. 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- and/or department chair or the course instructor.) Challenge examinations may be taken only with the joint written approval of the course instructor, the division- and/or department 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.
 - e. 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 Office of Admissions or from the Office of the Registrar.
 - f. Credit for Educational Experiences in the Armed Forces - Credit for properly documented educational experiences in the armed forces will be granted according to the American Council on Education (ACE) recommendations and also from "A Guide to the Evaluation of Educational Experiences in the Armed Services" (accessible at www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx)
- NOTE: Additional costs and restrictions may apply to any of the non-course credit options. See current academic catalog for further details.
6. Missing Transcript Policy - All transcripts must be received by HLGU within 30 days of the term start date or students will be administratively withdrawn.
 7. Course Equivalency - When a course equivalency is not clear, the Registrar will work with faculty members who are content area experts to determine whether or not transfer course content matches and is sufficient to grant credit for an HLGU equivalent course. If a transfer course is not considered an equivalent match to a HLGU course, then the Registrar will grant subject area or elective credit corresponding with the transfer course level.
 8. Credit Life and Expiration - In some fields knowledge progresses at a rate where past courses taken become obsolete. Some departments have stated guidelines related to the expiration of course credit. When no explicit guideline is stated, the Registrar will use professional judgement and consult with the department faculty as content area experts to determine whether transfer course content is sufficiently up-to-date

for transfer credit to be applied to graduation requirements.

9. Remedial/Developmental Work - Students who have earned credit hours for remedial/developmental courses at another institution will receive credit for such courses provided
 - a. HLGU accepts credit from that institution, and
 - b. That the equivalent course is included in the HLGU current catalog.
10. Credit Conversion - HLGU follows best practice guidelines provided by AACRAO.

Composition and Mathematics Course Placement Policies

Composition Course Placement

HLGU utilizes a student's ACT English subscore to determine the appropriate entry level English writing course.

ACT Subscore	SAT Subscore	Course Placement
Below 18	New SAT: Below 500 Old SAT: Below 900	ENG 013 English Fundamentals
18 and above	New SAT: 510 or above Old SAT: 910 or above	ENG 104 English Composition I

Students without an ACT/SAT English subscore must take an online English placement exam.

Mathematics Course Placement

HLGU utilizes a student's ACT math subscore or SAT math subscore to determine the appropriate entry level math course for the student with no prior college level math credits.

ACT Subscore	SAT Subscore	Course Placement
Below 18	Below 430	MTH 100 Fund. of Math
18-19	431-460	MTH 110 Elem. Algebra
20-23	461-560	MTH 123 Interm. Algebra
24 and above	561 and above	MTH 127 Elem. Statistics MTH 131 Contemp. Math MTH 143 College Algebra
25 and above	570 and above	MTH 153 Precalculus
27 and above	610 and above	MTH 185 Analytic Geometry and Calculus I (student must have 1 semester of Trigonometry, Precalculus, or Math Analysis as a prerequisite)

Students without an ACT/SAT math subscore must take an [online mathematics placement exam](#). Any student can request to take an [online mathematics placement exam](#) one time in an attempt to improve placement.

Graduation Notes

Graduation and Degree Conferral Dates

HLGU confers degrees six times per year: in January, May, June, August, September, and December. However, the University has only one commencement ceremony per year, held in early May. The student's degree conferral date, and thus their graduation date, depends upon when all requirements are completed.

Students completing work after a degree conferral month will have their degree conferred on the next graduation and degree conferral date.

Conferral Month	Conferral Date
January, June, August, September	Last Friday of the month
December	Second to last Friday of the month
May	Date of commencement ceremony

Your Graduation Date

HLGU employees cannot promise a graduation date to a student. Even though someone suggests a likely date, the student may only graduate when he or she has earned the privilege by completing all the graduation requirements. NOTE: If a student fails a course needed to complete the graduation requirements during graduation week, the student cannot graduate.

Attendance at Commencement Ceremony

All graduating students are strongly encouraged to attend the May commencement ceremony. Students are permitted to graduate in absentia, but the graduation fee will still be charged. Students are allowed to participate in the commencement ceremony if all graduation requirements have been met, or if they have only one remaining course to complete during the summer.

Diplomas Printed

A diploma is not printed until after the student has completed all of the degree requirements. After the degree is conferred on the student and all requirements are complete, then the diploma will be printed and mailed within ten (10) weeks. No diplomas will be available on graduation day.

Caution 1: For a student's records to be processed for graduation, the student must submit an Application for Graduation form during the semester prior to that semester in which graduation is anticipated. Please see the [Academic Calendar](#) at the front of this catalog for the application due date.

Caution 2: The name printed on the diploma will be the official name as it is registered in the campus software system. It is the student's responsibility to check this and ask for it to be corrected if necessary. Particular attention should be paid to the middle name or initial so that it will be in the preferred form.

Undergraduate Graduation Requirements

After undergraduate baccalaureate students have selected their majors, they should carefully consult the catalog for the graduation requirements for their chosen four-year major. In consultation with their advisor they should check their progress, semester-by-semester, toward the completion of their requirements.

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

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

1. Remove all deficiencies in the HLGU entrance requirements.
2. Complete the appropriate General Education requirements for the four-year degree or the Required Courses for the two-year degree, as listed above.
3. Complete the appropriate Bible survey requirement:
 - 6 hours are required for all baccalaureate degrees and for the AA

degree. Exceptions: the BSE, BSN, and the Adult Degree Completion programs have modified Bible requirements.

- 3 hours are required for the AS, ASN, and AAS degrees.
4. Complete the specific requirements for the chosen major in a four-year program or for an optional concentration in a two-year program.
 5. Complete the minimum semester hours required for the chosen degree with an overall grade point average of 2.0 (C) or higher. The minimum semester hours for undergraduate programs are:

RN to BSN bachelor's degree	125
All other bachelor's degrees	124
Associate of Science in Nursing	71
Associate of Arts or Science	64
Associate of Applied Science	60
 6. Activity Courses

Only a limited number of credit hours from activity courses (ART, CAM, MUA, MUE, PHE, THR, VAR) may be counted towards a degree.

 - a. In the AAS degree, no activity courses are permitted.
 - b. In four-year degrees a maximum of 8 hours of activity courses (ART, CAM, MUA, MUE, PHE, THR, VAR) are permitted. Exception: Specific majors that require additional activity courses.
 - c. In the AA and AS degrees, a maximum of 4 hours of activity courses (ART, CAM, MUA, MUE, PHE, THR, VAR) are permitted.
 7. Residency Requirement

In order to be awarded a bachelor's degree from HLGU, a minimum of 32 semester hours (of the 124 total required) must be completed through our institution. In order to be awarded an associate's degree from HLGU, a

minimum of 16 semester hours of the 64 total must be completed through our institution. At least 23 of the last 32 semester hours (13 of the last 16 semester hours for associate degrees) must be completed through HLGU. No more than half of the residency hours may be earned through external courses, internships, independent studies, or extension centers. Advanced Standing Credit, including CLEP (see Admissions chapter) and transfer credit from other schools, may not be used to fulfill the residency requirement.

NOTE: For a baccalaureate student to receive Latin honors (cum laude, etc.) and a gold honors medallion, at least half of all degree requirements must have been taken at HLGU. (This requirement does not apply to the degree-completion program students who receive the bronze honors medallion.) See [Academic Honors Recognition](#).

8. Pay all fees owed to the University.
9. Submit an Application for Graduation in the Office of the Registrar prior to the deadline shown in the academic calendar (before Thanksgiving for May graduation, early February for August completion, or early April for December completion). Students seeking a bachelor's degree should not apply until earning at least 90 credit hours.
10. Receive a written Statement of Graduation Requirements from the Office of the Registrar verifying the semester for graduation and the requirements that still need to be met before making any plans to graduate (that is, before ordering cap and gown, announcements, etc.).

NOTE: Students seeking a bachelor's degree who have earned less than 90 hours will not be evaluated.

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

1. Complete at least 40 semester hours at the 300 level or above with at least one-third of the courses in the major at the same level.
2. Complete at least one-half of the hours in the major at HLGU. Exceptions must be approved by a special review committee.
3. Complete all courses in the major with at least a grade of C or retake them to achieve a C or higher.

Master's-Level Graduation Requirements

Graduation requirements, as well as other policies pertaining to master's degrees offered by Hannibal-LaGrange University are presented in the Division of Adult and Graduate Studies section of this catalog.

Graduation Under a Particular Catalog

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

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

1. The chosen catalog is not more than six academic years old.
2. The student had enrolled for coursework under the chosen catalog.
3. The student has been continuously enrolled at HLGU. A student who does not maintain continuous enrollment will be assigned the catalog in effect at the time he or she resumes enrollment.

NOTE: Returning students desiring an exception to this policy may appeal to the

Office of Academic Administration at the time of readmission.

NOTE: The catalog current at the time of graduation will be followed regarding academic policies governing graduation requirements, honors recognition, and all other policies – only the course requirements for the student's program of study may be taken from an earlier catalog. The current policies will apply to every degree candidate, regardless of which catalog the student has chosen for the program of study.

Requirements for a Second Bachelor's Degree

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

1. Complete at least 32 semester hours in residence at HLGU beyond the requirements for the first degree. Of that 32 hours, no more than 16 may be earned through external courses, extension centers, internships, or independent studies. Advanced Standing Credit may not be used to fulfill the residency requirement.
2. Complete any additional specific requirements for the second degree.

Majors and Professional Programs

Admission to the University does not automatically admit students to a major or professional program of their choosing. See [Admission to Majors and Professional Programs](#) in the Admissions section for details.

Program Completion Lengths

Certificate Programs

Hannibal-LaGrange University's one certificate program, Practical Nursing, is designed to be completed in one year.

Associate Degree Programs

Hannibal-LaGrange University offers four associate degrees: Associate of Arts, Associate of Science, Associate of Science in Nursing, and Associate of Applied Science. The Associate of Arts (64 hrs.), Associate of Science (64 hrs.), and Associate of Applied Science (60 hrs.) degrees are designed to be completed in two years. The Associate of Science in Nursing (71 hrs.) is designed to be completed in three years.

Baccalaureate Degree Programs

Hannibal-LaGrange University offers six baccalaureate degrees: Bachelor of Applied Science, Bachelor of Arts, Bachelor of Science, Bachelor of Science in Education, Bachelor of Science in Nursing, and Bachelor of Music. Five of the six baccalaureate degree programs at Hannibal-LaGrange University are 124-credit-hour programs designed to be completed in four years. The Bachelor of Science in Nursing degree is a 125-credit-hour program designed to be completed in four years.

Adult Degree Completion Program

Hannibal-LaGrange University offers two baccalaureate degrees in the adult undergraduate degree completion program: Bachelor of Science and Bachelor of Applied Science. Admittance to the Adult Degree Completion Program is conditioned on the student having previously completed approximately 67 credit hours of undergraduate work. Both Adult Degree Completion Program degrees at Hannibal-LaGrange University are 124-credit-hour programs designed to be completed in a total of four years. Enrollment in HLGU courses is designed to be completed in 20-22 months.

Master's Degree Programs

Hannibal-LaGrange University offers three master's degrees: Master of Education in Educational Administration (30 hrs.), Master of Science in Education (30/30+ hrs.), and Master of Arts in Leadership (30 hrs.). HLGU master's level programs are designed to be completed in one year. The MSE Teaching & Learning options with initial certification are designed to be completed in two years.

Course Load

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

During regular semesters the maximum load is normally 17 semester hours. However, students with at least sophomore standing can register for 18 hours with the approval of the faculty advisor. (NOTE: Additional tuition is charged for all hours over 17.) Students with at least junior standing and a CGPA of 3.0 or higher may register for additional hours with the Request for Overload Hours form which requires approval from the Office of Academic Administration.

Classification	Minimum CGPA	Maximum Load	Approval Needed
Freshman (0-23) or above	N/A	17 hours	Advisor
Sophomore (24-59) or above	3.0	18 hours	Advisor
Junior (60-89) or above	3.0	19-21 hours	Office of Academic Admin.

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

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

Study-Time Requirements

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

Academic Difficulty or Probation

A student on academic difficulty or probation is restricted to the maximum hours allowed (see Academic Standing, below). Exceptions must be approved in writing by the Office of Academic Administration. Other academic restrictions may also apply.

Class Attendance

Since class attendance is a vital part of the learning process, regular and punctual attendance is expected in all classes and labs. At the beginning of each semester/term, instructors will notify students of their specific attendance policies, either verbally or through their course syllabi. Students are expected to be knowledgeable about these policies.

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

If an absence is known ahead of time, students should notify the instructor during a previous class. If it occurs unexpectedly, students can confer with the instructor immediately after returning to class. If an

extended absence is unavoidable, students should make direct contact with the instructor as soon as possible to make appropriate arrangements for the interim period until they can return to class.

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

Summer Courses

The summer course schedule for non-Adult Degree Completion programs or master's degree courses includes all terms that occur in May, June, July, and early August. The summer offerings include General Education courses and some special courses not offered at other times of the year. The same course standards prevail, and all University policies and rules apply that are maintained during the fall and spring semesters.

Students are considered full time if the combined course load from all summer terms is 12 credit hours. The maximum course load for the entire summer is 18 credit hours. (For additional information about course loads, see [Course Load](#).)

Guest students from other institutions of higher learning attending only for the summer terms must fill out an application form and pay the University's Application Fee (see the list of fees in the Financial Aid chapter). Those who continue in the fall semester must complete the regular admission requirements.

Registration

Students may register for courses online through the student portal or in the office of their advisor. Students who add or drop courses online are expected to inform their advisor of any changes they make to their schedule, as such changes may affect the student's graduation plan. Students will bear the responsibility for consequences associated with changes they make to their schedule.

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

Academic Advisement

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

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

The faculty advisor will answer questions concerning the following:

1. Steps in the registration process.
2. Values of various majors, minors, and concentrations.
3. Courses that will contribute to the student's educational, vocational, and personal goals.
4. General Education and graduation requirements, as stated above.

5. Courses needed in a two-year program for transfer to a four-year major or to another school.
6. Courses needed for application to graduate schools.
7. Any other questions about scheduling or procedural steps toward graduation.

Degree Plan

Students should work closely with their advisor to develop a plan that will complete the course requirements for the selected major and for any chosen concentration or minor. The degree plan, typically referred to as a four-year plan, provided by each program will be helpful in plotting this course. Students should particularly pay attention to the following when charting their course: general education requirements, major course requirements (with any professional or support course requirements), prerequisites, electives, course sequences, electives, and University graduation requirements.

NOTE: Although the faculty advisor is a key ally in this process, it is the student's responsibility to take ownership of his or her own education and make sure all graduation requirements are met.

Undergraduate Registration Periods

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

1. Meet the degree plan requirements.
2. Include only those courses for which all prerequisite requirements have been met.

3. Fulfill the prerequisites for those courses required in later semesters.
4. Use the courses listed in the published course offerings for the particular semester or term. (See [Current Course Schedules](#))
5. Avoid any schedule conflicts between the courses selected.

Timely Course Registration

Returning students must be registered and make payment arrangements no less than two weeks prior to a term-start date. Failure to do so may result in the assessment of a fee of \$250. New students must make payment arrangements by the first day of class.

HLGU reserves the right to administratively withdraw students who fail to meet these requirements.

NOTE 1: Returning students should complete the financial aid process in a timely fashion in order to meet the deadline.

NOTE 2: Official transcripts from all institutions attended must be received by HLGU within 30 days of the term start date or students may be administratively withdrawn.

Changing the Major

At any time a major is declared or changed, the student is to report that information to the Office of the Registrar, who will then assign or reassign the student to a faculty advisor within the chosen major area. Faculty advisors are available to students throughout the year.

Final Responsibility

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

1. The selection of his/her major and minor.
2. The selection of courses to meet program requirements and prerequisites.
3. The fulfillment of all graduation requirements.

4. The timely completion of registration each semester. NOTE: Registration for the upcoming semester should be completed one week before the final exams begin.

Changing the Personal Class Schedule

Add/Drop Procedure

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

1. Obtain an [Add/Drop Class Form](#) from the Office of the Registrar or the HLGU website.
2. Stay within the requirements listed under Course Load, above.
3. Secure permission and signatures from the instructor(s) involved, faculty advisor, and athletic coach (if applicable). (If the add procedure causes a course load to exceed 18 hours, the student must also obtain the appropriate signature as indicated in the table under Course Load, above.)
4. Pay the change-of-schedule (add/drop) fee in cash, check, or with a credit/debit card, if applicable, to the Office of the Registrar. This fee cannot be charged to the student's account. A single change-of-schedule may involve any number of courses (if from the same semester or from the same summer) and will result in a single fee.

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

Dates Affecting Course-Schedule Changes

Various deadlines affect the add/drop procedure.

1. If signatures on an Add/Drop Class Form are not obtained within five days from the time it is issued, the form becomes invalid and the student must begin the process again.
2. Before financial arrangements have been completed with the Office of Business Services, course changes can be made on the Enrollment Form or through the portal. After that, course additions or drops must follow the designated add/drop procedure.
3. The student should check the Academic Calendar at the front of the catalog for the following deadlines:
 - a. For a course to be added.
 - b. For students to withdraw from a course without having any transcribed record of being enrolled in the course.
 - c. For students to withdraw from a course and receive W (Withdrew) on the permanent record. After that date a withdrawal from a course will result in either WP (Withdrew While Passing) or WF (Withdrew While Failing) on the permanent record.
 - d. For the last date—about two weeks before finals—that a student can withdraw from a course so that the grade is not averaged into the GPA.

Final Examinations

Final examinations week is the last week of each semester. Not all courses culminate in a final examination; some instructors assign a term or final paper project in lieu of, or in addition to, the final exam. Final examination week is part of the regular semester. Student attendance shall be consistent with University policy.

All semester examinations are to be given in accordance with the schedule published by

the Office of Academic Administration and can be viewed online at www.hlg.edu/academics/final-exam-schedule/. The final exam schedule has been created to avoid conflicting exams.

Students who have three final examinations scheduled for the same day may get one of the examinations changed to another day. The request to change the examination time should be made to the instructor at least one week prior to the beginning date of final examinations. Under normal conditions the examination in the middle time period will be the one changed. If necessary, final determination regarding moving an exam will be made by the Office of Academic Administration. Exams will not be moved due to travel plans.

Withdrawal from HLGU

The following policies apply to withdrawal from Hannibal-LaGrange University.

Official Withdrawal

In order to withdraw officially from Hannibal-LaGrange University and receive a letter grade of W, WP, or WF on all incomplete courses, the student must submit a completed and signed withdrawal form to the Office of the Registrar according to the DEADLINE dates listed in the Academic Calendar. See [Grading System](#) for the meaning of the letter grades.

NOTE: Failure to follow the withdrawal procedure below will result in a grade of F.

Procedure for official withdrawal:

1. Obtain the [University Withdrawal Form](#) from the Office of the Registrar or from the HLGU website.
2. Complete an exit interview.
3. Secure the appropriate signatures.
4. Process the form through the Office of the Registrar.

Any refunds will be calculated according to Hannibal-LaGrange University's Refund Policy. (For policy on refunds, see [Financial Information](#) section.)

Unofficial Withdrawal

A student may be unofficially withdrawn for the following reasons:

1. If the student ceases attendance without providing official notification to the institution of his or her withdrawal; in such a case the mid-point of the payment period (or period of enrollment, if applicable) will be used as the withdrawal date.
2. If the institution determines that a student did not begin the institution's withdrawal process or otherwise provide official notification (including notice from an individual acting on the student's behalf) to the institution of his or her intent to withdraw because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control; in such a case, the withdrawal date that the institution determines will be related to the relevant circumstance.

Administrative Withdrawal

Hannibal-LaGrange University reserves the right to administratively withdraw from the University a student who has failed to meet institutional (failure to attend class, failure to make payment arrangements, etc.) or program requirements (e.g. failure to meet course grade requirement). Most students who are administratively withdrawn will need to reapply to the institution to continue in a subsequent term.

Leave of Absence

The following guidelines govern withdrawal related to leave of absence:

1. If a student does not return from an approved leave of absence, the date that the institution determines the student began the leave of absence is the student's withdrawal date.

2. If a student takes a leave of absence that does not meet federal guidelines, the date that the student began the leave of absence is the student's withdrawal date.

Advanced Standing Credit

Sometimes advanced standing credit may be obtained for certain university courses through nontraditional methods based on prior learning experiences. For detailed information and limitations, see [Admission with Advanced Standing](#) section.

Independent Study

An independent study is either course normally taught in a classroom, but to be taken outside of regular class meeting times due to special student circumstances, or a Special or Advanced Topics course.

Policies

Students petitioning to take an independent study are to comply with the following guidelines:

1. Pay the fee for each independent study (See [Financial Information](#) section for fee amount).
2. Have attained at least a junior classification.
3. Have no incomplete courses (a grade of IN) when registering for an independent study.
4. Have a cumulative grade point average (CGPA) of at least 2.5.
5. Enroll in no more than two (2) independent studies in a semester.

Course Requirements

An independent study requires a high level of self-discipline and academic ability. The student must cover the same material as those who attend regular class but without classroom interaction, stimulation, and informational input. Consequently, extra library research and projects are normally used to compensate for lost classroom instruction.

Since each credit hour of an average non-laboratory course requires one hour in the classroom and at least two hours of outside preparation each week, the student taking an independent study should expect no less than 45 hours (three hours times fifteen weeks) of coursework for each credit hour (135 hours for a three-credit-hour course). Because the student is working without the benefit of classroom interaction and experiences, an independent study will likely take longer.

Although not required to attend regular classes, the student will be required to meet with the instructor at specified intervals for guidance and evaluation. An independent study usually involves:

1. A list of readings selected or approved by the instructor.
2. The completion of a project or a paper.
3. Written examinations covering the student's readings.
4. Other assignments appropriate to the topic as determined by the instructor.

The instructor must make the final decision to approve or disapprove the student's proposal for an independent study. Some courses are not conducive to independent study for the following reasons:

1. They require guided lab experience, essential classroom interactions, or classroom training in skills.
2. The library lacks resources to match the lecture material.
3. They present other problems.

Enrolling in an Independent Study Course

To enroll in an independent study course, the student must do the following:

1. Propose the independent study to the faculty advisor and the prospective instructor for approval.
2. Obtain the [Request for a Non-Standard Course Form](#) from the Office of the Registrar or HLGU website.

3. Fill out the form with the faculty advisor and obtain the required signatures.
4. Take the form to the Office of Academic Administration for computer entry.
5. Submit the form to the Office of the Registrar.

NOTE: Receiving approval to take a course by independent study does not constitute enrollment in the course; the student must still complete the normal enrollment process as well as submit the special form.

Grading System

Course letter grades and credits that are entered on a student's official permanent record fall in one of three categories, as follows:

1. Grades Used in Calculating the GPA (grade point average)

Letter Grade	Description	Quality Grade Points
A, A-	(Excellent)	4.0
B+, B, B-	(Above Average)	3.0
C+, C, C-	(Average)	2.0
D+, D, D-	(Passing, but unsatisfactorily)	1.0
F	(Failure)	0

If grades earned at another institution are accepted for transfer, the credit hours, along with grades earned, are recorded on the transcript and are used in calculating the overall CGPA.

2. Credit Used to Meet Graduation Requirements but Not Used to Calculate the GPA

Advanced Placement and Credit by Examination: For credit earned through CLEP tests or other testing programs, full credit is recorded but no grade is assigned.

Credit for Prior Learning Experience:
Credit is recorded but no grade is assigned.

For limitations on this kind of credit, see the [Admission with Advanced Standing](#) section.

3. Transcript Notations Not Used in Calculating the GPA

W	(Withdrew)	No credit is recorded
WP	(Withdrew Passing)	No credit is recorded
WF	(Withdrew Failing)	No credit is recorded
P	(Pass)	Occasionally courses receive grades of P or F. Credit is recorded but no grade points are given
I	(Incomplete)	Required work not yet completed
AU	(Audit)	Indicates auditor completed course. No numerical value is assigned
NC	(No Credit)	Auditor dropped or failed to complete course
CR	(Credit)	Credit is recorded but no grade points are given

W, WP, and WF

These grade notations cannot be assigned until the student has submitted to the Office of the Registrar a course withdrawal form bearing the student's signature.

Incomplete (I)

When, in the instructor's opinion, circumstances beyond a student's control prevent the completion of required coursework during an academic term, the instructor may record a notation of I on the

student's record – but only after a contract has been made between that student and the instructor. In this contract the student agrees, by his/her signature, to complete all coursework by a specified deadline that is not to exceed six weeks following the close of the semester or term. Failure to comply with the agreement will result in a grade change from I to F, and that grade will be included in recomputing the student's GPA. A student seeking approval for an extension beyond six weeks must direct that request to the Office of Academic Administration.

Calculating the Grade Point Average

- All grade points earned for a semester are totaled.
- All semester hours attempted for the same semester are totaled, with the following exceptions:
 - Courses with the following notations are not used – W, WP, WF, P, I, Credit by Examination, Prior Learning Experience, Transfer, or Audit. However, an I is changed eventually to a grade that is used to recalculate the GPA.
 - The lower grades for courses that have been repeated are not used.
- The total semester hours attempted (as limited above) are divided into the grade point total. The result is the GPA (grade point average). The student's HLGU cumulative grade point average (CGPA) for a series of semesters is computed in the same way as the GPA except that the cumulative grade points and the cumulative semester hours of all work completed to date (both at HLGU and transfer hours) are calculated in the CGPA.

Distribution of Grades

All final grades for all students are available on the student portal after the grades have been made official.

Academic Honors Recognition

Semester Honors

Students are placed on the Dean's List when they complete at least 12 semester credits of calculable hours with a GPA of 3.50 or higher for the current semester. Pass/Fail, Credit – No Credit, CLEP, etc. credits will not count towards the 12 hours. Students receiving a grade of F or I for the current semester are not eligible for this honor.

Graduation Honors for Baccalaureate Students

The CGPA used for the determination of eligibility to receive the honors *cum laude*, *magna cum laude*, and *summa cum laude* will include all university hours, including both HLGU and transfer hours, with the exception of hours for which no grade points are awarded. At least half of all degree-related requirements must have been fulfilled at HLGU. Non-residency and advanced standing credits (see [Admission with Advanced Standing](#) section) are not counted as HLGU hours. A student with the appropriate CGPA and no more than one course to be completed during the summer will be awarded these honors provisionally, contingent upon the final CGPA. The honors medallions are received by a student with a CGPA of 3.50 or higher. These undergraduate honors are based on the following scale:

<i>Cum Laude</i>	CGPA 3.50-3.69
<i>Magna Cum Laude</i>	CGPA 3.70-3.89
<i>Summa Cum Laude</i>	CGPA 3.90-4.0

NOTE: Transfer students who have taken less than half their degree requirements at HLGU, who have a CGPA of 3.50 or higher, and who are receiving any four-year degree, will receive the Academic Achievement Award (see below).

Academic Achievement Award

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

- Complete a BS, BAS, or BSE degree in a program designed specifically for adult learners (e.g., the Adult Degree Completion Program and the degree completion Teacher Education Program) or be a transfer student who completed a bachelor's degree at HLGU but fulfilled less than half their degree program credit-hour requirements at HLGU
- Have a CGPA of at least 3.50 that includes all hours accepted in transfer and all hours earned at HLGU

Honors Program Certificate

Students who complete the Honors Program and all its requirements will receive a special certificate in addition to the standard degree diploma.

Auditing Courses

Students may wish to audit and participate in a learning experience without receiving university credit—for example, as a refresher course or because the particular course is not in that student's degree aspirations. Courses can be audited at a modest cost (see the [Financial Information](#) section).

Student auditors who successfully complete a course will receive the notation AU on their transcript. Those who drop or fail to complete a course will receive NC (no credit).

A change from audit to credit or from credit to audit is permitted only during the period for adding a course, and only if the financial adjustments are completed by that deadline (see Academic Calendar). The audit fee is counted toward the tuition cost. No refund will be given when a change is made from credit to audit. Either change requires the processing of an Add/Drop Class Form by the Office of the Registrar.

Academic Standing

When students are admitted, a corresponding academic standing is assigned. Most students are considered to be in Good Academic Standing, but some are given the status of Conditional Academic Standing according to the requirements set forth in the [Admissions](#) section of the catalog. Additional academic standing statuses include Academic Probation and Academic Suspension.

At the end of each semester, Academic Standing is calculated based on Satisfactory Academic Progress (see below). Students are moved to a different academic standing status according to the criteria established for each.

Satisfactory Academic Progress

Hannibal-LaGrange University defines Satisfactory Academic Progress (SAP) as meeting specified standards for grade point average and accumulation of credits. Students are making SAP when both term and cumulative GPA minimums are met. The SAP minimum requirements are:

Attempted Hours	Term GPA	Cumulative GPA
0-23.5	1.5	1.5
24-59.5	1.5	1.75
60-89.5	1.5	2.0
90+	1.5	2.0

NOTE: Students who are granted conditional admittance status must meet additional requirements. See the [Admissions](#) section for details.

Academic Probation

Students are placed on academic probation when the term GPA or the cumulative GPA falls below the SAP minimum. Probation restricts students to 12 semester hours or less each semester and makes them ineligible to represent the University in any official University-sponsored activity, on or off

campus. Students may be placed on academic probation two semesters before being placed on academic suspension. Moreover, students on academic probation are required to contact the Associate Dean of Academic and Career Services to develop an academic success plan.

Academic Suspension

Students are placed on academic suspension and become ineligible to enroll for the following semester when their CGPA falls below a 1.0 or if they fail to reach the SAP CGPA minimum after two consecutive semesters of probation.

Students should understand these additional facts about academic suspension:

1. Students on academic suspension may appeal in writing to the Admissions Committee with reasons for being allowed to continue.
2. Normally, academic suspension must continue for at least one semester with the following exception: Students who are suspended at the end of the spring semester may gain readmission for the fall semester – on an academic probation basis – by earning 12 semester hours of credit at HLGU during the summer with a GPA of at least 2.0.
3. Students asking for readmittance after one semester or more of academic suspension must reapply and receive favorable action by the Admissions Committee.

NOTE: Students receiving financial aid should be advised that SAP is defined differently by the federal government. See the [Financial Aid](#) section for further details.

Repeating a Course

Students with a grade below C on a course may repeat the course one time with the approval of the faculty advisor. Only the higher of the two grades received will be used in computing a student's GPA –

although both grades will remain on the permanent record. To enroll a third time requires special written permission from the Office of Academic Administration. Students seeking to repeat a course in which they previously earned a C, must submit a written request to their advisor who will seek permission from the Office of Academic Administration. Students who must repeat a course due to credit expiration may do so regardless of the previously earned grade. NOTE: Repeating a course may impact financial aid.

Transcripts

In keeping with [federal privacy laws](#), the Office of the Registrar may not legally release a university transcript without a written and signed request by the student. For each official transcript, there will be a charge, payable in advance (see [Financial Information](#) section). No official or unofficial transcript will be provided until all accounts (including, but not limited to, tuition, fees, parking and library fines, and returned checks) have been satisfactorily settled.

Coursework may not be transferred from Hannibal-LaGrange University until the student has either a high school diploma or a high school equivalency certificate, has been admitted to and completed at least one course at the University, and has either paid all charges and fees owed to the University or has made satisfactory arrangements to do so.

Academic Integrity

Plagiarism

Plagiarism is the use of, or reliance on, another person's thoughts or words without giving proper credit to that person, whether such an occurrence is intentional or unintentional. Plagiarism can result in a failing grade in the assignment or in the course. Specific policies regarding plagiarism are found in the Student Handbook.

Honor Code

In order to uphold certain ethical principles related to truth, fairness, integrity, and honesty in the academic setting, Hannibal-LaGrange University has enacted an honor code. Students pledge their dedication to support the University's honor code when they officially register to attend classes at Hannibal-LaGrange University. Their continuation at HLGU is contingent upon their living within the honor code. The complete honor code policy is located in the Student Handbook.

Honest Effort

Faculty members have a responsibility to evaluate their students' learning progress and to evaluate their academic work for the purpose of assigning earned course credit. The reliability of this assessment depends on the academic integrity displayed by their students. Students are expected to demonstrate academic integrity by putting forth an honest effort on all assignments, exams, presentations, products, and performances that make up the elements of a course. "Honest effort" means doing one's best, but also not doing higher than one's best through unfair, deceptive means.

Through its Student Learning Improvement efforts, the University measures student learning in order to improve instruction. It is therefore imperative that students take into consideration that dishonesty can severely affect student learning. Students are expected to cooperate fully and to give an honest effort on all surveys, exams, or activities used for HLGU assessment purposes.

Student Learning Improvement Assessment

Like all accredited universities, Hannibal-LaGrange University is actively involved in an ongoing process of Student Learning Improvement assessment in order to evaluate the quality and the learning outcomes of the General Education core and major programs of study to provide a basis for improvement

of instruction. The University reserves the right to require students to participate in this Student Learning Improvement assessment program.

Multicultural Emphasis

The following statement, adopted by the faculty and trustees, reflects the University's commitment to a multicultural emphasis throughout its educational program:

Multicultural education recognizes and places value upon the cultural, pluralistic nature of the citizens of the United States. It encourages individuals to respect and honor their own heritage as well as others. It prepares citizens to function in their own ethnic community as well as others while fully participating in the American culture. In developing curricula at HLGU, particular attention will be given to multicultural education in both the general and professional studies components.

Definitions of Academic Terms

Academic Load	The academic load is the number of semester or credit hours that a student carries during any academic term.
Academic Policies	Rules that control the student's program of study and graduation. The student is responsible for reading the Academic Policies section of this catalog.
Academic Probation	Probation resulting from a student's failure to achieve a satisfactory CGPA (cumulative grade point average). To aid the student in academic achievement, probation restricts a student's course load and activities.
Academic Success Plan	The plan is a blueprint for improving academic performance and obtaining Satisfactory Academic Progress status.
Academic Suspension	Academic suspension results from a student's failure to make substantial academic progress after a semester on academic probation. Suspension makes a student ineligible to enroll for the following semester.
ACT Assessment	College entrance exam required for admission to Hannibal-LaGrange University.
Activity Course	Activity courses are designated in the course description and can come from any of the following subjects: ART, CAM, MUA, MUE, PHE, THR, VAR. See Undergraduate Graduation Requirements in Academic Policies for limitations for counting activity courses toward graduation requirements.
Add/Drop Procedure	The specified procedure for adding and dropping courses. See Academic Policies .
Advanced Placement	Students who participated in high school advanced placement courses may qualify for university credit in those courses. See Admission Under Special Situations for details.
Appreciation Courses	Courses in the fine arts that introduce the student to the major elements needed for appreciating an area of the fine arts. For details, see the General Education Requirements .
Associate Degree	The two-year degree. HLGU offers four associate degrees: AA, AS, ASN, and AAS. See the General Education section for courses required for graduation.
Attempted Hours	Credit hours for which a student is enrolled or has received grades, even if not a passing grade.
Bachelor's Degree	The four-year degree. See Programs of Study for specifics and the Academic Policies section for General Education and Graduation Requirements. NOTE: The Bachelor of Arts degree differs from the other bachelor's degrees in that it requires a non-English language component.
Certification	See <i>Teacher Certification</i> .

CGPA	Cumulative grade point average. See Grading System in the Academic Policies section.
Class Rank or Standing	The numeric position within the student's graduating class determined by comparing the student's CGPA with that of other students in the same graduating class.
Class Schedule	The published list of all the courses being offered by Hannibal-LaGrange University in specific semesters or summer terms. See also <i>Personal Class Schedule</i> .
Classification	The student's class level: freshman, sophomore, junior, senior, or graduate student. Undergraduate levels depend on the number of credit hours completed toward the degree. See specific class-level definitions, below.
CLEP	(College Level Examination Program) Exams which certify academic competency levels that can be used to grant university credit for prior learning.
Completion Program	A bachelor's degree program that requires an associate degree or the successful completion of approximately two years of postsecondary coursework as a prerequisite for admission. Program length is considered four years. (HLGU offers the following completion programs: BAS/BS Business Management, Christian Ministry, Criminal Justice, BS Social Services, BSE Early Childhood Education, Elementary Education, BSN.)
Concentration	A group of courses within an undergraduate academic major which provide more narrowly-focused academic instruction. May include courses from more than one academic department or from outside the student's major area.
Conditional Students	Conditional students are degree-seeking students with an ACT score of 16-19 who are admitted conditionally for only one semester. Admittance to a second semester is conditioned upon earning a minimum GPA of 1.5 during the first semester.
Controlled Electives	A listed set of courses within a major or minor from which the student may select courses in which to enroll to meet requirements related to the major or minor. See also <i>Electives</i> .
Core Requirements	A group of basic courses taken by more than one kind of major or concentration.
Corequisite	A course that is to be taken simultaneously with another course.
Course ID	A permanent course designation consisting of three letters indicating academic department and three digits (four digits for graduate courses) indicating the particular course. The first digit indicates the level at which the course is taught (1 for freshman, 2 for sophomore, 3 for junior, 4 for senior, 5 for master's).
Course Load	See <i>Academic Load</i> .
Course Number	See <i>Course ID</i> .

Credit Hour	Same as semester hour. For a non-laboratory course, one credit hour equals 50 minutes each week for 16 weeks. Laboratory, studio, and activity courses may require up to 100 minutes of class time (including both lecture and lab) each week for each semester hour of credit.
Developmental Courses	Developmental courses are offered to assist the student who is inadequately prepared for university-level work in specific areas.
Directed Study	A course not in the established curriculum, but deemed valuable to the student's academic or vocational interests (usually a Special Topics or Advanced Topics course).
Disciplinary Probation	Probation resulting from unsatisfactory conduct. Disciplinary probation restricts a student's activities.
Disciplinary Suspension	Suspension resulting from unsatisfactory conduct. Disciplinary suspension makes a student ineligible to enroll for the following semester.
Elective	A course chosen by the student which is not listed in the curriculum plan for the major. See also <i>Controlled Electives</i> .
Endorsement	The addition of a teacher certification area after an initial certificate area has been completed.
Faculty Advisor	A faculty member assigned to guide the student in the academic planning process. See Academic Policies .
Freshman	A student who has earned passing grades for less than 24 credit hours.
Full-Time Student	One who takes 12 credit hours or more in a regular 16-week semester or during combined summer terms.
General Education Requirements	A group of courses providing all undergraduate students with a broad background of general knowledge in addition to their major and minor requirements.
GPA	Grade point average. See also <i>CGPA</i> . For further information, see Grading System in the Academic Policies section.
Grade	A letter or pair of letters indicating a student's level of performance within a class. Possible grades consist of the following: A, B, C, D, F. See Grading System in the Academic Policies section.
Graduate	A person who has completed all HLGU degree, course, and financial requirements, with a minimum of the required number of transcribed credit hours that fulfill applicable graduation requirements (60 for an Associate of Applied Science degree, 64 for an Associate of Arts or Science degree, 71 for an Associate of Science in Nursing degree, 125 for the B.S.N. degree, 124 for all other baccalaureate degrees, and the requisite number for a master's degree).
Graduate Student	A student who has earned a bachelor's degree and is currently enrolled in a master's-level program.

Graduation Checklist	A list of course requirements for the completion of an academic major. Faculty advisors may provide their advisees with a Graduation Requirements Checklist for a specific degree or major. The typical checklist includes four parts: graduation requirements, General Education course requirements, major course requirements (with any professional, support, or core course requirements), and electives courses.
Guest Student	A student who wishes to attend HLGU temporarily and does not wish to pursue a degree on this campus. See Admissions section.
Honors Course	A course limited to students with exceptional academic preparation and ability.
Incomplete Grade (or I)	The transcript notation temporarily assigned to a transcribed course when a student has been unable to complete coursework because of illness or unavoidable delays.
Independent Study (or IS)	A course normally taught in a classroom, but to be taken outside of regular class meeting times due to special student circumstances. Limitations apply. A fee is charged for each independent study. See Academic Policies and Financial Information sections.
Internship	A course that includes practical experience under the supervision of a qualified professional.
Junior	A student who has earned passing grades for 60-89 credit hours.
Major	The student's chosen field of study that usually includes 36 or more credit hours, often supplemented by an additional component of professional, support, or area core courses.
Minor	The student's secondary chosen field of study (in an academic department other than his major) that includes 18 or more credit hours. Courses counted toward a major may not be counted toward a minor.
Non-course	Any work completed, such as prior learning assessment (PLA), competency tests (AP, CLEP, DSST, etc.), or other documentation, that fulfills academic requirements or prerequisites.
Orientation	A series of meetings designed to familiarize new students with the campus facilities, procedures, and expectations.
Part-Time Student	One who takes less than 12 credit hours in a regular 16-week semester or during combined summer terms.
Personal Class Schedule	The set of courses in which an individual student is enrolled in a given academic term.
Prerequisite	A requirement that must be met before registering for a course.
Probation	See <i>Academic Probation</i> and <i>Disciplinary Probation</i> .
Remedial Courses	See <i>Developmental Courses</i> .

Residency Requirement	The graduation requirement that at least the last 32 semester hours (16 semester hours for associate degrees) must be earned from HLGU.
Quarter Hour	Some institutions measure credit hours by quarter hours rather than by semester hours. HLGU accepts the transfer of a quarter-hour credit as equivalent to two-thirds of a semester-hour credit. One quarter hour is equal to .67 semester hour.
Satisfactory Academic Progress	When a student is meeting the University's standards for grade point average and accumulation of credits.
Semester Hour	See <i>Credit Hour</i> .
Semester/Term	The part of the calendar year taken by a set of courses: 16 weeks for each fall and spring semester; 3 to 8 weeks for summer terms. See Academic Policies section.
Senior	A student with passing grades in 90 or more credit hours.
Sophomore	A student with passing grades in 24-59 credit hours.
Special Student	Any nondegree-seeking student and/or those who have not met the admission standards. As a student's educational objective becomes clear, that student may declare degree-seeking status and be fully admitted upon meeting the appropriate admission requirements. A maximum of 24 hours of credit may be taken by Special Students. Students desiring to go beyond this maximum must complete and/or meet the admission requirements for degree-seeking students.
Support Requirements	A set of courses that are required to supplement a major.
Suspension	See <i>Academic Suspension</i> and <i>Disciplinary Suspension</i> .
Teacher Certification	Approval granted by the state for a teacher to instruct in the public schools. The certification area is the subject area in which the student prepares to teach. See also <i>Endorsement</i> .
Track	A group of courses within a graduate program which provide more narrowly-focused academic instruction.
Transcript	The student's permanent academic record. See Academic Policies section.
Withdrawal	The official act of dropping one or all courses before the end of a semester or term. See Academic Policies section.

Programs of Study

The academic programs of Hannibal-LaGrange University are organized into eleven academic divisions: Business and Computer Information Systems, Christian Studies, Exercise and Sport Science, Fine Arts, Humanities, Natural Science and Mathematics, Nursing, Social Science, Teacher Education, and Adult and Graduate Studies. In addition to programs of study in these divisions, HLGU offers special programs: Foundations, Honors, Liberal Studies (an interdisciplinary major), and Concurrent Enrollment.

Course Numbering System

A course number consists of three letters indicating academic department and three or four digits indicating the particular course (Example: ENG 104 – English Composition I). The first digit indicates the course level (1 for freshman, 2 for sophomore, 3 for junior, 4 for senior, 5 for master's).

Courses of Instruction

Course Prefixes	Course	Course Prefixes	Course
ACC	Accounting	HUM	Human Services
ADJ	Criminal Justice - Adult Degree	ICM	Intercultural Missions
ART	Art	LDR	Leadership
BIB	Bible	LIT	Literature
BIO	Biology	MAN	Management
BIS	Business Information Systems	MKT	Marketing
BLN	Biblical Languages	MLN	Modern Languages
BMN	Business Management - MA in Leadership	MTH	Mathematics
BMN	Business Management - Adult Degree	MUA	Music - Applied
BUS	Business	MUE	Music - Ensembles
CAM	Communication Studies - Media	MUI	Music - Instrumental Methods
CAS	Communication Studies - Speech Communication	MUL	Music - Literature
CED	Christian Education	MUP	Music - Practicum
CHM	Chemistry	MUS	Music - General
CIS	Computer Information Systems	MUT	Music - Theory
CML	Christian Ministry - MA in Leadership	NUR	Nursing
CMN	Christian Ministry - Adult Degree	PHE	Physical Education
CMS	Christian Ministry	PHL	Philosophy
CRJ	Criminal Justice	PHS	Physical Science
EAD	Educational Administration	PHY	Physics
ECE	Early Childhood Education	PLS	Political Science
ECO	Economics	PNE	Practical Nursing
EDU	Education	PSY	Psychology
EED	Elementary Education	SCI	General Science
ENG	English	SCS	Social Services - Adult Degree
EXS	Exercise Science	SED	Secondary Education
FIN	Finance	SOC	Sociology
GEO	Geography	SWK	Social Work
HLG	Foundations	SRM	Sport and Recreation Management
HLT	Health	THE	Theology
HON	Honors	THR	Theatre
HST	History	VAR	Varsity Sports

Master's Degrees

MED (Master of Education in Education Administration) with two tracks, as follows:

Elementary Principalship (K-8)

Secondary Principalship (7-12)

MSE (Master of Science in Education) with three tracks, as follows:

Special Reading Certification (K-12)

Teaching and Learning

Teaching and Learning with Initial Certification

MAL (Master of Arts in Leadership) with two tracks as follows:

Business Management

Christian Ministry

Baccalaureate Degrees

BA (Bachelor of Arts) with majors in the following:

Art

English

Biology

History

Business Administration

Liberal Studies

*(concentrations in General Business,
Information Systems Data Analysis,
Management, and Marketing)*

Media Communications

Psychology

*(tracks for students pursuing social/human
services careers or continuing to graduate
school)*

Christian Studies

*(concentrations in Bible and Christian
Ministry)*

Public Relations

Christian Theatre

Theatre

BS (Bachelor of Science) with majors in the following:

Biology

Exercise Science

Business Administration

*(concentrations in General Business,
Information Systems Data Analysis,
Management, and Marketing)*

*(tracks for students pursuing exercise-
related careers or continuing to graduate
schools for physical therapy or athletic
training)*

Liberal Studies

Business Management – Adult Degree

Life Sciences

Christian Ministry – Adult Degree

Mathematics

Christian Studies

*(concentrations in Bible and Christian
Ministry)*

Psychology

*(tracks for students pursuing social/human
services careers or continuing to graduate
school)*

Christian Theatre

Public Relations

Computer Information Systems

Sport and Recreation Management

Criminal Justice

Social Services – Adult Degree

Criminal Justice – Adult Degree

Theatre

BSE (Bachelor of Science in Education) with majors in the following [grade-level certification]:

Early Childhood Education [Birth - Grade 3]

Elementary Education [1-6]

Middle School Education certifications in the following subject areas:

English [5-9]

Mathematics [5-9]

Social Science [5-9]

Secondary Education certification in the following subject areas:

Art [K-12]

Biology [9-12]

Business [9-12]

English [9-12]

Mathematics [9-12]

Physical Education [K-12]

Music (Instrumental or Vocal) [K-12]

Speech & Theatre [9-12]

Social Science [9-12]

Unified Science with Biology Endorsement [9-12]

BSN (Bachelor of Science in Nursing) for RNs

BMUS (Bachelor of Music)

(concentrations in Instrumental or Vocal Performance, and Worship)

BAS (Bachelor of Applied Science) with majors in the following:

Business Management - Adult Degree

Criminal Justice - Adult Degree

Christian Ministry - Adult Degree

Associate Degrees

AA (Associate of Arts)

AS (Associate of Science)

ASN (Associate of Science in Nursing)

AAS (Associate of Applied Science)

Certificate Program

PN (Practical Nursing Program)

Minors

Accounting
Art
Bible
Biblical Languages
Biology
Business Administration
Chemistry
Christian Ministry
Christian Studies
Christian Theatre
Coaching
Computer Information Systems
Criminal Justice
Education

English
Exercise Science
History
Mathematics
Media Communication
Music
Pre-Law
Psychology
Public Relations
Sociology
Sport and Recreation Management
Theatre
Worship

General Education

Requirements for Baccalaureate and Associate Degrees

General Education Goals

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

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

General Education Requirements for Baccalaureate Degrees

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

Adult Degree Completion, Nursing, and Teacher Education Programs

The General Education requirements listed below do not apply to students enrolled in the Adult Degree Completion, Nursing, and Teacher Education programs; they will find all their degree requirements listed under their particular program's division in the [Programs of Study](#) section of the catalog.

Required Courses for Graduation for Associate Degrees

To graduate with an AA, AS, or AAS, students must complete the general education courses and an appropriate number of electives to meet the minimum number of hours to graduate for their respective degree. Students should work with advisors to carefully select elective hours for their desired purpose (e.g. preparing for professional school). To graduate with an ASN, students should consult the requirements listed in the nursing section of the catalog.

General Education Requirements for Baccalaureate Degrees

EXCEPTIONS: Requirements do differ for the BSE, BSN, and Adult Degree Completion BAS and BS degrees.

I. General Education Requirements	Bachelor of Arts Degree Credits: 55-59 Hours Bachelor of Science/Music Degree Credits: 49-53 Hours
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Foundations	HLG 011 Freshman Seminar..... Credits: 1 <i>Required of all incoming full-time freshman; required for all transfer except those with at least 24 hours from a regionally accredited, post-secondary school other than HLGU. No credit hours earned through high school dual-credit or dual-enrollment courses can be counted toward the 24 hours. Students currently enrolled in dual-credit and dual-enrollment courses are not required to take Freshman Seminar.</i>	1
Chapel	HLG 010 Chapel..... Credits: 0 <i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i>	0
Bible	BIB 113 Old Testament Survey..... Credits: 3 BIB 123 New Testament Survey..... Credits: 3 <i>Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.</i>	3 3
Writing	ENG 104 English Composition I..... Credits: 3 ENG 106 English Composition II..... Credits: 3 <i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i>	3 3
Literature	Select six credit hours from LIT options..... Credits: 6	6
Communication	CAS 101 Introduction to Speech Communication..... Credits: 3	3
Historical Studies	Select six credit hours from HST options..... Credits: 6	6
Natural Sciences	Life & Non-Life Science Courses..... Credits: 7-8 <i>Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in the physical (non-life) science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course.</i>	7-8
Fine Arts	Select courses meeting the requirements below..... Credits: 4-6 <i>The fine arts requirement includes three areas: art, music, and theatre. Students must include courses from two of the three areas; one of these courses must be an appreciation course. Appreciation courses include ART 110, THR 100, and MUS 103. Private music lessons (MUA courses) will satisfy the music requirement. Art majors may optionally select either ART 440 (Art History I) or ART 441 (Art History II) to satisfy the appreciation requirement. BMUS students may use MUS 353 (Music History I) to meet the appreciation requirement.</i>	4-6
Mathematics	Select appropriate mathematics course..... Credits: 3 <i>For BAS programs, only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i>	3
Physical Education	PHE/VAR Activity Courses..... Credits: 2 <i>The following activity courses fulfill this requirement: One-credit-hour courses at the PHE 100-level, any varsity or junior varsity sport, PHE 219, PHE 220, PHE 233, and PHE 234. (EXS and SRM courses do not fulfill this requirement.)</i>	2

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Language Modern or Biblical Language Credits: 6
Bachelor of Arts degrees require 6 hours in the same language. Language is optional with other bachelor's degrees. HLGU will accept American Sign Language (ASL) college-level courses as language credit.

General **From the list below, select six credit hours from at least two different**
Education **3-letter prefixes:** Credits: 6

- Options** CRJ 113 Intro to Criminal Justice Credits: 3
 ECO 213 Macroeconomics Credits: 3
 ECO 223 Microeconomics Credits: 3
 MAN 243 Principles of Business Management..... Credits: 3
 PHL 213 Introduction to Philosophy..... Credits: 3
 PHL 253 Introduction to Logic..... Credits: 3
 PLS 113 Introduction to Government..... Credits: 3
 PSY 113 General Psychology Credits: 3
 SOC 113 Introduction to Sociology..... Credits: 3
 SOC 123 Marriage & the Family Credits: 3

Associate of Arts Degree (AA)

I. General Education Requirements	Credits: 49-53 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1</p> <p style="margin-left: 20px;"><i>Required of all incoming full-time freshman; required for all transfer except those with at least 24 hours from a regionally accredited, post-secondary school other than HLGU. No credit hours earned through high school dual-credit or dual-enrollment courses can be counted toward the 24 hours. Students currently enrolled in dual-credit and dual-enrollment courses are not required to take Freshman Seminar.</i></p> <p>Chapel HLG 010 Chapel Credits: 0</p> <p style="margin-left: 20px;"><i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i></p> <p>Bible BIB 113 Old Testament Survey Credits: 3</p> <p style="margin-left: 20px;">BIB 123 New Testament Survey Credits: 3</p> <p style="margin-left: 20px;"><i>Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.</i></p> <p>Writing ENG 104 English Composition I Credits: 3</p> <p style="margin-left: 20px;">ENG 106 English Composition II..... Credits: 3</p> <p style="margin-left: 20px;"><i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i></p> <p>Literature Select six credit hours from LIT options Credits: 6</p> <p>Communication CAS 101 Introduction to Speech Communication..... Credits: 3</p> <p>Historical Studies Select six credit hours from HST options Credits: 6</p> <p>Natural Sciences Life & Non-Life Science Courses Credits: 7-8</p> <p style="margin-left: 20px;"><i>Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in the physical (non-life) science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course.</i></p> <p>Fine Arts Select courses meeting the requirements below Credits: 4-6</p> <p style="margin-left: 20px;"><i>The fine arts requirement includes three areas: art, music, and theatre. Students must include courses from two of the three areas; one of these courses must be an appreciation course. Appreciation courses include ART 110, THR 100, and MUS 103. Private music lessons (MUA courses) will satisfy the music requirement. Art majors may optionally select either ART 440 (Art History I) or ART 441 (Art History II) to satisfy the appreciation requirement. BMUS students may use MUS 353 (Music History I) to meet the appreciation requirement.</i></p> <p>Mathematics Select appropriate mathematics course Credits: 3</p> <p style="margin-left: 20px;"><i>For BAS programs, only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i></p> <p>Physical Education PHE/VAR Activity Courses..... Credits: 2</p> <p style="margin-left: 20px;"><i>The following activity courses fulfill this requirement: One-credit-hour courses at the PHE 100-level, any varsity or junior varsity sport, PHE 219, PHE 220, PHE 233, and PHE 234. (EXS and SRM courses do not fulfill this requirement.)</i></p>	

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Language	Modern or Biblical Language	Credits: 6
	<i>Bachelor of Arts degrees require 6 hours in the same language. Language is optional with other bachelor's degrees. HLGU will accept American Sign Language (ASL) college-level courses as language credit.</i>	
General Education Options	From the list below, select six credit hours from at least two different 3-letter prefixes:	Credits: 6
	CRJ 113 Intro to Criminal Justice	Credits: 3
	ECO 213 Macroeconomics	Credits: 3
	ECO 223 Microeconomics	Credits: 3
	MAN 243 Principles of Business Management.....	Credits: 3
	PHL 213 Introduction to Philosophy.....	Credits: 3
	PHL 253 Introduction to Logic.....	Credits: 3
	PLS 113 Introduction to Government.....	Credits: 3
	PSY 113 General Psychology	Credits: 3
	SOC 113 Introduction to Sociology.....	Credits: 3
	SOC 123 Marriage & the Family	Credits: 3

II. Electives	Credits: 11-15 Hours
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Total Hours Required for Graduation	Credits: 64 Hours
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Associate of Science Degree (AS)

I. General Education Requirements	Credits: 26-27 Hours
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Foundations	HLG 011 Freshman Seminar.....	Credits: 1
	<i>Required of all incoming full-time freshman; required for all transfer except those with at least 24 hours from a regionally accredited, post-secondary school other than HLGU. No credit hours earned through high school dual-credit or dual-enrollment courses can be counted toward the 24 hours. Students currently enrolled in dual-credit and dual-enrollment courses are not required to take Freshman Seminar.</i>	
Chapel	HLG 010 Chapel	Credits: 0
	<i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i>	
Bible	Select 3 credit hours from the following options:	
	BIB 113 Old Testament Survey	Credits: 3
	BIB 123 New Testament Survey	Credits: 3
	<i>Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.</i>	
Writing	ENG 104 English Composition I	Credits: 3
	ENG 106 English Composition II.....	Credits: 3
	<i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i>	
Historical Studies	Select three credit hours from HST options	Credits: 3

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Natural Sciences	Life & Non-Life Science Courses	Credits: 4
	<i>Students must take at least one course with a lab.</i>	
Humanities & Fine Arts	Select courses meeting the requirements below	Credits: 2
	<i>Students must take at least one course from one of these areas: Art, Literature, Music, Philosophy, Speech, or Theatre.</i>	
Mathematics	Select appropriate mathematics course	Credits: 3
	<i>Only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i>	
Physical Education	PHE/VAR Activity Courses.....	Credits: 2
	<i>The following activity courses fulfill this requirement: One-credit-hour courses at the PHE 100-level, any varsity or junior varsity sport, PHE 219, PHE 220, PHE 233, and PHE 234. (EXS and SRM courses do not fulfill this requirement.)</i>	
General Education Options	From the list below, select three credit hours:	Credits: 3
	CRJ 113 Intro to Criminal Justice	Credits: 3
	ECO 213 Macroeconomics	Credits: 3
	ECO 223 Microeconomics	Credits: 3
	MAN 243 Principles of Business Management.....	Credits: 3
	PHL 213 Introduction to Philosophy.....	Credits: 3
	PHL 253 Introduction to Logic.....	Credits: 3
	PLS 113 Introduction to Government.....	Credits: 3
	PSY 113 General Psychology	Credits: 3
	SOC 113 Introduction to Sociology.....	Credits: 3
	SOC 123 Marriage & the Family	Credits: 3

II. Electives	Credits: 37-38 Hours
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Total Hours Required for Graduation	Credits: 64 Hours
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Associate of Applied Science Degree (AAS)

I. General Education Requirements	Credits: 22-23 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>Required of all incoming full-time freshman; required for all transfer except those with at least 24 hours from a regionally accredited, post-secondary school other than HLGU. No credit hours earned through high school dual-credit or dual-enrollment courses can be counted toward the 24 hours. Students currently enrolled in dual-credit and dual-enrollment courses are not required to take Freshman Seminar.</i></p> <p>Chapel HLG 010 Chapel Credits: 0 <i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i></p> <p>Bible Select 3 credit hours from the following options: BIB 113 Old Testament Survey Credits: 3 BIB 123 New Testament Survey Credits: 3 <i>Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.</i></p> <p>Writing ENG 104 English Composition I Credits: 3 <i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i></p> <p>Natural Sciences Life & Non-Life Science Courses Credits: 4 <i>Students must take at least one course with a lab.</i></p> <p>Humanities & Fine Arts Select courses meeting the requirements below Credits: 2 <i>Students must take at least one course from one of these areas: Art, Literature, Music, Philosophy, Speech, or Theatre.</i></p> <p>Mathematics Select appropriate mathematics course Credits: 3 <i>Only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i></p> <p>General Education Options From the list below, select six credit hours from at least two different 3-letter prefixes: :</p> <p>CRJ 113 Intro to Criminal Justice Credits: 3 ECO 213 Macroeconomics Credits: 3 ECO 223 Microeconomics Credits: 3 MAN 243 Principles of Business Management..... Credits: 3 PHL 213 Introduction to Philosophy..... Credits: 3 PHL 253 Introduction to Logic..... Credits: 3 PLS 113 Introduction to Government..... Credits: 3 PSY 113 General Psychology Credits: 3 SOC 113 Introduction to Sociology..... Credits: 3 SOC 123 Marriage & the Family Credits: 3</p>	
II. Electives	Credits: 37-38 Hours
Total Hours Required for Graduation	Credits: 60 Hours

SPECIAL PROGRAMS OF STUDY

Honors Program, Liberal Studies Program, Concurrent Enrollment Program

Honors Program

Samuel J. Swisher, Jr., *Coordinator*

The Honors Program has been designed to provide academically-gifted and highly-motivated students with a course of study focusing upon classic texts from all ages. Twenty-one semester hours of honors courses will comprise the regular coursework in the Honors Program. Additionally, a three-hour senior research project will be required. Students who complete the 24 semester hours of honors courses and who maintain the required GPA will be awarded a special certificate at graduation in addition to their standard degree diploma.

Requirements for Admission

1. Have a minimum composite score of 27 on the ACT.
2. Complete an Application form for the Honors Program.
3. Provide a statement of interest detailing why the student desires to be in the HLGU Honors Program.
4. Provide a recommendation letter from a teacher/principal/supervisor.
5. Be approved for admission by the Honors Program Admissions Committee.

Requirements for Maintaining Eligibility

1. Earn a GPA of 3.0 or greater for each semester.
2. Earn a cumulative GPA of 3.25 or greater by the end of the sophomore year and maintain a cumulative GPA of 3.25 or greater throughout the junior and senior years.
3. Enroll in at least one honors course each semester until the Honors Program is completed.

Suggested Course Schedule

	Fall Term – 3 credit hours	Spring Term – 3 credit hours
Freshman Year	HON 302*	HON 303*
Sophomore Year	HON 305, 306, HON 400-level Honors Literature	HON 304, 305, 306, HON 400-level Honors Literature
	<u>OR</u>	<u>OR</u>
	Study Abroad Semester**	Study Abroad Semester**
Junior Year	HON 305, 306, HON 463 Honors Literature	HON 304, 305, 306, HON 463 Honors Literature
	<u>OR</u>	<u>OR</u>
	Study Abroad Semester**	Study Abroad Semester**
Senior Year	HON 305, 306, HON 463 Honors Literature	HON 483 Honors Research Colloquium Presentation

*Required for all Freshman or incoming transfer students as the initial honors courses taken at HLGU.

**Students will receive three hours honors credit for their study abroad experience. A study abroad experience is not required to complete the program, but highly recommended.

NOTE: Honors courses may be used to satisfy General Education requirements as follows: HON 302 and 303, 6 hours of General Education options; HON 304, 3 hours of non-lab science; HON 305, 3 hours of history; HON 306, 3 hours of Bible; HON 463 (taken twice), 6 hours of literature. In addition to the courses listed above, honors students may be able to take one upper-level

course in their major for honors credit, in consultation with their department chair or academic advisor and the HLGU Honors Program Director. Approval for this must be given by the HLGU Honors Program Director prior to the semester in which the course is to be taken for honors credit.

Liberal Studies Program

Lonnie R. Nelson & Jaynalee Hively, *Academic Advisors*

Purpose

The Liberal Studies major is intended for the student whose educational and career objectives cannot be met by one of the traditional academic majors offered by the University.

Nature

The Liberal Studies major (either BA with language or BS without language) is an interdisciplinary program which allows more flexibility than other majors. This major is designed by the student, but must be approved by the Liberal Studies advisor within the guidelines established by the University for this major and for the particular degree being sought. This major may not be combined with any other major to form a "double major."

Requirements

A student who desires to major in Liberal Studies must:

1. present to the Liberal Studies advisor, in writing, a proposed plan for the major. This proposal should be presented before the student has completed 76 semester hours of coursework. It should also give the student's rationale for not pursuing one of the traditional academic majors listed in the catalog.
2. receive written approval for the plan from an Liberal Studies advisor. Once the plan has been approved, any change must also be approved in writing by the advisor.
3. use none of the required General Education courses to meet the major requirements for the Liberal Studies major. (This is an exception to the rule in some majors.)
4. include at least three courses (and at least 8 hours) from each of three different academic departments. A core course requirement from each department is prescribed; the list may be obtained from the Liberal Studies advisor.
NOTE: This program constitutes a single major with courses from three academic departments, not three separate majors.
5. include at least 30 semester hours in the Liberal Studies major with at least ten semester hours of the major courses taken from the 300 and 400 level. Pass each course in the Liberal Studies major with a grade of C or better.
6. count no more than 40 hours from any one department toward the degree.
7. meet both the General Education requirements for the chosen degree (BA or BS) and the Graduation Requirements (see Academic Policies for both).

Concurrent Enrollment Program

Jacob King, *Director*

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 a

high school equivalency certificate. Students must meet all requirements as stated by the Missouri Dual Credit Policy, Section 6.0.

(<https://dhe.mo.gov/policies/documents/CBHEPolicyonDualCreditJune2015.pdf>).

Dual credit courses: In some high schools, students may enroll in select courses and earn high school and university credit concurrently. For information, students may contact the high school counselor or HLGU's Director of Concurrent Programs.

Early enrollment (E2): Exceptional high school students may enroll in university-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 Director of Concurrent Programs.

CRAIGMILES SCHOOL OF NURSING

Anne Riggs, Director

Today nurses are vital members of the healthcare system who contribute to the maintenance and promotion of our nation's health and welfare. Expanding responsibilities and challenges in the healthcare field have led to opportunities which have been unavailable to nurses in the past. The Craigmiles School of Nursing is committed to preparing students with the attitudes, knowledge, and skills needed to meet the present and emerging healthcare demands through a holistic approach.

Associate of Science in Nursing Degree (ASN)
Bachelor of Science in Nursing Degree for RNs (RN to BSN)
Certificate in Practical Nursing

Statement of Mission and Purpose for the Craigmiles School of Nursing

The mission of the Nursing Department is to provide an excellent education in the field of nursing in a distinctively Christian environment that integrates Christian faith and learning in preparing graduates for personal and career effectiveness.

Program Accreditations and Approvals

The ASN program is accredited by the Accreditation Commission for Education in Nursing (ACEN). For accreditation information, contact:

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326

Phone: 404-975-5000
Website: www.acenursing.org

The ASN program has full Missouri State Board of Nursing approval.

The RN to BSN program is accredited by the Commission on Collegiate Nursing Education. For accreditation information, contact:

Commission on Collegiate Nursing Education
655 K Street NW
Washington, DC 20001

Phone: 202-463-6930
Website: www.aacn.nche.edu/ccne-accreditation

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Memberships

The School of Nursing has memberships in the National League for Nursing, the Organization for Associate Degree Nursing, the Missouri League for Nursing, and the Missouri State Association of Licensed Practical Nurses.

Admission and Approval

An applicant will be accepted into the PN, ASN, or BSN program only after that individual has been officially admitted to the University, has met all requirements for general or transfer admission, and has met all requirements specific to the nursing program (see Entry Requirements). Admission to the University does not guarantee acceptance into the nursing program. The decision for acceptance by the Nursing Admission, Promotion, and Retention Committee is based on evidence of the student's potential for successful completion of the program. Notification of the decision will be forwarded in writing to the applicant.

Hannibal-LaGrange University does not guarantee that each person admitted to its nursing programs will pass all elements of the program or that those who graduate will be able to pass licensing examinations and/or secure employment as a healthcare provider. Attaining these goals depends on the student's diligence in these rigorous courses of study and on economic forces influencing the healthcare industry. These factors are not within the control of the School of Nursing.

Advanced Standing and Transfer Credit

Credit for advanced standing may be earned by successfully passing CLEP, HESI, ACT-PEP, and departmental examinations. These credits will be interpreted as credits earned through Hannibal-LaGrange University because the content of these examinations has been determined to be similar in content to courses offered through HLGU. Advanced standing by examination is limited to a maximum of 30 credit hours. All credit for transfer must ultimately be approved by the Director of the School of Nursing. For further information on advanced standing or transfer credit, write or call the Nursing Admissions Coordinator (573-629-3141).

ASN PROGRAM **Associate of Science in Nursing**

The Associate of Science in Nursing (ASN) requires 71 semester hours of which 41 semester hours are in nursing. After successfully completing the ASN program, graduates are immediately eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RNTM), which is required in order to practice as a registered nurse. To graduate from the ASN Program, students must satisfy all entry and curriculum requirements, an exit exam, and the Graduation Requirements listed in the [Academic Policies](#) section of the catalog.

The nursing program accepts students once a year and begins the class cycle in the fall. Qualified applicants are ranked based ACT composite score, the CGPA, and the Admission Assessment Exam. Once the class is filled, qualified applicants will be placed on a waiting list and will be admitted to the program if openings occur, up to the first day of classes. Students not accepted may reapply for the following year.

It is important that applicants be informed before entry into the program that a person who has a criminal history may not be eligible to apply for licensure to practice nursing. Consequently, successful completion of a nursing program does not guarantee eligibility to take the licensure examination.

Other grounds for refusal by the Missouri State Board of Nursing to issue a license or revoke a license are explained in the Missouri Nursing Practice Act, Missouri Chapter 335 – Nurse: Section 335.066. The fifteen items listed relate to moral turpitude, intemperate use of alcohol or drugs, and/or, as stated above, a criminal history. Questions regarding the relevance of this Section to a particular situation should be directed to the Director of the School of Nursing prior to or immediately upon enrollment.

Objectives for the ASN Program

The objectives of the Hannibal-LaGrange University ASN program is to produce graduates who will:

1. practice safe, competent, and cost-efficient nursing care to diverse individuals, families, and communities.
2. provide caring and holistic nursing interventions in an attempt to help the person maximize self-care abilities throughout the lifespan while promoting, maintaining, and restoring health or providing end-of-life care.
3. communicate and collaborate effectively with individuals, families, communities, and other members of the health care team.
4. demonstrate critical thinking in clinical decision making through utilization of the nursing process and research from nursing and related disciplines.
5. utilize principles of management and leadership in diverse settings.
6. exhibit competence with current technology.
7. engage in the practice of professional nursing within the legal, ethical, and regulatory frameworks.
8. assume responsibility for lifelong learning and personal and professional growth.
9. achieve a first time NCLEX-RN pass rate that is equal to or greater than the state passing average.

Entry Requirements

1. Minimum of 17 years of age.
2. Meet General Admission Requirements for admittance to Hannibal-LaGrange University. (See the Admissions section in this catalog.)
3. Complete an ASN application.
4. Provide evidence of acceptable scores on ACT or SAT or have more than 24 credit hours at or above a 2.0 CGPA.

NOTE: Contact the Nursing Admissions Coordinator for specific details.

5. Have a minimum cumulative grade point average (CGPA) of at least 2.5 on a 4.0 scale
6. Complete the following prerequisites with a grade of C or higher:
 - a. One year of high school biology or one semester of college biology (lecture and lab; total of 4 hours).
 - b. One year of high school algebra or one semester of college-level algebra. (All incoming students must follow the HLGU [Mathematics Placement Policy](#) which may indicate the need for additional math courses prior to admission.)
 - c. Anatomy and Physiology (lecture and lab; total of 8 hours).
 - d. Microbiology (lecture and lab; total of 4 hours) – May also be taken during the summer term between the first and second years of the ASN program.

NOTE: The college-level courses will be required if the high school courses were not taken within the past five years.

NOTE: Prerequisite science courses will only be accepted if taken within the last 5 years prior to beginning NUR 114. The material from these courses is fundamental to students' success in nursing school.

7. Achieve acceptable scores on the Admission Assessment Exam (A2). Test scores are valid for 2 years after date of exam.

NOTE: Contact the Nursing Admissions Coordinator for specific details.

8. Provide proof that the four following additional requirements have been met. To expedite this process, forms for a, c, and d are available in the HLGU Craigmiles School of Nursing Office that can be filled out and signed by the appropriate authorized personnel.

Applicants who are initially accepted into the program will be considered on conditional status until all four forms have been received by the Nursing Admissions Coordinator.

- a. A completed immunization record.
- b. Cardiopulmonary resuscitation (CPR) certification in infant, child, and adult care through the American Heart Association.
- c. Agreement with the policy on Functional Abilities.
- d. A criminal background check and/or a drug screening required by affiliation agreements between the HLGU Craigmiles School of Nursing and clinical agencies.

NOTE: Applicants who have been a student in another nursing program must request a letter from the director or dean of that program that states the reason for their withdrawal from the program and their status in regard to reentry. Acceptance into the HLGU Nursing Program cannot be granted without a favorable letter of recommendation from the other program.

Admission of Transfer Students

1. Meet admission requirements for Transfer Students for admittance to Hannibal-LaGrange University. (Refer to Admissions section of catalog.)
2. Complete Entry Requirements to ASN program (stated above).
Nursing courses are rarely accepted in transfer to fulfill graduation requirements. However, students may be able to obtain advanced standing for NUR 102 and/or NUR 114 by examination.

Admission of Licensed Practical Nurses

LPNs may obtain advanced standing by examination if they have met the above Entry Requirements to the ASN program and if they have met the following requirements:

1. Graduate of a state-approved LPN program.
2. Submit an official transcript from their LPN program.
3. Provide evidence of an active, valid, unencumbered license or permit to practice as an LPN.

NOTE: Students may be able to obtain advanced standing for NUR 102 and/or NUR 114 by examination.

NOTE: Students attempting to bridge directly from HLGU's PN program must pass exit exams and complete the summer term before they may enroll in prerequisite courses for ASN program admittance.

Readmission

To request readmission, students should address a letter to the Director of the Craigmiles School of Nursing requesting readmission, stating the reasons for the withdrawal and for the readmission request. They must present evidence that all faculty recommendations have been satisfactorily met

and that they have maintained a minimum CGPA of 2.0. Students seeking readmission will be required to audit the nursing course previously passed. Students may repeat a nursing course only once; no more than one nursing course may be repeated. Readmission will be contingent upon the approval of the Nursing Admission, Promotion, and Retention Committee based on ranking compared to all other applicants applying for the repeating term.

Expenses

Cost sheets are available from the Nursing Admissions Coordinator.

Financial Aid

A variety of financial assistance is available. It is important to remember, however, that the purpose of financial aid is to assist; it should not be considered as a source that will pay for all educational expenses. Contact the Office of Financial Aid (573-629-3279) to discuss financial needs.

Curriculum Requirements

1. There is always the possibility that there will be revisions in the curriculum and standards because of the continuing curriculum evaluation. Please check with the School of Nursing office for the current requirements.
2. A prerequisite for admission to the first semester of the ASN curriculum is the completion of courses in biology, algebra, and anatomy and physiology. (See Entry Requirements)

ASN Students Taking BSN Courses

ASN students are allowed to register for 300-level BSN courses if the following conditions have been met:

1. CGPA of 2.5 or higher.
2. Current grades must be in good standing; students currently or previously on probation will *not* be allowed to take BSN courses.
3. Student has not previously withdrawn from more than one BSN online course.
4. Students currently enrolled in the ASN program may request in writing enrollment in select 400-level BSN courses from the Director, Craigmiles School of Nursing. Students must be in good academic standing within the ASN program and have completed a majority of RN to BSN support courses.

Requirements for ASN Degree

1. Earn a grade of C or higher in all Support Course Requirements and Major Course Requirements.
2. As a condition for graduation and for taking the NCLEX-RN™, students must successfully complete a comprehensive exit exam. Contact the HLGU Nursing School for details. Students bear responsibility for all the costs for the exam, remediation, and retesting.

Required Courses for Associate of Science in Nursing Degree

I. Nursing Support Requirements	Credits: 30-31 Hours
HLG 011 Freshman Seminar*	Credits: 1
<i>(Required of all incoming full-time freshman and transfer students with less than 24 hours.)</i>	
HLG 010 Chapel	Credits: 0
<i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i>	
Select 3 credit hours from the following options:	
BIB 113 Old Testament Survey	Credits: 3
BIB 123 New Testament Survey	Credits: 3
<i>Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.</i>	
BIO 254 Essentials of Human Anatomy & Physiology I	Credits 4
BIO 264 Essentials of Human Anatomy & Physiology II	Credits 4
BIO 344 Microbiology	Credits 4
ENG 104 English Composition I	Credits: 3
<i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i>	
ENG 106 English Composition II	Credits: 3
PSY 113 General Psychology	Credits: 3
PSY 333 Lifespan Developmental Psychology	Credits: 3
SOC 113 Intro to Sociology	Credits: 3
II. Nursing Core Requirements	Credits: 41 Hours
NUR 102 Clinical Calculations	Credits: 2
<i>(Students passing a medical calculations challenge exam may challenge this course. See the Institutional Examinations in the Admissions chapter for associated fees and other details.)</i>	
NUR 114 Nursing Fundamentals	Credits: 6
NUR 214 Adult/Child I & Mental Health	Credits: 8
NUR 234 Adult/Child II & The Childbearing Family	Credits: 10
NUR 236 Adult/Child III & Clinical Leadership	Credits: 10
NUR 240 Pharmacology I	Credits: 2
NUR 241 Pharmacology II	Credits: 1
NUR 272 Nursing Seminar	Credits: 2
Total Hours Required for Graduation	Credits: 71-72 Hours

RN to BSN PROGRAM

Bachelor of Science in Nursing for Registered Nurses

The RN to BSN program is designed for Registered Nurses who have earned an Associate of Science in Nursing or a Diploma in Nursing. The format and courses are designed to meet the needs of the adult learner. The curriculum provides a solid base in liberal arts education courses as the cornerstone of practice. Opportunities are provided to apply theories, concepts, and evidence based practice to current clinical practice. Upper-level nursing courses include topics, such as leadership, quality care, patient safety, evidence based practice, information management, health care policy, finance and regulatory environments, collaboration with other healthcare professionals, health promotion and prevention, professionalism, and Christian values, to prepare the student as a generalist baccalaureate nurse. Student learning in the program culminates with a practicum experience, typically at the student's own place of employment, providing the student an opportunity to integrate knowledge into practice by completing a project with a focus on the resolution of an issue or problem significant to professional nursing practice and/or healthcare outcomes. To graduate from the RN to BSN program, students must satisfy all entry and curriculum requirements as well as the Graduation Requirements listed in the Academic Policies section of the catalog.

RN to BSN Program Outcomes

1. Advance the education of the associate degree and diploma Registered Nurse (RN) to a baccalaureate-level nurse generalist with a strong liberal arts background as a nurse generalist.
2. Prepare nurses for service and leadership in global, community, congregational, and public health settings through advocacy, innovation, quality care, and management accountability.
3. Prepare nurses who are able to promote health, prevent disease, and enhance the holistic health and well-being of diverse individuals, groups, and communities utilizing leadership skills and effective communication and collaboration techniques.
4. Prepare nurses with the knowledge and support to develop professional and personal values which facilitate ethical, moral, faith-based, and legal practice as a baccalaureate nurse, prepared to provide service to communities, families, and individuals.
5. Offer a Christian faith-based worldview throughout the curriculum.

Objectives for the BSN Program

The objectives of the Hannibal-LaGrange University BSN program are to produce graduates who will:

1. synthesize knowledge derived from nursing, religion, biological, social, and behavioral sciences, humanities, and nursing theory into nursing practice.
2. demonstrate nursing leadership behaviors and integrate leadership skills to impact healthcare organizations and management, while influencing healthcare policies and finance and promote quality improvement processes into the provision of safe nursing care.
3. apply effective critical thinking skills and decision-making processes based upon evidence-based practice, scholarly research, and dissemination.
4. integrate innovative healthcare technologies, information management, and communication devices in the delivery of high-quality healthcare.

5. apply effective communication techniques to collaborate with interdisciplinary healthcare providers to promote teambuilding and provide quality healthcare outcomes.
6. assess the health of individuals, families, groups, communities, and diverse populations across the life span, with a focus on health promotion, disease prevention, illness care, restoration, rehabilitation, health counseling, education, and spiritual care.
7. demonstrate a commitment to lifelong learning to promote personal and professional development by maintaining professional development through scholarly activities and maintaining clinical expertise.
8. incorporate Christian worldview for delivering compassion, human dignity, ethical reasoning, altruism, equality, integrity, and culturally sensitive care to the meet the needs for diverse types of patients.

Entry Requirements

1. Meet General Admission Requirements for admittance to Hannibal-LaGrange University. (Refer to Admissions section of the catalog.)
2. Provide official transcripts showing completion of an ASN degree or a diploma program with a CGPA of 2.5 on a 4.0 scale.
3. Send official transcripts of all previously earned university and/or nursing credit to the HLGU Office of Admissions.
4. Complete the online RN to BSN application, available on the HLGU website: <https://www.hlg.edu/academics/online/rn-to-bsn/>.
5. Provide evidence of possessing an active, valid, unencumbered license to practice as an RN

Curriculum Requirements

1. There is always the possibility that there will be revisions in the curriculum and standards because of the continuing curriculum evaluation. Please check with the School of Nursing Office for the current requirements.
2. The BSN student must complete all the Support Course and Major Course requirements listed under the ASN curriculum. Many of these requirements may have been met during the RN's previous educational endeavors. To determine the amount of credit granted for previous learning and/or means of validating the learning, you must meet with the nursing faculty advisor prior to signing up for courses.
3. A grade of C or higher must be earned in all Support Course Requirements and Major Course Requirements in order to progress in the program.

Requirements for BSN Degree

1. 125 credit hours are required to graduate from the RN to BSN program – the RN License counts as 40 credit hours; Support and Major courses comprise the remaining 85 credit hours.
2. Up to seventy (70) hours of junior/community college credit may be transferred toward an RN to BSN degree.
3. Earn a grade of C or higher in all Support Course Requirements and Major Course Requirements.
4. To ensure current nursing knowledge, all RN to BSN course requirements must be completed within five years of acceptance into the program.

Required Courses for Bachelor of Science in Nursing Degree

I. Nursing Support Requirements Credits: 49 Hours

Behavioral Sciences	Behavioral Science <i>(must come from two different academic areas)</i> <i>Recommended courses include: PSY 113 General Psychology, PSY 323 Abnormal Psychology, PSY 333 Lifespan Developmental Psychology, SOC 113 Introduction to Sociology ..</i> Credits: 12
Bible	Select 3 credit hours from the following options: BIB 113 Old Testament Survey Credits: 3 BIB 123 New Testament Survey Credits: 3 <i>Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.</i>
Humanities and Fine Arts	CAS 101 Intro to Speech Communication Credits: 3 ENG 104 English Composition I Credits: 3 <i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i> ENG 106 English Composition II Credits: 3 Select three credit hours from HST options Credits: 3 Art, Music, or Theatre course Credits: 3
Mathematics	MTH 143 College Algebra Credits: 3
Natural Sciences	BIO 440 Pathophysiology Credits: 4 Natural Science <i>(Recommended courses: BIO 314 Human Anatomy & Physiology I, BIO 324 Human Anatomy & Physiology II, BIO 344 Microbiology, CHM 161 Foundations of Chemistry)</i> Credits: 12

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II. Nursing Core Requirements Credits: 36 Hours

NUR 301 Healthcare Today	Credits: 3
NUR 303 Health Assessment.....	Credits: 3
NUR 353 Nursing Theory	Credits: 3
NUR 363 Geriatric Nursing	Credits: 3
NUR 373 Bioethics.....	Credits: 3
NUR 383 Nursing Informatics.....	Credits: 3
NUR 423 Client Education.....	Credits: 3
NUR 436 Introduction to Research & Analytical Methods	Credits: 3
NUR 434 Leadership & Management	Credits: 3
NUR 443 Community Health Nursing	Credits: 3
NUR 453 Evidence-Based Practice.....	Credits: 3
NUR 483 Senior Nursing Capstone	Credits: 3

Total Hours Required for Graduation Credits: 125 Hour

PRACTICAL NURSING (PN) PROGRAM

The Practical Nursing Program is designed specifically for students interested in entering the nursing profession. The program is a post-high school 52-week certificate program. There is one program session per year. After an introductory period, the student is rotated through a planned program of classroom and clinical instruction. Upon program completion and meeting specific state requirements, the graduate may obtain licensure by passing the NCLEX-PN. A Practical Nurse is responsible for meeting the needs of clients in a variety of settings under the direction of a professional registered nurse and/or licensed physician. Employment opportunities include long-term care facilities, hospitals, clinics, or any institution that provides health services. To graduate from the Practical Nursing program, students must satisfy all entry and curriculum requirements as well as the Graduation Requirements listed in the [Academic Policies](#) section of the catalog.

Information regarding financial aid and employment information relevant to the Practical Nursing program may be viewed at the following location: <http://www.hlg.edu/about-hlg/consumer-disclosures/pn/>.

Objectives for the Practical Nursing (PN) Program

The PN student will:

1. demonstrate proficiency and knowledge of nursing fundamentals theory and practice.
2. collect data, assess, plan, implement, and evaluate patient-centered care in the medical/surgical setting.
3. achieve a first-time NCLEX-PN pass rate that is equal to or greater than the state passing average.

Admission Requirements

1. Must be 17 years of age or older.
2. Have high school diploma or high school equivalency certificate.
3. Achieve an acceptable score on the pre-entrance examinations.
4. Be in good health as verified by a physical and dental examination.
5. Be of good moral character as verified by references.
6. Have a sincere interest in nursing as a career.
7. Meet established criteria regarding criminal background check.
8. Consent to drug and alcohol screening.
9. Verify immunizations within specific guidelines.

Admission Process

1. Schedule an appointment to meet with the Admissions Coordinator (573-629-3141) to review all requirements for the PN program. Review curriculum plan/cost sheet/program brochure.
2. Achieve acceptable score on the Nursing Admission Assessment Exam (A2). Contact the Admissions Coordinator to schedule exam. A study guide is available at the Roland Library for in-library use.
 - a. Please allow at least 3-4 hours to complete the Exam.
 - b. Two attempts are allowed to achieve acceptable score.
3. Upon achievement of acceptable admission exam score, submit HLGU application & fee (\$25.00) to the Office of Admissions.
4. Submit PN application to the Nursing Office.

5. Submit the following items to the Office of the Registrar (Make sure this is addressed to the Office of the Registrar at Hannibal-LaGrange University, 2800 Palmyra Road, Hannibal, MO 63401).
 - a. High School transcript.
 - b. Official transcript of all college or vocational credits earned.
6. Complete PN admission packet.
7. Interview with the PN coordinator. This interview will be set up in groups of 3-4 prospective students.

Additional Information

The PN program accepts students continually throughout the year.

Students who apply to the PN program at Hannibal-LaGrange University must assume responsibility in fulfilling the steps as outlined above. If you have any questions, the Nursing Admissions Coordinator will be happy to provide you with answers and/or assistance.

Any applicant who has been a student in another nursing program must request a letter to be sent from the director of that program. The letter must state the reason for their withdrawal from the program and their status in regards to re-entry. We must receive this letter in order to continue with your application for entry into the Hannibal-LaGrange University PN program.

The decision of the Coordinator of the Practical Nursing program will be sent in writing to all applicants. Those accepted will receive further instruction. Once the class is filled, qualified applicants will be placed on a waiting list and will be admitted to the program if openings occur, up to the fifth day of classes.

All students are encouraged to take Growth & Development (PNE 102), Nutrition (PNE 103), and Anatomy & Physiology (PNE 104) during the summer term, before starting the PN program. Students must meet admission requirements to be eligible for these courses and the courses must be passed to be eligible for admission into the PN program. These course(s) may only be applied to the first PN class scheduled to start upon completion of the course(s).

Financial Aid

A variety of financial assistance is available. It is important to remember, however, that the purpose of financial aid is to assist; it should not be considered as a source that will pay for all educational expenses. Contact the Office of Financial Aid (573-629-3279) to discuss financial needs.

Curriculum Requirements

1. There is always the possibility that there will be revisions in the curriculum and standards because of the continuing curriculum evaluation. Please check with the Nursing office for the current requirements.
2. A grade of C or higher must be earned in all Course Requirements in order to progress in the program.

Required Courses for Practical Nursing Certificate

I. Practical Nursing Core Requirements	Credits: 62 Hours
PNE 104 Anatomy & Physiology	Credits 6
PNE 105 Nursing Fundamentals	Credits 6
PNE 109 Human Growth & Development/Nutrition	Credits 3
PNE 110 Contributory/Selective Experience I	Credits 5
PNE 111 Pharmacology/Introduction to Medical Surgical Nursing	Credits 6
PNE 120 Contributory/Selective Experience II	Credits 3
PNE 122 Geriatric Nursing	Credits 3
PNE 128 Medical Surgical Nursing I	Credits 6
PNE 129 Maternal-Child/Pediatric/Mental Health Nursing	Credits 8
PNE 130 Contributory/Selective Experience III	Credits 5
PNE 133 Medical Surgical Nursing II	Credits 4
PNE 134 Medical Surgical Nursing III	Credits 5
PNE 135 Team Leading in Nursing	Credits 2

DIVISION OF BUSINESS AND COMPUTER INFORMATION SYSTEMS

Michelle Todd, Chair

The Division of Business and Computer Information Systems seeks to provide students with a foundation for success in their chosen vocation.

BUSINESS DEPARTMENT

Bachelor of Arts Degree: Majors – Business Administration

Bachelor of Science Degree: Majors – Business Administration

Minor: Accounting, Business Administration

Business Certification: Offers courses leading to certification in business education (grades 9-12) in Secondary Education under the Bachelor of Science in Education degree (see Division of Teacher Education for details)

The degrees with a major in business administration allow the student to select a concentration in one of the following areas: general business, information systems data analysis, management, or marketing.

Statement of Mission and Purpose for the Business Department

The mission of the Business Department is equip students with the concepts, skills, and competencies that are fundamental for success in today's business world.

Objectives for the Business Department Majors

Business Administration

The Business Administration major will:

1. demonstrate a basic knowledge in each assessed area (as compared to national norms) – Accounting, Finance, Management, and Marketing, as well as score at the proficient level in his/her area of concentration.
2. demonstrate
 - a. effective verbal and nonverbal skills,
 - b. problem solving and critical thinking skills applicable to ethical dilemmas and/or business situations,
 - c. and utilization of information for presentation and research purposes.

Requirements for BA or BS Degree with Majors in Business Administration

1. Complete the campuswide General Education requirements (and the language requirement if seeking the BA) and the Graduation Requirements (see Academic Policies for both)

NOTE: Business Administration majors must

- a. Earn a grade of C or higher in MTH 143, 153, or 185 to fulfill the mathematics General Education requirement.
- b. Take ECO 213 (earning a grade of C or higher) in partial fulfillment of the General Education's option requirement.
2. Earn a grade of C or higher in all required major coursework.

3. Select the major in Business Administration, choosing one concentration. Pass each of the course requirements listed under the major chosen with a grade of C or higher.
4. Successfully complete a nationally normed exit exam.

General Education Requirements for Business Administration Major

I. General Education Requirements	Credits: 51-59 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>(Required of all incoming full-time freshman and transfer students with less than 24 hours.)</i></p>	
<p>Chapel HLG 010 Chapel Credits: 0 <i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i></p>	
<p>Bible BIB 113 Old Testament Survey Credits: 3 BIB 123 New Testament Survey Credits: 3 <i>Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.</i></p>	
<p>Writing ENG 104 English Composition I Credits: 3 ENG 106 English Composition II..... Credits: 3 <i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i></p>	
<p>Literature Select six credit hours from LIT options Credits: 6</p>	
<p>Communication CAS 101 Introduction to Speech Communication..... Credits: 3</p>	
<p>Historical Studies Select six credit hours from HST options Credits: 6</p>	
<p>Natural Sciences Life & Non-Life Science Courses: Credits: 7-8 <i>Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in the physical (non-life) science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course.</i></p>	
<p>Fine Arts Select courses meeting the requirements below Credits: 4-6 <i>The fine arts requirement includes three areas: art, music, and theatre. Students must include courses from two of the three areas; one of these courses must be an appreciation course. Appreciation courses include ART 110, THR 100, and MUS 103. Private music lessons (MUA courses) will satisfy the music requirement.</i></p>	
<p>Mathematics Select appropriate mathematics course Credits: 3 <i>MTH 143, 153, or 185 will meet this requirement. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i></p>	
<p>Physical Education PHE/VAR Activity Courses..... Credits: 2 <i>The following activity courses fulfill this requirement: One-credit-hour courses at the PHE 100-level, any varsity or junior varsity sport, PHE 219, PHE 220, PHE 233, and PHE 234. (EXS and SRM courses do not fulfill this requirement.)</i></p>	
<p>General Ed Options General Education Options Credits: 6 <i>(See General Education Requirements for Baccalaureate Degrees)</i></p>	
<p>Language (Optional) Modern or Biblical Language Credits: 6 <i>Bachelor of Arts degrees require 6 hours in the same language. Language is optional with other bachelor's degrees.</i></p>	

Required Courses for Business Administration Major Concentration in General Business

I. General Education Requirements	Credits: 51-59 Hours
Refer to the General Education Requirements for Business Administration Major <i>(Some General Education courses also count as Business Administration Support or Core Requirements.)</i>	
II. Business Support Requirements	Credits: 3 Hours
ECO 213 Macroeconomics	Credits: 3
<i>(This course can fulfill three credit hours of the General Education Option requirement.)</i>	
III. Business Core Requirements	Credits: 39 Hours
ACC 243 Principles of Financial Accounting	Credits: 3
ACC 263 Principles of Managerial Accounting	Credits: 3
BUS 273 Business Statistics	Credits: 3
BUS 313 Organizational Communication.....	Credits: 3
BIS 353 Business Information Systems.....	Credits: 3
BUS 363 Business Law	Credits: 3
BUS 499 Business Strategy	Credits: 3
ECO 223 Microeconomics	Credits: 3
ECO 343 or FIN 343 Money & Banking	Credits: 3
FIN 323 Principles of Finance	Credits: 3
MAN 243 Principles of Business Management.....	Credits: 3
MKT 313 Principles of Marketing.....	Credits: 3
Controlled Electives BIS/ CIS 200 Level or Above	Credits: 3
<i>(Exception: BIS 353 cannot be counted toward the requirement)</i>	
IV. Business Administration Major Requirements Concentration in General Business	Credits: 18 Hours
Controlled Electives upper-level Business courses	Credits: 18
V. Electives	Credits: 8-16 Hours
Upper-Level Electives.....	Credits: 1
Total Hours Required for Graduation	Credits: 124 Hours

**Required Courses for Business Administration Major
Concentration in Information Systems Data Analysis**

I. General Education Requirements Credits: 51-59 Hours

Refer to the General Education Requirements for Business Administration Major
(Some General Education courses also count as Business Administration Support or Core Requirements.)

II. Business Support Requirements Credits: 3 Hours

ECO 213 Macroeconomics Credits: 3
(This course can fulfill three credit hours of the General Education Option requirement.)

III. Business Core Requirements Credits: 33 Hours

ACC 243 Principles of Financial Accounting Credits: 3
 ACC 263 Principles of Managerial Accounting Credits: 3
 BUS 273 Business Statistics Credits: 3
 BUS 313 Organizational Communication..... Credits: 3
 BUS 363 Business Law Credits: 3
 BIS 353 Business Information Systems..... Credits: 3
 ECO 223 Microeconomics Credits: 3
 ECO 343 or FIN 343 Money & Banking Credits: 3
 FIN 323 Principles of Finance Credits: 3
 MAN 243 Principles of Business Management..... Credits: 3
 MKT 313 Principles of Marketing Credits: 3
 BIS 272 Introduction: Database Software..... Credits: 1
 BIS 281 Intermediate: Database Software Credits: 1
 BIS 241/251 Intro./Intermediate: Spreadsheet Software Credits: 1

IV. Business Administration Major Requirements Concentration in Data Analysis Credits: 15 Hours

CIS 203 Programming Fundamentals **or**
 CIS 303 Program Design Credits: 3
 CIS 391 Advanced Topics: Statistical Analysis Software Credits: 3
 CIS 313 Database Management..... Credits: 3
 CIS 376 Computer Security and Forensics Credits: 3
 CIS 403 Database Administration..... Credits: 3

CHANGED
See Catalog Addendum

V. Electives Credits: 17-25 Hours

Upper-Level Electives..... Credits: 7

Total Hours Required for Graduation Credits: 124 Hours

Required Courses for Business Administration Major Concentration in Management

I. General Education Requirements Credits: 51-59 Hours

Refer to the General Education Requirements for Business Administration Major
(Some General Education courses also count as Business Administration Support or Core Requirements.)

II. Business Support Requirements Credits: 3 Hours

ECO 213 Macroeconomics Credits: 3
(This course can fulfill three credit hours of the General Education Option requirement.)

III. Business Core Requirements Credits: 39 Hours

ACC 243 Principles of Financial Accounting Credits: 3
 ACC 263 Principles of Managerial Accounting Credits: 3
 BUS 273 Business Statistics Credits: 3
 BUS 313 Organizational Communication..... Credits: 3
 BIS 353 Business Information Systems..... Credits: 3
 BUS 363 Business Law Credits: 3
 BUS 499 Business Strategy Credits: 3
 ECO 223 Microeconomics Credits: 3
 ECO 343 or FIN 343 Money & Banking Credits: 3
 FIN 323 Principles of Finance Credits: 3
 MAN 243 Principles of Business Management..... Credits: 3
 MKT 313 Principles of Marketing Credits: 3
 Controlled Electives BIS/CIS 200 Level or Above Credits: 3
(Exception: BIS 353 cannot be counted toward the requirement)

IV. Business Administration Major Requirements Concentration in Management Credits: 18 Hours

BUS 333 Applied Calculus Credits: 3
 MAN 323 Organizational Behavior Credits: 3
 MAN 353 Production/Operations Management Credits: 3
 MAN 433 Human Resource Management Credits: 3
 MAN 463 Retail Business Management..... Credits: 3
 Controlled Elective upper-level Business course Credits: 3

V. Electives Credits: 8-16 Hours

Upper-Level Electives..... Credits: 1

Total Hours Required for Graduation Credits: 124 Hours

Required Courses for Business Administration Major Concentration in Marketing

I. General Education Requirements Credits: 51-59 Hours

Refer to the General Education Requirements for Business Administration Major
(Some General Education courses also count as Business Administration Support or Core Requirements.)

II. Business Support Requirements Credits: 3 Hours

ECO 213 Macroeconomics Credits: 3
(This course can fulfill three credit hours of the General Education Option requirement.)

III. Business Core Requirements Credits: 39 Hours

ACC 243 Principles of Financial Accounting Credits: 3
 ACC 263 Principles of Managerial Accounting Credits: 3
 BUS 273 Business Statistics Credits: 3
 BUS 313 Organizational Communication..... Credits: 3
 BIS 353 Business Information Systems..... Credits: 3
 BUS 363 Business Law Credits: 3
 BUS 499 Business Strategy Credits: 3
 ECO 223 Microeconomics Credits: 3
 ECO 343 or FIN 343 Money & Banking Credits: 3
 FIN 323 Principles of Finance Credits: 3
 MAN 243 Principles of Business Management..... Credits: 3
 MKT 313 Principles of Marketing..... Credits: 3
 Controlled Electives BIS/CIS 200 Level or Above Credits: 3
(Exception: BIS 353 cannot be counted toward the requirement)

IV. Business Administration Major Requirements Concentration in Marketing Credits: 18 Hours

BUS 333 Applied Calculus Credits: 3
 CAM 453 PR: Strategies & Tactics Credits: 3
 MKT 323 Principles of Advertising Credits: 3
 MKT 343 Sales Management Credits: 3
 MKT 483 Marketing Research Credits: 3
 Controlled Elective upper-level Business course Credits: 3

V. Electives Credits: 8-16 Hours

Upper-Level Electives..... Credits: 1

Total Hours Required for Graduation Credits: 124 Hours

Required Courses for Business Administration Minor

I. Business Administration Minor Requirements	Credits: 18 Hours
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ACC 243 Principles of Financial Accounting	Credits: 3
MAN 243 Principles of Business Management.....	Credits: 3
MKT 313 Principles of Marketing.....	Credits: 3
ECO 213 Macroeconomics or ECO 223 Microeconomics	Credits: 3
300- or 400-Level Business Department courses.....	Credits: 6
NOTE: A grade of C or higher is required in all courses for the minor.	

COMPUTER INFORMATION SYSTEMS DEPARTMENT

Bachelor of Science Degree: Major – Computer Information Systems

Minor: Computer Information Systems

Statement of Mission and Purpose for the Business Department

The mission of the Computer Information Systems (CIS) department is to provide an excellent professional education in the field of computers and technology in a distinctively Christian environment that integrates Christian faith and learning in preparing graduates for personal and career effectiveness.

Goals

The goals of the Computer Information Systems department are to help a student develop professional skills and personal values that prepare them for further study in the fields of computers and technology and make them marketable in a computer- or technology-related field. These are accomplished through classroom instruction, professional modeling, individual projects, and an extensive program of internships providing real-world, hands-on experience based on a broad set of foundational skills from the CIS field, including: hardware, software, programming, database, networking, and web design.

Objectives for the CIS Majors

The CIS major is designed to provide enrolled students with the opportunity to:

1. install, use, and support hardware and software in accordance with IT professional standards.
2. create original, meaningful programs in accordance with IT professional standards.
3. design and support database applications in accordance with IT professional standards.
4. design, implement, and administrate networks in accordance with IT professional standards.
5. design, create, and support websites in accordance with IT professional standards.
6. acquire professional IT experience through internships.
7. demonstrate commitment to ethical professional conduct.

Requirements for BS Degree with Major in Computer Information Systems

1. Complete the campuswide General Education requirements and the Graduation Requirements (see Academic Policies for both), considering the following recommendations:
 - a. MTH 143, 153, or 185 is required.
 - b. PHL 253 is preferred to *partially* fulfill the General Education option requirement.
 - c. ART 133 is preferred to *partially* fulfill the General Education option requirement.
2. Earn a grade of C or higher in all required major coursework.

General Education Requirements for Computer Information Systems Major

I. General Education Requirements	Credits: 49-53 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>(Required of all incoming full-time freshman and transfer students with less than 24 hours.)</i></p>	
<p>Chapel HLG 010 Chapel Credits: 0 <i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i></p>	
<p>Bible BIB 113 Old Testament Survey Credits: 3 BIB 123 New Testament Survey Credits: 3 <i>Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.</i></p>	
<p>Writing ENG 104 English Composition I Credits: 3 ENG 106 English Composition II..... Credits: 3 <i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i></p>	
<p>Literature Select six credit hours from LIT options Credits: 6</p>	
<p>Communication CAS 101 Introduction to Speech Communication..... Credits: 3</p>	
<p>Historical Studies Select six credit hours from HST options Credits: 6</p>	
<p>Natural Sciences Life & Non-Life Science Courses: Credits: 7-8 <i>Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in the physical (non-life) science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course.</i></p>	
<p>Fine Arts Select courses meeting the requirements below Credits: 4-6 <i>(The fine arts requirement includes three areas: art, music, and theatre. Students must include courses from two of the three areas; one of these courses must be an appreciation course.)</i></p> <p>ART 133 Computer Graphics I (Preferred)..... Credits: 3 Appreciation Course: MUS 103 or THR 100 (Preferred) Credits: 3</p>	
<p>Mathematics Select appropriate mathematics course Credits: 3 <i>MTH 143 College Algebra, MTH 153, or MTH 185 will meet this requirement. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i></p>	
<p>Physical Education PHE/VAR Activity Courses..... Credits: 2 <i>The following activity courses fulfill this requirement: One-credit-hour courses at the PHE 100-level, any varsity or junior varsity sport, PHE 219, PHE 220, PHE 233, and PHE 234. (EXS and SRM courses do not fulfill this requirement.)</i></p>	
<p>General Ed Options Select General Education Options Credits: 6</p> <p>PHL 253 Intro to Logic (preferred)..... Credits: 3 General Education Option Credits: 3 <i>(See General Education Requirements for Baccalaureate Degrees)</i></p>	

Required Courses for Computer Information Systems Major

I. General Education Requirements	Credits: 49-53 Hours
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Refer to the General Education Requirements for Computer Information Systems
(Some General Education courses also count as Computer Information Systems Requirements.)

II. Computer Information Systems Core Requirements	Credits: 52-54 Hours
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CIS 103 Intro to Computers	Credits: 3
CIS 123 Web Design.....	Credits: 3
CIS 203 Programming Fundamentals	Credits: 3
CIS 283 PC Hardware.....	Credits: 3
CIS 303 Program Design	Credits: 3
CIS 313 Database Management.....	Credits: 3
CIS 333 Web Development	Credits: 3
CIS 353 Operating Systems.....	Credits: 3
CIS 373 Networking.....	Credits: 3
CIS 376 Computer Security & Forensics	Credits: 3
CIS 383 Internship I.....	Credits: 3
CIS 403 Database Administration.....	Credits: 3
CIS 413 Computer Architecture	Credits: 3
CIS 451-3 Senior Project.....	Credits: 1-3
CIS 473 Advanced Network Administration.....	Credits: 3
CIS 483 Internship II	Credits: 3
CIS 489 Information Technology Seminar.....	Credits: 3
Controlled Electives BIS one-credit-hour application courses	Credits: 3
<i>(At least one database and one web page design course is preferred)</i>	

III. Electives	Credits: 17-23 Hours
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MTH 210 Discrete Mathematics <i>(Recommended)</i>	Credits: 3
Upper-Level Electives.....	Credits: 1-3

Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Computer Information Systems Minor

I. Computer Information Systems Minor Requirements	Credits: 18 Hours
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CIS 103 Intro to Computers	Credits: 3
CIS 203 Programming Fundamentals	Credits: 3
CIS 283 PC Hardware.....	Credits: 3
BIS one-credit-hour application courses	Credits: 3
CIS electives	Credits: 6
NOTE: A grade of C or higher is required in all courses for the minor.	

DIVISION OF CHRISTIAN STUDIES

C. Eric Turner, *Chair*

The Division of Christian Studies promotes the academic study of the Bible, Biblical Languages, Christian Education, Christian Ministry, Intercultural Missions, and Theology; endeavors to assist students to respond effectively to a personal call to serve the Lord Jesus Christ; and equips God-called students for effective service in pastoral, educational, denominational, and missions ministries.

Bachelor of Arts Degree: Major – Christian Studies

Bachelor of Science Degree: Major – Christian Studies

Minor for Majors in Christian Studies with Concentration in Bible: Christian Ministry

Minors for Majors in Christian Studies with Concentration in Christian Ministry: Bible and Biblical Languages

Minor Available to All HLGU Students Except those seeking a BA in Christian Studies with a Concentration in Bible: Biblical Languages

Minors Available to All Other HLGU Students: Bible, Christian Studies

Goals of the Christian Studies Division

1. To give all HLGU students a foundation of Biblical knowledge through the required General Education Bible survey courses.
2. To provide in-depth training in the areas of Biblical Languages, Biblical Studies, Christian Education, Christian Ministries, Intercultural Missions, and Theology.
3. To encourage the development of Christian faith in all HLGU students.
4. To prepare students for effective Christian ministry vocations.
5. To model Christian ministry founded upon Biblical teachings and principles.
6. To acquaint students with opportunities for service within the Southern Baptist denomination.
7. To prepare Christian ministry students to pursue advanced degrees.
8. To provide opportunities for continuing education for the Christian community at large.

Statement of Mission and Purpose for the Christian Studies Major

The mission of the Christian Studies Major is to provide an excellent education in the Biblical and theological disciplines, as well as the ministerial disciplines for guiding spiritual formation and practical ministry in a distinctively Christian environment that integrates Christian faith and learning in preparing graduates for both personal and career effectiveness.

Objectives for the Christian Studies Major

Concentration in Bible

The Christian Studies major with a concentration in Bible will:

1. demonstrate understanding of the content and recommended techniques associated with sharing the Gospel of Jesus Christ in witnessing.

2. demonstrate knowledge of the content and issues associated with basic Christian doctrines.
3. demonstrate understanding of methods, tools, and principles of Biblical interpretation.
4. demonstrate the knowledge and skills required to accomplish an inductive-exegetical Bible study and to prepare and deliver Biblically-based expositional sermons.
5. demonstrate knowledge of the historical and theological content, as well as critical issues associated with Old and New Testament books.

Concentration in Christian Ministry

The Christian Studies major with a concentration in Christian Ministry will:

1. demonstrate understanding of the content and recommended techniques associated with sharing the Gospel of Jesus Christ in witnessing.
2. demonstrate knowledge of the content and issues associated with basic Christian doctrines.
3. demonstrate understanding of methods, tools, and principles of Biblical interpretation.
4. demonstrate the knowledge and skills required to accomplish an inductive-exegetical Bible study and to prepare and deliver Biblically-based expositional sermons.
5. demonstrate understanding of how to teach effective Bible lessons.
6. demonstrate knowledge of leadership theory.

Ministry Guidance

The Ministry Guidance program provided through the Christian Studies Division of Hannibal-LaGrange University offers academic courses and practical guidance for students who sense a call from God to vocational Christian ministry. Ministry students are provided opportunities to explore the meaning of divine call, spiritual gifts, and vocational ministry professions. Ministry Guidance also affords opportunities for ministry students to develop skills through theological field education and various avenues of ministry service within the local church and certain other Christian organizations. Students who have sensed God's call to vocational ministry may apply for the Christian Ministry Vocations (CMV) Scholarship. Recipients of the CMV Scholarship are required to attend monthly CMV Fellowship meetings and document involvement in ministry leadership.

Availability of Christian Ministry Vocations (CMV) Scholarship

Financial aid is available for Christian ministry vocations students who are active in a local church and who believe God has called them to pursue a lifelong vocation in Christian ministry through a church, Christian agency, missions organization, or other not-for-profit Christian organization. For information about eligibility requirements, see Christian Ministry Vocations Scholarship among the [Denominational Scholarships](#) in the Financial Aid section.

NOTE: Students who are called to vocational Christian ministry but who are not majoring in Christian Studies may also qualify for this aid. See the section cited above for specific requirements.

Requirements for the BA and BS Degrees in Christian Studies

1. Complete the campuswide General Education requirements (with the language requirement if seeking the BA) and the Graduation Requirements (see Academic Policies for both).
2. Earn a grade of C or higher in all Christian Studies Core Requirements.

General Education Requirements for Christian Studies Major

I. General Education Requirements	Credits: 49-59 Hours
Foundations HLG 011 Freshman Seminar.....	Credits: 1
<i>(Required of all incoming full-time freshman and transfer students with less than 24 hours.)</i>	
Chapel HLG 010 Chapel	Credits: 0
<i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i>	
Bible BIB 113 Old Testament Survey	Credits: 3
BIB 123 New Testament Survey	Credits: 3
<i>Christian Studies majors concentrating in Christian Ministry may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123. Christian Studies majors concentrating in Bible are exempted from the general education Bible courses.</i>	
Writing ENG 104 English Composition I	Credits: 3
ENG 106 English Composition II.....	Credits: 3
<i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i>	
Literature Select six credit hours from LIT options	Credits: 6
Communication CAS 101 Introduction to Speech Communication.....	Credits: 3
Historical Studies Select six credit hours from HST options	Credits: 6
Natural Sciences Life & Non-Life Science Courses	Credits: 7-8
<i>Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in the physical (non-life) science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course.</i>	
Fine Arts Select courses meeting the requirements below	Credits: 4-6
<i>The fine arts requirement includes three areas: art, music, and theatre. Students must include courses from two of the three areas; one of these courses must be an appreciation course. Appreciation courses include ART 110, THR 100, and MUS 103. Private music lessons (MUA courses) will satisfy the music requirement.</i>	
Mathematics Select appropriate mathematics course	Credits: 3
<i>Only MTH 127, 131, 143, 153, or 185 will meet this requirement. MTH 131 cannot be used as a prerequisite to any other course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i>	
Physical Education PHE/VAR Activity Courses.....	Credits: 2
<i>The following activity courses fulfill this requirement: One-credit-hour courses at the PHE 100-level, any varsity or junior varsity sport, PHE 219, PHE 220, PHE 233, and PHE 234. (EXS and SRM courses do not fulfill this requirement.)</i>	
General Ed Options General Education Options	Credits: 6
<i>(See General Education Requirements for Baccalaureate Degrees)</i>	
Language Modern or Biblical Language	Credits: 6
<i>Bachelor of Arts degrees require 6 hours in the same language. Language is optional with other bachelor's degrees. See Concentration Requirements for additional language requirements.</i>	

Required Courses for Christian Studies Major Concentration in Bible

I. General Education Requirements Credits: 49-59 Hours

Refer to the General Education Requirements for Christian Studies

(Some General Education courses also count as Christian Studies Support or Core Requirements.)

II. Christian Studies Support Requirements Credits: 0-6 Hours

For Bachelor of Arts, select six credit hours of the same language

from the courses listed below:..... Credits: 6

Language is optional for the Bachelor of Science degree.

BLN 213/303 Elementary Greek I/II..... Credits: 6

BLN 233/343 Introductory Hebrew I/II..... Credits: 6

III. Christian Studies Core Requirements Credits: 32 Hours

BIB 143 Biblical Interpretation..... Credits: 3

CED 123 Christian Education & Spiritual Formation Credits: 3

CMS 103 Philosophy of Ministry Credits: 3

CMS 303 Introduction to Evangelism & Missions..... Credits: 3

CMS 383 Introduction to Preaching Credits: 3

CMS 442 Senior Colloquium Credits: 2

CMS 452 Supervised Ministry: Foundations..... Credits: 2

CMS 462 Supervised Ministry: Field Experience..... Credits: 2

THE 313 Christian Ethics Credits: 3

THE 332 Baptist History & Heritage Credits: 2

THE 343 History of Christianity Credits: 3

THE 373 Christian Doctrine..... Credits: 3

IV. Concentration in Bible Credits: 12-18 Hours

Old Testament: Two of the following Credits: 6

BIB 313 Old Testament I: The Torah, BIB 353 Old Testament II: Joshua-Esther, BIB 413 Old Testament III: Job-Malachi

New Testament: Two of the following..... Credits: 6

BIB 323 New Testament I: The Life of Christ, BIB 363 New Testament II: Acts and Pauline Epistles, BIB 423 New Testament III: Non-Pauline Epistles and Revelation

**For Bachelor of Arts, select six credit hours of the language not used
to meet the Support Requirements:..... Credits: 6**

Language is optional for the Bachelor of Science degree.

BLN 213/303 Elementary Greek I/II..... Credits: 6

BLN 233/343 Introductory Hebrew I/II..... Credits: 6

V. Electives Credits: 27-37 Hours

Upper-Level Electives..... Credits: 5

Upper-level electives required only for Bachelor of Science degree.

Total Hours Required for Graduation Credits: 124 Hours

Required Courses for Christian Studies Major Concentration in Christian Ministry

I. General Education Requirements	Credits: 49-59 Hours
Refer to the General Education Requirements for Christian Studies <i>(Some General Education courses also count as Christian Studies Requirements.)</i>	
II. Christian Studies Support Requirements	Credits: 0-6 Hours
For Bachelor of Arts, select six credit hours of the same language from the courses listed below:..... Credits: 6 <i>Language is optional for the Bachelor of Science degree.</i>	
BLN 213/303 Elementary Greek I/II.....	Credits: 6
BLN 233/343 Introductory Hebrew I/II.....	Credits: 6
III. Christian Studies Core Requirements	Credits: 32 Hours
BIB 143 Biblical Interpretation.....	Credits: 3
CED 123 Christian Education & Spiritual Formation	Credits: 3
CMS 103 Philosophy of Ministry	Credits: 3
CMS 303 Introduction to Evangelism & Missions.....	Credits: 3
CMS 383 Introduction to Preaching	Credits: 3
CMS 442 Senior Colloquium	Credits: 2
CMS 452 Supervised Ministry: Foundations.....	Credits: 2
CMS 462 Supervised Ministry: Field Experience.....	Credits: 2
THE 313 Christian Ethics	Credits: 3
THE 332 Baptist History & Heritage	Credits: 2
THE 343 History of Christianity	Credits: 3
THE 373 Christian Doctrine.....	Credits: 3
IV. Concentration in Christian Ministry	Credits: 12 Hours
CED 313 Church Administration & Leadership.....	Credits: 3
CED 383 Teaching the Bible.....	Credits: 3
Upper-Level Hours from Two Areas: CED, CMS, ICM,THE	Credits: 6
V. Electives	Credits: 21-31 Hours
Upper-Level Electives.....	Credits: 5
Total Hours Required for Graduation	Credits: 124 Hours

**Required Courses for Bible Minor
for Students Not Majoring in Christian Studies**

I. Bible Minor Requirements Credits: 18 Hours

BIB 143 Biblical Interpretation.....	Credits: 3
THE 373 Christian Doctrine.....	Credits: 3
BIB-Prefix Courses	Credits: 9
<i>(Can include BIB 113 and BIB 123, which also fulfill general education requirements.)</i>	
Elective(s) from BIB, BLN, CED, CMS, ICM, or THE	Credits: 3
<i>At least 6 of the 18 hours must be taken at the 300- or 400-level.</i>	

NOTE: A grade of C or higher is required in all courses for the minor.

**Required Courses for Bible Minor
for Christian Studies Majors with a Christian Ministry Concentration**

I. Bible Minor Requirements Credits: 15 Hours

BIB-Prefix Courses	Credits: 9
Electives from BIB, BLN, CED, CMS, ICM, or THE	Credits: 6
<i>Electives chosen cannot be in the Christian Studies Core Requirements or in the student's area of concentration.</i>	

NOTE: A grade of C or higher is required in all courses for the minor.

**Required Courses for Biblical Languages Minor
for Students Not Majoring in Christian Studies**

I. Biblical Languages Minor Requirements Credits: 18 Hours

BLN 213 Elementary Greek I.....	Credits: 3
BLN 233 Introductory Hebrew I.....	Credits: 3
BLN 303 Elementary Greek II.....	Credits: 3
BLN 343 Introductory Hebrew II.....	Credits: 3
Choose two of the following:	
BLN 413 Intermediate Greek I, BLN 423 Intermediate Greek II, or	
BLN 491 Advanced Topics	Credits: 6
<i>(This minor may also be taken by Christian Studies Majors concentrating in Christian Ministry.)</i>	

NOTE: A grade of C or higher is required in all courses for the minor.

**Required Courses for Christian Studies Minor
for Students Not Majoring in Christian Studies**

I. Christian Studies Minor Requirements Credits: 18 Hours

BIB 143 Biblical Interpretation.....	Credits:	3
CED 123 Christian Education & Spiritual Formation	Credits:	3
CED 383 Teaching the Bible.....	Credits:	3
THE 373 Christian Doctrine.....	Credits:	3
Electives from BIB, BLN, CED, CMS, ICM, or THE	Credits:	6

NOTE: A grade of C or higher is required in all courses for the minor.

**Required Courses for Christian Ministry Minor
for Christian Studies Majors with a Bible Concentration**

I. Christian Ministry Minor Requirements Credits: 15 Hours

Choose from the following:

CED 303 Foundations of Christian Education, CED 313 Church Administration & Leadership, CED 383 Teaching the Bible, or CED 291/391/491 Special/Advanced Topics	Credits:	6
Electives from BIB, BLN, CED, CMS, ICM, or THE	Credits:	9

Electives chosen cannot be in the Christian Studies Core Requirements or in the student's area of concentration.

NOTE: A grade of C or higher is required in all courses for the minor.

DIVISION OF EXERCISE AND SPORT SCIENCE

Clay Biggs, Chair

The Division of Exercise and Sport Science is comprised of departments which study various aspects of human physical activity related to sports and leisure: Exercise Science and Sport and Recreation Management. The following degrees are offered through the Division of Exercise and Sport Science:

Bachelor of Science Degree: Majors – Exercise Science, Sport and Recreation Management

Minor: Coaching, Exercise Science, Sport and Recreation Management

Physical Education Certification: Offers courses leading to certification in physical education (grades K-12) in Secondary Education under the Bachelor of Science in Education degree (see Division of Teacher Education for details)

Statement of Mission and Purpose for the Exercise and Sport Science Majors

Exercise Science

The mission of the Exercise Science program is to provide an excellent education in this field in a distinctively Christian environment that integrates Christian faith and learning in preparing graduates for personal and career effectiveness.

Sport and Recreation Management

The mission of the Sport and Recreational Management department is to provide an excellent education in the field of sport and recreation management in a distinctively Christian environment that integrates Christian faith and learning in preparing graduates for personal and career effectiveness.

Goals of the Exercise and Sport Science Division

1. To prepare students for entry level employment in the field of exercise science, sport, and recreation or to continue formal education at an institution offering advanced degrees in related graduate programs.
2. To provide an academic program that engages students with hands-on experiences and individual support.
3. To prepare students to assume positions as fitness or health promotion directors and exercise consultants in a variety of settings.
4. To prepare students to create and manage comprehensive wellness programs for a variety of populations.
5. To provide students with multiple opportunities for active learning through laboratory-based activities, service to local community agencies, and internship experiences.

Physical Education General Education Requirement

All students who are physically capable are required to take at least two hours of physical education activity courses. Military veterans are exempted from this requirement. Those with physical problems are excused from this requirement when a physician's recommendation prohibits participation.

To fulfill the physical education General Education requirement, students may select activity courses: One-credit-hour courses at the PHE 100-level, PHE 219, PHE 220, PHE 233, PHE 234, and any varsity or junior varsity sports course (VAR) qualify. (SRM courses do not fulfill this requirement.) Only a limited number of credit hours from activity courses may be counted toward a degree. See the [Undergraduate Graduation Requirements](#) section for specifics. BSE students seeking certification in physical education fulfill this requirement under Content Area Certification Requirements.

Objectives for the Exercise Science & Sport and Recreation Management Majors

Exercise Science

The Exercise Science major will:

1. demonstrate an understanding of functional anatomy and apply this knowledge to the analysis of human motion.
2. demonstrate the ability to assess health status, conduct fitness testing, and prescribe and administer exercise programs.
3. demonstrate an understanding of the principles of nutrition and the role of diet and exercise on fitness and performance.
4. demonstrate an understanding of fitness programming based on the ability to design and implement a program.
5. demonstrate an understanding of the physiological responses to exercise in direct application to physical fitness and training.

Sport and Recreation Management

The Sport and Recreation Management major will:

1. accurately design and promote a sport or leisure program including the administration of the budget, facilities, equipment, safety, resources, marketing promotion, and advertising.
2. supervise and manage a sport or leisure service actively and effectively.
3. demonstrate knowledge of sport or leisure service career opportunities prevalent in sport and recreation.
4. demonstrate knowledge of current legal issues in sport and recreation.
5. demonstrate effective communication skills.

Requirements for BS Degree with Major in Exercise Science

1. Complete the campuswide General Education requirements and the Graduation Requirements (see Academic Policies for both).
2. Earn a grade of C or higher in MTH 143, 153, or 185 to fulfill the mathematics General Education requirement.
3. Earn a grade of C or higher in BIO 105 and CHM 135 (with labs in both) to fulfill the natural science General Education requirement.
4. Take HLT 183 in fulfillment of the physical education requirement and earn a grade of C or higher.
5. Earn a grade of C or higher in all major coursework.

Requirements for BS Degree with Major in Sport and Recreation Management

1. Complete the campuswide General Education requirements and the Graduation Requirements (see Academic Policies for both)

NOTE: Sport and Recreation Management majors must

- a. Take HLT 183 in fulfillment of the physical education requirement and earn a grade of C or higher.
- b. Earn a grade of C or higher in all major coursework.
- c. Take PSY 113 and MAN 243 in fulfillment of the general education options requirement.

General Education Requirements for Exercise Science

I. General Education Requirements	Credits: 49-53 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>(Required of all incoming full-time freshman and transfer students with less than 24 hours.)</i></p>	
<p>Chapel HLG 010 Chapel Credits: 0 <i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i></p>	
<p>Bible BIB 113 Old Testament Survey Credits: 3 BIB 123 New Testament Survey Credits: 3 <i>Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.</i></p>	
<p>Writing ENG 104 English Composition I Credits: 3 ENG 106 English Composition II..... Credits: 3 <i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i></p>	
<p>Literature Select six credit hours from LIT options Credits: 6</p>	
<p>Communication CAS 101 Introduction to Speech Communication..... Credits: 3</p>	
<p>Historical Studies Select six credit hours from HST options Credits: 6</p>	
<p>Natural Sciences Life & Non-Life Science Courses Credits: 7-8 <i>Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in the physical (non-life) science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course.</i></p>	
<p>Fine Arts Select courses meeting the requirements below Credits: 4-6 <i>The fine arts requirement includes three areas: art, music, and theatre. Students must include courses from two of the three areas; one of these courses must be an appreciation course. Appreciation courses include ART 110, THR 100, and MUS 103. Private music lessons (MUA courses) will satisfy the music requirement.</i></p>	
<p>Mathematics Select appropriate mathematics course Credits: 3 <i>MTH 143, 153, or 185 will meet this requirement. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i></p>	
<p>Physical Education PHE/VAR Activity Courses..... Credits: 2 <i>The following activity courses fulfill this requirement: One-credit-hour courses at the PHE 100-level, any varsity or junior varsity sport, PHE 219, PHE 220, PHE 233, and PHE 234. For EXS and SRM majors only, HLT 183 can fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)</i></p>	
<p>General Ed Options Select General Education Options..... Credits: 6 PSY 113 General Psychology (<i>recommended for students pursuing pre-physical therapy/athletic training or other graduate work</i>)..... Credits: 3 General Education Option Credits: 3 <i>(See General Education Requirements for Baccalaureate Degrees)</i></p>	

Required Courses for Exercise Science Major

I. General Education Requirements Credits: 49-53 Hours

Refer to the General Education Requirements for Exercise Science Major

(Some General Education courses also count as Exercise Science Support, Core, and/or Elective Requirements.)

II. Exercise Science Support Requirements Credits: 12 Hours

BIO 105 Introduction to Biology	Credits: 4
CHM 135 College Chemistry I	Credits: 5
HLT 183 Personal Health & Fitness.....	Credits: 3
<i>(These course can fulfill the General Education Natural Sciences and Physical Education requirements.)</i>	

III. Exercise Science Core Requirements Credits: 45-47 Hours

BIO 254 Essentials of Human Anatomy & Physiology -or-	
BIO 314 Human Anatomy & Physiology I	Credits: 4
<i>(Students pursuing physical therapy/athletic training or other graduate work should take BIO 314. Student who take BIO 254 will need to take at least 8 upper-level elective credits.)</i>	
EXS 113 Foundations of P.E. & Exercise Science	Credits: 3
EXS 281-3 Practicum in Exercise Science	Credits: 1-3
EXS 311 Sociology of Sport & Exercise.....	Credits: 1
EXS 312 Psychology of Sport & Exercise	Credits: 2
EXS 344 Exercise Physiology	Credits: 4
EXS 354 Care & Prevention of Athletic Injuries.....	Credits: 4
EXS 413 Tests & Measurements in Exercise	Credits: 3
EXS 383 Internship I in Exercise Science.....	Credits: 3
HLT 313 Nutrition.....	Credits: 3
PHE 212 First Aid & CPR.....	Credits: 2
PHE 313 Kinesiology	Credits: 3
PHE 333 Motor Development and Performance	Credits: 3
Controlled Electives: (Choose from the following)	Credits: 9
BIO 324 Human Anatomy & Physiology II.....	Credits: 4
<i>(Suggested for students pursuing pre-physical therapy/athletic training.)</i>	
CHM 145 College Chemistry II	Credits: 5
<i>(Suggested for students pursuing pre-physical therapy/athletic training.)</i>	
EXS 313 Personal Training.....	Credits: 3
EXS 323 Organization & Administration in Exercise Science.....	Credits: 3
EXS 353 Strength & Conditioning.....	Credits: 3

Continued on next page.

IV. Electives	Credits: 24-30 Hours
Upper-level Electives.....	Credits: 1-8
Recommended Electives for students pursuing pre-physical therapy/athletic training or other graduate work:	
MTH 127 Elementary Statistics	Credits: 3
MTH 153 Precalculus.....	Credits: 5
PHY 214 General Physics I.....	Credits: 4
PHY 224 General Physics II	Credits: 4
PSY 323 Abnormal Psychology -or-	
PSY 333 Lifespan Developmental Psychology	Credits: 3
EXS 322 Medical Terminology	Credits: 2
Total Hours Required for Graduation	Credits: 124 Hours

General Education Requirements for Sport and Recreation Management Major

I. General Education Requirements	Credits: 49-53 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>(Required of all incoming full-time freshman and transfer students with less than 24 hours.)</i></p> <p>Chapel HLG 010 Chapel Credits: 0 <i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i></p> <p>Bible BIB 113 Old Testament Survey Credits: 3 BIB 123 New Testament Survey Credits: 3 <i>Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.</i></p> <p>Writing ENG 104 English Composition I Credits: 3 ENG 106 English Composition II..... Credits: 3 <i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i></p> <p>Literature Select six credit hours from LIT options Credits: 6</p> <p>Communication CAS 101 Introduction to Speech Communication..... Credits: 3</p> <p>Historical Studies Select six credit hours from HST options Credits: 6</p> <p>Natural Sciences Life & Non-Life Science Courses Credits: 7-8 <i>Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in the physical (non-life) science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course.</i></p> <p>Fine Arts Select courses meeting the requirements below Credits: 4-6 <i>The fine arts requirement includes three areas: art, music, and theatre. Students must include courses from two of the three areas; one of these courses must be an appreciation course. Appreciation courses include ART 110, THR 100, and MUS 103. Private music lessons (MUA courses) will satisfy the music requirement.</i></p> <p>Mathematics Select appropriate mathematics course Credits: 3 <i>Only MTH 127, 131, 143, 153, or 185 will meet this requirement. MTH 131 cannot be used as a prerequisite to any other course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i></p> <p>Physical Education PHE/VAR Activity Courses..... Credits: 2 <i>The following activity courses fulfill this requirement: One-credit-hour courses at the PHE 100-level, any varsity or junior varsity sport, PHE 219, PHE 220, PHE 233, and PHE 234. For EXS and SRM majors only, HLT 183 can fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)</i></p> <p>General Ed Options General Education Options Credits: 6 <i>(See General Education Requirements for Baccalaureate Degrees)</i></p>	

Required Courses for Sport and Recreation Management Major

I. General Education Requirements	Credits: 49-53 Hours
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Refer to the General Education Requirements for Sport and Recreation Management Major

(Some General Education courses also count as Sport and Recreation Management Support, Core, and/or Elective Requirements.)

II. Sport and Recreation Management Support Requirements	Credits: 9 Hours
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MAN 243 Principles of Business Management.....	Credits: 3
PSY 113 General Psychology	Credits: 3
HLT 183 Personal Health & Fitness.....	Credits: 3

III. Sport and Recreation Management Core Requirements	Credits: 43 Hours
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EXS 113 Foundations of P.E. & Exercise Science	Credits: 3
EXS 323 Organization & Administration in Exercise Science.....	Credits: 3
EXS 311 Sociology of Sport & Exercise.....	Credits: 1
EXS 312 Psychology of Sport & Exercise	Credits: 2
MKT 313 Principles of Marketing.....	Credits: 3
MKT 323 Principles of Advertising	Credits: 3
PHE 212 First Aid & CPR.....	Credits: 2
PHE 213 Outdoor Recreational Activities	Credits: 3
PHE 363 Team & Individual Sports Instruction	Credits: 3
PHE 373 Theories of Coaching.....	Credits: 3
SRM 302 Leadership in Sport and Recreation.....	Credits: 2
SRM 313 Sport and Recreation Programming	Credits: 3
SRM 333 Managing Sporting Events/Intramurals.....	Credits: 3
SRM 373 Practicum in Sports and Recreation.....	Credits: 3
SRM 476 Internship in Sport and Recreation	Credits: 6

Continued on next page.

 IV. Controlled Electives

Credits: 10-12 Hours

Select two of the following courses:BIO 254 Essentials of Anatomy & Physiology I **-or-**

BIO 314 Human Anatomy & Physiology I Credits: 4

EXS 363 Teaching Health & P.E. in Elementary School..... Credits: 3

EXS 354 Care & Prevention of Athletic Injuries..... Credits: 4

EXS 403 Adapted P.E. & Exercise Credits: 3

MAN 323 Organizational Behavior Credits: 3

MAN 433 Human Resources Management..... Credits: 3

Select one of the following courses:

PHE 333 Motor Development & Performance Credits: 3

PSY 333 Lifespan Developmental Psychology Credits: 3

Select one of the following courses:

PHE 113 Beginning Swimming Credits: 1

PHE 114 Advanced Swimming..... Credits: 1

PHE 219 Lifeguarding Credits: 1

 V. Electives

Credits: 16-22 Hours

 Total Hours Required for Graduation

Credits: 124 Hours

Required Courses for Coaching Minor

I. Coaching Minor Requirements	Credits: 18 Hours
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PHE 363 Team and Individual Sports Instruction	Credits:	3
PHE 373 Theories of Coaching	Credits:	3
PHE 483 Practicum in Coaching	Credits:	3
EXS 312 Psychology of Sport and Exercise.....	Credits:	2
EXS 354 Care & Prevention of Athletic Injuries.....	Credits:	4
SRM 333 Managing Sporting Events/Intramurals.....	Credits:	3

(This minor is not available to students majoring in Sport and Recreation Management or BSE students seeking certification in Physical Education.)

NOTE: A grade of C or higher is required in all courses for the minor.

Required Courses for Exercise Science Minor

I. Exercise Science Minor Requirements	Credits: 18 Hours
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EXS 113 Foundations of P.E. & Exercise Science	Credits:	3
EXS 312 Psychology of Sport & Exercise	Credits:	2
EXS 323 Organization & Administration in Exercise Science.....	Credits:	3
EXS 344 Exercise Physiology	Credits:	4
PHE 313 Kinesiology	Credits:	3

Select one of the following courses:

EXS 313 Personal Training.....	Credits:	3
EXS 354 Care & Prevention of Athletic Injuries.....	Credits:	4
EXS 413 Tests and Measurements in Exercise.....	Credits:	3
HLT 313 Nutrition.....	Credits:	3
PHE 333 Motor Development & Performance.....	Credits:	3

(This minor is not available to BSE students seeking certification in Physical Education.)

NOTE: A grade of C or higher is required in all courses for the minor.

Required Courses for Sport and Recreation Management Minor

I. Sport and Recreation Management Minor Requirements	Credits: 18 Hours
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PHE 213 Outdoor Recreational Activities	Credits:	3
PHE 363 Team and Individual Sports Instruction	Credits:	3
EXS 311 Sociology of Sport and Exercise.....	Credits:	1
EXS 323 Organization and Administration in Exercise Science ...	Credits:	3
SRM 302 Leadership in Sport and Recreation.....	Credits:	2
SRM 313 Sport and Recreation Programming	Credits:	3
SRM 333 Managing Sporting Events/Intramurals.....	Credits:	3

(This minor is not available to BSE students seeking certification in Physical Education.)

NOTE: A grade of C or higher is required in all courses for the minor.

DIVISION OF FINE ARTS

Jane Griffen, Chair

Three departments constitute the Division of Fine Arts. They are Art, Music, and Theatre.

ART DEPARTMENT

The Art Department offers courses in art history, art appreciation, art education, crafts, and design; in studio areas: ceramics, computer graphics, drawing, painting, photography, printmaking, and sculpture.

Bachelor of Arts Degree: Major – Art

Minor: Art

Art Certification: Offers courses leading to certification in art (grades K-12) in Secondary Education under the Bachelor of Science in Education degree (see Division of Education for details)

Goals

1. To sustain an environment, based on Christian ideals, that is conducive to creative expression and artistic growth.
2. To provide instruction, guidance, and learning experiences that will prepare students with the fundamental knowledge needed for the various professional applications in art.
3. To furnish motivation and resources that will enable students to attain their full potential in their area of concentration.
4. To promote an appreciation for, and to encourage the serious study of and experimentation in, the various disciplines of visual art.

Objectives for Art Department Majors

The Art Major will:

1. demonstrate a working knowledge of the elements and principles of art. The student will visually articulate this knowledge within his or her art work.
2. understand and know the steps of the art process: research, thumbnail sketches, roughs, final, and presentation.
3. demonstrate creativity with original concepts and innovative, original ideas in the development and presentation of his or her art work.
4. demonstrate an ability to use a variety of media with a minimum of four different types of media.
5. show evidence of artistic growth and personal artistic expression by analyzing selected pieces in writing.
6. demonstrate mastery in one selected studio area of concentration: ceramics, computer graphics, painting, photography, printmaking, or sculpture.
7. demonstrate an ability to effectively promote himself or herself as artist and his or her art work in an exhibit.
8. demonstrate the ability to curate a professional presentation of an exhibition of a minimum of 20 pieces of his or her art work.
9. be able to write an artist's statement that includes elements and principles, the art process, creativity, use of media, evidence of artistic growth, and his or her area of concentration.

10. be able to orally present in a gallery talk that includes elements and principles, the art process, creativity, use of media, evidence of artistic growth, and his or her area of concentration.

Entrance Requirements for BA Degree with Major in Art

1. Incoming freshmen or transfer students must submit a portfolio of 20 pieces that demonstrate ability and knowledge of 2D Design, 3D design, Drawing, Painting. Contact the Office of Admissions or the Art Department for specifications.

Exit Requirements for BA Degree with Major in Art

1. Complete the campus wide General Education requirements (with the language requirement) and the Graduation Requirements (see Academic Policies for both).
NOTE: To satisfy the 3-hour fine arts appreciation requirement within the General Education requirements, art majors must take either ART 440 (Art History I) or (Art History II). To satisfy the requirement for a second fine arts area, they must take 1 to 3 hours in either music or theatre.
2. Earn a grade of C or higher in all required major coursework.

General Education Requirements for Art Major

I. General Education Requirements	Credits: 55-59 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>(Required of all incoming full-time freshman and transfer students with less than 24 hours.)</i></p>	
<p>Chapel HLG 010 Chapel Credits: 0 <i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i></p>	
<p>Bible BIB 113 Old Testament Survey Credits: 3 BIB 123 New Testament Survey Credits: 3 <i>Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.</i></p>	
<p>Writing ENG 104 English Composition I Credits: 3 ENG 106 English Composition II..... Credits: 3 <i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i></p>	
<p>Literature Select six credit hours from LIT options Credits: 6</p>	
<p>Communication CAS 101 Introduction to Speech Communication..... Credits: 3</p>	
<p>Historical Studies Select six credit hours from HST options Credits: 6</p>	
<p>Natural Sciences Life & Non-Life Science Courses Credits: 7-8 <i>Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in the physical (non-life) science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course.</i></p>	
<p>Fine Arts Select courses meeting the requirements below Credits: 4-6 <i>The fine arts requirement includes three areas: art, music, and theatre. Students must include courses from two of the three areas; one of these courses must be an appreciation course. Appreciation courses include ART 110, THR 100, and MUS 103. Private music lessons (MUA courses) will satisfy the music requirement. Art majors may optionally select either ART 440 (Art History I) or ART 441 (Art History II) to satisfy the appreciation requirement. BMUS students may use MUS 353 (Music History I) to meet the appreciation requirement.</i></p>	
<p>Mathematics Select appropriate mathematics course Credits: 3 <i>Only MTH 127, 131, 143, 153, or 185 will meet this requirement. MTH 131 cannot be used as a prerequisite to any other course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i></p>	
<p>Physical Education PHE/VAR Activity Courses..... Credits: 2 <i>The following activity courses fulfill this requirement: One-credit-hour courses at the PHE 100-level, any varsity or junior varsity sport, PHE 219, PHE 220, PHE 233, and PHE 234. (EXS and SRM courses do not fulfill this requirement.)</i></p>	
<p>General Ed Options General Education Option Credits: 6 <i>(See General Education Requirements for Baccalaureate Degrees)</i></p>	
<p>Language Modern or Biblical Language Credits: 6 <i>Bachelor of Arts degrees require 6 hours in the same language. Language is optional with other bachelor's degrees.</i></p>	

Required Courses for Art Major

I. General Education Requirements	Credits: 55-59 Hours
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Refer to the General Education Requirements for Art Major
(Some General Education courses also count as Art Requirements.)

II. Art Core Requirements	Credits: 45 Hours
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ART 001 Art Orientation.....	Credits: 1
ART 101 Color & Design I.....	Credits: 3
ART 102 Color & Design II.....	Credits: 3
ART 201 Drawing I.....	Credits: 3
ART 202 Drawing II.....	Credits: 3
ART 440 Art History I.....	Credits: 3
ART 441 Art History II.....	Credits: 3
ART 460 Senior Portfolio.....	Credits: 1
ART 461 Senior Exhibition.....	Credits: 1
Controlled Electives: one studio area.....	Credits: 12
<i>(Studio areas: ceramics, computer graphics, drawing, painting, photography, printmaking, and sculpture)</i>	
Controlled Electives: From remaining studio areas.....	Credits: 12

NOTE: Art majors are required to take a minimum of 21 hours in junior- and senior-level art courses.

III. Electives	Credits: 20-30 Hours
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Upper-Level Electives.....	Credits: 19
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Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Art Minor

I. Art Minor Requirements	Credits: 19 Hours
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ART 001 Art Orientation.....	Credits: 1
ART 101 Color & Design I and ART 102 Color and Design II or	
ART 201 Drawing I and ART 202 Drawing II.....	Credits: 6
ART 440 Art History I or ART 441 Art History II.....	Credits: 3
ART Electives.....	Credits: 9
<i>NOTE: A grade of C or higher is required in all courses for the minor.</i>	

MUSIC DEPARTMENT

The Bachelor of Music degree is designed for students who have an interest in Instrumental, Vocal, or Worship.

Bachelor of Music Degree: Concentrations in Instrumental, Vocal, or Worship

Minors: Music, Worship

Music Certification: Offers courses leading to certification in music (grades K-12) with concentration in instrumental or vocal music in Secondary Education under the Bachelor of Science in Education degree (see Division of Education for details)

Applied instruction is available in piano, voice, and various instruments.

The performing ensembles are open to all HLGU students. For all four-year degree students, as many as eight credit hours (four credit hours for AA and AS) earned in ensembles may be counted toward the minimum requirement for graduation. Performing ensembles may be audited with no tuition charged to full-time students. Performance scholarships are available.

Statement of Mission and Purpose for the Music Department

The mission of the Music Department is to provide an excellent education in the field of music in a distinctively Christian environment that integrates Christian faith and learning in preparing graduates for personal and career effectiveness.

Goals:

1. To sustain an environment, based on Christian ideals, that is conducive to creative expression and musical growth.
2. To provide instruction, guidance, and learning experiences that will prepare students with knowledge needed for the various professions in music.
3. To furnish motivation and resources that will enable students to attain their full potential in their area of concentration.
4. To promote an appreciation for serious study/practice, in several disciplines, within the art of Music.

Objectives for Bachelor of Music Major

The Bachelor of Music major will:

1. play the piano proficiently.
2. perform at an advanced level in a concentration of voice, instrument, or piano.
3. demonstrate knowledge of music theory concepts.
4. demonstrate and apply knowledge of Music History.

Entrance and Participation Requirements for Music Majors

1. Audition on your emphasized applied instrument/voice for acceptance into the Music Department and for placement in ensembles. For the Worship concentration, an interview is also required at the audition time.
2. Participate in a pre-test as new students (music theory, history, piano, applied concentration)

3. Enroll in two ensembles each semester. Ensembles may be taken for credit or they may be audited by permission. Students are required to enroll in Concert Choir or Symphonic Band as one of the ensembles.
4. Attend Music Department recitals and various community concerts, as posted.
5. Participate in jury exams each semester in the student's applied concentration.
6. As a final capstone experience, Bachelor of Music majors with Instrumental or Vocal concentrations will present a one-hour senior recital. Worship concentration requires an internship approved by the instructor of record.
7. Participate in an exit interview during the student's last semester.
8. Participate in a post-test before graduation (music theory, history, piano, applied concentration).

Requirements for the Bachelor of Music Degree

1. Complete the campus wide General Education requirements and the Graduation Requirements (see Academic Policies for both).
2. Complete the Entrance and Participation Requirements for Music Majors, listed above.
3. Complete the Piano Proficiency Exam. All Bachelor of Music degree students must pass a piano proficiency exam by the end of the fourth semester. Additional applied piano lessons will be needed if this requirement is not met.
4. Choose a concentration area and successfully complete each of the requirements associated with the concentration.
5. Earn a grade of C or higher in all required major coursework.

Requirements for the Bachelor of Science in Education Degree with Subject Area Concentration in Vocal or Instrumental Music, with K-12 Certification

1. Complete the Graduation Requirements (see Academic Policies for both).
2. Complete the Teacher Education Admission and Exit/Program Completion Requirements and the General Education requirements, which have been modified for BSE majors.
3. Complete the Professional Education Requirements for BSE majors.
4. Complete the Entrance and Participation Requirements for Bachelor of Music students, listed above.
5. Pass the Piano Proficiency Exam. The exam is to be taken after completing four semesters of applied piano. Students who do not pass the exam must enroll in applied piano each semester until the proficiency requirement is completed.
6. Pass each of the Major Course Requirements with a grade of C or higher.

General Education Requirements for Bachelor of Music Degree

I. General Education Requirements	Credits: 49-53 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>(Required of all incoming full-time freshman and transfer students with less than 24 hours.)</i></p>	1
<p>Chapel HLG 010 Chapel Credits: 0 <i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i></p>	0
<p>Bible BIB 113 Old Testament Survey Credits: 3 BIB 123 New Testament Survey Credits: 3 <i>Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.</i></p>	3 3
<p>Writing ENG 104 English Composition I Credits: 3 ENG 106 English Composition II..... Credits: 3 <i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i></p>	3 3
<p>Literature Select six credit hours from LIT options Credits: 6</p>	6
<p>Communication CAS 101 Introduction to Speech Communication..... Credits: 3</p>	3
<p>Historical Studies Select six credit hours from HST options Credits: 6</p>	6
<p>Natural Sciences Life & Non-Life Science Courses Credits: 7-8 <i>Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in the physical (non-life) science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course.</i></p>	7-8
<p>Fine Arts Select courses meeting the requirements below Credits: 4-6 <i>The fine arts requirement includes three areas: art, music, and theatre. Students must include courses from two of the three areas; one of these courses must be an appreciation course. Appreciation courses include ART 110, THR 100, and MUS 103. Private music lessons (MUA courses) will satisfy the music requirement. Art majors may optionally select either ART 440 (Art History I) or ART 441 (Art History II) to satisfy the appreciation requirement. BMUS students may use MUS 353 (Music History I) to meet the appreciation requirement.</i></p>	4-6
<p>Mathematics Select appropriate mathematics course Credits: 3 <i>Only MTH 127, 131, 143, 153, or 185 will meet this requirement. MTH 131 cannot be used as a prerequisite to any other course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i></p>	3
<p>Physical Education PHE/VAR Activity Courses..... Credits: 2 <i>The following activity courses fulfill this requirement: One-credit-hour courses at the PHE 100-level, any varsity or junior varsity sport, PHE 219, PHE 220, PHE 233, and PHE 234. (EXS and SRM courses do not fulfill this requirement.)</i></p>	2
<p>General Ed Options General Education Option Credits: 6 <i>(See General Education Requirements for Baccalaureate Degrees)</i></p>	6

Required Courses for Bachelor of Music Degree Concentration in Instrumental

I. General Education Requirements	Credits: 49-53 Hours
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Refer to the General Education Requirements for Bachelor of Music Degree
(Some General Education courses also count as Bachelor of Music Degree Core/Concentration.)

II. Music Core Requirements	Credits: 44 Hours
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MUA 005 Recital Attendance*	Credits: 0
MUI 101 Percussion Methods & Literature	Credits: 1
MUL 353 Choral & Instrumental Literature.....	Credits: 3
MUS 101 Music & Music Theory Orientation.....	Credits: 1
MUS 323 Conducting.....	Credits: 3
MUS 353 Music History I.....	Credits: 3
MUS 373 Music History II.....	Credits: 3
MUT 112 Music Theory I	Credits: 2
MUT 122 Aural Training I	Credits: 2
MUT 312 Music Theory II.....	Credits: 2
MUT 322 Aural Training II.....	Credits: 2
MUT 352 Music Theory III.....	Credits: 2
MUT 362 Aural Training III.....	Credits: 2
Applied Piano (<i>for proficiency</i>).....	Credits: 4
Applied Concentration.....	Credits: 7
<i>Students with Piano as an instrumental concentration will take a total of 7 hours of piano (including the piano proficiency) and 4 hours of voice and/or another instrument.</i>	
Music Ensemble.....	Credits: 7

**MUA 005 (recital Attendance) is a 0-credit-hour course required every semester and will be monitored through the Department Chair.*

III. Concentration in Instrumental	Credits: 20 Hours
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MUS 363 Advanced Instrumental Conducting.....	Credits: 3
MUS 413 Instrumental Techniques.....	Credits: 3
MUS 461 Senior Recital Preparation.....	Credits: 1
MUT 334 Instrumental Arranging.....	Credits: 2
MUT 413 Music Composition	Credits: 3
MUS 303/WOR 333 Music Media and Technology	Credits: 3
Upper-Level Music Department Course	Credits: 5

IV. Electives	Credits: 7-14 Hours
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Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Bachelor of Music Degree Concentration in Vocal

I. General Education Requirements	Credits: 49-53 Hours
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Refer to the General Education Requirements for Bachelor of Music Degree
(Some General Education courses also count as Bachelor of Music Degree Core/Concentration.)

II. Music Core Requirements	Credits: 44 Hours
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MUA 005 Recital Attendance*	Credits: 0
MUI 101 Percussion Methods & Literature	Credits: 1
MUL 353 Choral & Instrumental Literature.....	Credits: 3
MUS 101 Music & Music Theory Orientation.....	Credits: 1
MUS 323 Conducting.....	Credits: 3
MUS 353 Music History I.....	Credits: 3
MUS 373 Music History II.....	Credits: 3
MUT 112 Music Theory I	Credits: 2
MUT 122 Aural Training I	Credits: 2
MUT 312 Music Theory II.....	Credits: 2
MUT 322 Aural Training II.....	Credits: 2
MUT 352 Music Theory III.....	Credits: 2
MUT 362 Aural Training III.....	Credits: 2
Applied Piano (<i>for proficiency</i>).....	Credits: 4
Applied Concentration.....	Credits: 7
Music Ensemble.....	Credits: 7

**MUA 005 (recital Attendance) is a 0-credit-hour course required every semester and will be monitored through the Department Chair.*

III. Concentration in Vocal	Credits: 20 Hours
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MUS 343 Advanced Choral Conducting	Credits: 3
MUS 433 Choral Techniques	Credits: 3
MUS 461 Senior Recital Preparation.....	Credits: 1
MUT 332 Choral Arranging.....	Credits: 2
MUT 413 Music Composition	Credits: 3
MUS 303/WOR 333 Music Media and Technology	Credits: 3
Upper-Level Music Department Course	Credits: 5

IV. Electives	Credits: 7-14 Hours
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Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Bachelor of Music Degree Concentration in Worship

I. General Education Requirements Credits: 49-53 Hours

Refer to the General Education Requirements for Bachelor of Music Degree
(Some General Education courses also count as Bachelor of Music Degree Core/Concentration.)

II. Music Core Requirements Credits: 40 Hours

MUA 005 Recital Attendance*	Credits: 0
MUI 101 Percussion Methods & Literature	Credits: 1
MUL 353 Choral & Instrumental Literature.....	Credits: 3
MUS 101 Music & Music Theory Orientation.....	Credits: 1
MUS 323 Conducting.....	Credits: 3
MUS 353 Music History I.....	Credits: 3
MUS 373 Music History II.....	Credits: 3
MUT 112 Music Theory I	Credits: 2
MUT 122 Aural Training I	Credits: 2
MUT 312 Music Theory II.....	Credits: 2
MUT 322 Aural Training II.....	Credits: 2
MUT 352 Music Theory III.....	Credits: 2
MUT 362 Aural Training III.....	Credits: 2
Applied Piano (<i>for proficiency</i>).....	Credits: 4
Applied Concentration.....	Credits: 3
Applied Guitar	Credits: 2
Music Ensemble.....	Credits: 3
MUE 181 Chapel Worship Band	Credits: 2

**MUA 005 (recital Attendance) is a 0-credit-hour course required every semester and will be monitored through the Department Chair.*

III. Concentration in Worship Credits: 24-25 Hours

MUS 343 Advanced Choral Conducting or MUS 363 Advanced Instrumental Conducting.....	Credits: 3
MUS 381 Internship	Credits: 1-2
MUS 413 Instrumental Techniques or MUS 433 Choral Techniques	Credits: 3
MUT 332 Choral Arranging or MUT 334 Instrumental Arranging.....	Credits: 2
WOR 103 Survey of Worship	Credits: 3
WOR 333 Music Media & Technology.....	Credits: 3
WOR 343 Corporate Worship Ministry	Credits: 3
WOR 413 Biblical Foundations of Worship.....	Credits: 3
WOR 433 Church Music Administration.....	Credits: 3

IV. Electives Credits: 6-14 Hours

Upper-Level Electives.....	Credits: 2
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Total Hours Required for Graduation Credits: 124 Hours

Required Courses for Music Minor

I. Music Minor Requirements	Credits: 25 Hours
MUI 101 Percussion Methods & Literature	Credits: 1
MUL 353 Choral and Instrumental Literature	Credits: 3
MUS 101 Music and Music Theory Orientation	Credits: 1
MUS 323 Conducting.....	Credits: 3
MUT 112 Music Theory I	Credits: 2
MUT 122 Aural Training I	Credits: 2
Applied Music (at least one hour must be piano)	Credits: 4
Music Ensemble.....	Credits: 4
MUA 005 Recital Attendance (4 semesters)	Credits: 0
Upper-Level Music Course.....	Credits: 3
Music Elective.....	Credits: 2
<i>(This minor is not available to BSE students seeking certification in Instrumental or Vocal Music)</i>	
NOTE: A grade of C or higher is required in all courses for the minor.	

Required Courses for Worship Minor

I. Worship Minor Requirements	Credits: 21 Hours
MUT 112 Music Theory I	Credits: 2
MUT 122 Aural Training I	Credits: 2
WOR 103 Survey of Worship	Credits: 3
WOR 333 Music Media & Technology	Credits: 3
WOR 343 Corporate Worship Ministry	Credits: 3
WOR 433 Church Music Administration.....	Credits: 3
Applied Music: Voice	Credits: 1
Applied Music: Piano and/or Guitar.....	Credits: 2
MUE 181 Chapel Worship Band	Credits: 2
MUA 005 Recital Attendance (4 semesters)	Credits: 0
<i>(This minor is not available to BMUS majors with a concentration in Worship.)</i>	
NOTE: A grade of C or higher is required in all courses for the minor.	

THEATRE DEPARTMENT

The Theatre Department offers programs designed to prepare students for careers in various drama-related fields. Courses provide comprehensive and contemporary studies, along with practical experiences, for individuals interested in an immediate career or in graduate studies following graduation.

Major and laboratory productions, a traveling Christian repertory troupe, children's show, and numerous other opportunities offer each student a diverse and creative theatre background.

Bachelor of Arts Degree: Majors – Christian Theatre, Theatre
(The BA should be sought by those who plan to attend graduate school.)

Bachelor of Science Degree: Majors – Christian Theatre, Theatre

Minors: Christian Theatre, Theatre

Speech & Theatre Certification: Offers courses leading to certification in speech and theatre (grades 9-12) in Secondary Education under the Bachelor of Science in Education degree (see Division of Education for details)

Goals

1. To provide instruction, guidance, and learning experiences that will prepare students with the fundamental knowledge needed for the various professional applications in theatre.
2. To furnish motivation and resources that will enable students to attain their full potential in their area of concentration.
3. To promote an appreciation for, and encourage the serious study of and experimentation in, the theatre.
4. To sustain an environment based on Christian ideals that is conducive to creative expression and artistic growth.

Objectives for Theatre Major

The Theatre major will:

1. demonstrate the ability to critically respond to a theatrical production.
2. demonstrate the ability to analyze a play.
3. demonstrate the ability to direct a one-act play.
4. demonstrate expertise in a specific area of theatre – acting, directing, or technical design.
5. demonstrate knowledge of the fundamentals of set, costume and lighting design, principles of acting theory, and theatre history.

Objectives for Christian Theatre Major

The Christian Theatre major will:

1. demonstrate the ability to critically respond to a theatrical production.
2. demonstrate the ability to analyze a play.
3. demonstrate the ability to direct a one-act play.
4. demonstrate expertise in a specific area of theatre – acting, directing, or technical design.
5. demonstrate knowledge of the fundamentals of set, costume and lighting design, principles of acting theory, and theatre history.
6. demonstrate knowledge of a philosophy of Christian Theatre.

Requirements for the BA or BS Degree with Majors in Christian Theatre or Theatre

1. Complete the campuswide General Education requirements (with the language requirement, if seeking the BA) and the Graduation Requirements (see Academic Policies for both).
NOTE: For Christian Theatre and Theatre majors, THR 100 (Theatre Appreciation) is a required course, therefore, it cannot be used to fulfill the fine arts requirement.
2. Choose a major area and successfully complete each of the requirements with a grade of C or higher in all required major coursework.

General Education Requirements for Christian Theatre and Theatre Major

I. General Education Requirements	Credits: 49-59 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>(Required of all incoming full-time freshman and transfer students with less than 24 hours.)</i></p>	
<p>Chapel HLG 010 Chapel Credits: 0 <i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i></p>	
<p>Bible BIB 113 Old Testament Survey Credits: 3 BIB 123 New Testament Survey Credits: 3 <i>Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.</i></p>	
<p>Writing ENG 104 English Composition I Credits: 3 ENG 106 English Composition II..... Credits: 3 <i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i></p>	
<p>Literature Select six credit hours from LIT options Credits: 6</p>	
<p>Communication CAS 101 Introduction to Speech Communication..... Credits: 3</p>	
<p>Historical Studies Select six credit hours from HST options Credits: 6</p>	
<p>Natural Sciences Life & Non-Life Science Courses Credits: 7-8 <i>Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in the physical (non-life) science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course.</i></p>	
<p>Fine Arts Select courses meeting the requirements below Credits: 4-6 <i>The fine arts requirement includes three areas: art, music, and theatre. Students must include courses from two of the three areas; one of these courses must be an appreciation course. Appreciation courses include ART 110, THR 100, and MUS 103. Private music lessons (MUA courses) will satisfy the music requirement. THR 100 is a required course for Christian Theater and Theatre majors, therefore, it cannot be used to fulfill the fine arts requirement.</i></p>	
<p>Mathematics Select appropriate mathematics course Credits: 3 <i>Only MTH 127, 131, 143, 153, or 185 will meet this requirement. MTH 131 cannot be used as a prerequisite to any other course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i></p>	
<p>Physical Education PHE/VAR Activity Courses..... Credits: 2 <i>The following activity courses fulfill this requirement: One-credit-hour courses at the PHE 100-level, any varsity or junior varsity sport, PHE 219, PHE 220, PHE 233, and PHE 234. (EXS and SRM courses do not fulfill this requirement.)</i></p>	
<p>General Ed Options General Education Option Credits: 6 <i>(See General Education Requirements for Baccalaureate Degrees)</i></p>	
<p>Language (optional) Modern or Biblical Language Credits: 6 <i>Bachelor of Arts degrees require 6 hours in the same language. Language is optional with other bachelor's degrees.</i></p>	

Required Courses for Christian Theatre Major

I. General Education Requirements	Credits: 49-59 Hours
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Refer to the General Education Requirements for Christian Theatre and Theatre Major
(Some General Education courses also count as Christian Theatre Requirements.)

II. Christian Theatre Core Requirements	Credits: 53 Hours
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BIB 143 Biblical Interpretation.....	Credits: 3
CED 123 Christian Ed & Spiritual Formation	Credits: 3
CMS 103 Philosophy of Ministry	Credits: 3
CMS 383 Introduction to Preaching	Credits: 3
THE 373 Christian Doctrine.....	Credits: 3
THR 100 Theatre Appreciation	Credits: 3
THR 103 Acting I.....	Credits: 3
THR 110 Theatre Activity	Credits: 1
THR 201 Stagecraft, Lighting, Scene Design.....	Credits: 3
THR 202 Stage Makeup & Costume Design.....	Credits: 3
THR 210 Theatre Activity	Credits: 1
THR 302 Theatrical Directing I.....	Credits: 3
THR 303 Acting II.....	Credits: 3
THR 304 Creative Dramatics	Credits: 3
THR 310 Theatre Activity	Credits: 1
THR 333 History of the Theatre	Credits: 3
THR 402 Theatrical Directing II	Credits: 3
THR 404 Senior Performance Seminar.....	Credits: 3
THR 410 Theatre Activity	Credits: 1
Theatrical Production (THR 107, 207, 307, 407)	Credits: 4

III. Electives	Credits: 12-22 Hours
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Upper-Level Electives.....	Credits: 12
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Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Theatre Major

I. General Education Requirements	Credits: 49-59 Hours
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Refer to the General Education Requirements for Christian Theatre and Theatre Major
(Some General Education courses also count as Christian Theatre Requirements.)

II. Christian Theatre Core Requirements	Credits: 38 Hours
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THR 100 Theatre Appreciation	Credits: 3
THR 103 Acting I.....	Credits: 3
THR 110 Theatre Activity	Credits: 1
THR 201 Stagecraft, Lighting, & Scene Design	Credits: 3
THR 202 Stage Makeup & Costume Design.....	Credits: 3
THR 210 Theatre Activity	Credits: 1
THR 302 Theatrical Directing I.....	Credits: 3
THR 303 Acting II.....	Credits: 3
THR 304 Creative Dramatics	Credits: 3
THR 310 Theatre Activity	Credits: 1
THR 333 History of the Theatre	Credits: 3
THR 402 Theatrical Directing II	Credits: 3
THR 404 Senior Performance Seminar.....	Credits: 3
THR 410 Theatre Activity	Credits: 1
Theatrical Production (THR 107, 207, 307, 407)	Credits: 4

III. Electives	Credits: 27-37 Hours
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Upper-Level Electives.....	Credits: 18
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Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Christian Theatre Minor

I. Christian Theatre Minor Requirements	Credits: 23 Hours
CED 123 Christian Education & Spiritual Formation	Credits: 3
THR 100 Theatre Appreciation	Credits: 3
THR 101 Introduction to Christian Theatre.....	Credits: 3
THR 103 Acting I.....	Credits: 3
THR 107 & 207 Theatrical Production.....	Credits: 2
THR 201 Stagecraft, Lighting, & Scene Design or THR 202 Stage Makeup & Costume Design	Credits: 3
THR 302 Theatrical Directing I.....	Credits: 3
THE 373 Christian Doctrine.....	Credits: 3
NOTE: A grade of C or higher is required in all courses for the minor.	

Required Courses for Theatre Minor

I. Theatre Minor Requirements	Credits: 19 Hours
THR 100 Theatre Appreciation	Credits: 3
THR 103 Acting I.....	Credits: 3
THR 107 & 207 Theatrical Production.....	Credits: 2
THR 110 or 210 Theatre Activity.....	Credits: 1
THR 201 Stagecraft, Lighting, & Scene Design	Credits: 3
THR 202 Stage Makeup & Costume Design.....	Credits: 3
THR 302 Theatrical Directing I.....	Credits: 3
THR 310 or 410 Theatre Activity.....	Credits: 1
NOTE: A grade of C or higher is required in all courses for the minor.	

DIVISION OF HUMANITIES

Samuel J. Swisher, *Chair*

Five departments constitute the Division of Humanities. They are English, History and Political Science, Communication Studies, Modern Languages, and Philosophy.

ENGLISH DEPARTMENT

Bachelor of Arts Degree: Major – English

Minor: English

English Certification: Offers courses leading to certification in English (grades 5-9) in Middle School Education or (grades 9-12) in Secondary Education under the Bachelor of Science in Education degree (see Division of Education for details)

Statement of Mission and Purpose for the English Department

The mission of the English Department is to provide an excellent education in the field of English in a distinctively Christian environment that integrates Christian faith and learning in preparing graduates for personal and career effectiveness.

Goals

1. To help students develop skills in the art of written communication with principles for effective style and concrete development.
2. To aid students in developing a factual knowledge base for analysis and interpretation of literature.
3. To provide a framework for developing appreciation of literature as a fine art.
4. To explore styles and genres of literature from many cultures.
5. To encourage a lifelong interest in reading.
6. To increase students' conscious awareness of the English language and general linguistic principles.

Objectives for English Department Majors

The English major will:

1. demonstrate skill in the art of written communication, utilizing the principles of effective style (i.e., diction, sentence structure, stylistic variety, and organization) and concrete development.
2. apply a factual knowledge base to the analysis and interpretation of literature. (The knowledge base includes an understanding of character, setting, theme, point of view, symbolism, and irony.)
3. communicate an appreciation for literature as a fine art, for writing as a significant rhetorical tool, and for linguistics as a foundational aspect of language study.
4. explain the general linguistic principles that characterize the English language.

Requirements for BA Degree with Major in English

1. Complete the campuswide General Education requirements (with the language requirement) and the Graduation Requirements (see Academic Policies for both).
2. Pass a portfolio review.
3. Earn a grade of C or higher in all required major coursework.

General Education Requirements for English Major

I. General Education Requirements	Credits: 55-59 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>(Required of all incoming full-time freshman and transfer students with less than 24 hours.)</i></p>	
<p>Chapel HLG 010 Chapel Credits: 0 <i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i></p>	
<p>Bible BIB 113 Old Testament Survey Credits: 3 BIB 123 New Testament Survey Credits: 3 <i>Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.</i></p>	
<p>Writing ENG 104 English Composition I Credits: 3 ENG 106 English Composition II..... Credits: 3 <i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i></p>	
<p>Literature Select six credit hours from LIT options Credits: 6</p>	
<p>Communication CAS 101 Introduction to Speech Communication..... Credits: 3</p>	
<p>Historical Studies Select six credit hours from HST options Credits: 6</p>	
<p>Natural Sciences Life & Non-Life Science Courses: Credits: 7-8 <i>Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in the physical (non-life) science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course.</i></p>	
<p>Fine Arts Select courses meeting the requirements below Credits: 4-6 <i>The fine arts requirement includes three areas: art, music, and theatre. Students must include courses from two of the three areas; one of these courses must be an appreciation course. Appreciation courses include ART 110, THR 100, and MUS 103. Private music lessons (MUA courses) will satisfy the music requirement.</i></p>	
<p>Mathematics Select appropriate mathematics course Credits: 3 <i>Only MTH 127, 131, 143, 153, or 185 will meet this requirement. MTH 131 cannot be used as a prerequisite to any other course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i></p>	
<p>Physical Education PHE/VAR Activity Courses..... Credits: 2 <i>The following activity courses fulfill this requirement: One-credit-hour courses at the PHE 100-level, any varsity or junior varsity sport, PHE 219, PHE 220, PHE 233, and PHE 234. (EXS and SRM courses do not fulfill this requirement.)</i></p>	
<p>General Ed Options General Education Option Credits: 6 <i>(See General Education Requirements for Baccalaureate Degrees)</i></p>	
<p>Language Modern or Biblical Language Credits: 6 <i>Bachelor of Arts degrees require 6 hours in the same language. Language is optional with other bachelor's degrees.</i></p>	

Required Courses for English Major

I. General Education Requirements	Credits: 55-59 Hours
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Refer to the General Education Requirements for English Major
(Some General Education courses also count as English Core Requirements.)

II. English Core Requirements	Credits: 40 Hours
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LIT 233 American Literature I.....	Credits: 3
LIT 243 American Literature II.....	Credits: 3
LIT 253 English Life & Literature I.....	Credits: 3
LIT 263 English Life & Literature II.....	Credits: 3
LIT 303 World Classics in Translation	Credits: 3
LIT 333 Shakespeare	Credits: 3
LIT 343 Drama as Literature.....	Credits: 3
ENG 481 Senior Portfolio	Credits: 1
Advanced Writing Course	Credits: 3
Advanced English Language Course	Credits: 3
300- or 400-Level English Department Course	Credits: 3
400-Level English Department Course	Credits: 6
English Department Course (<i>excludes: ENG 013, 104, and 106</i>)	Credits: 3

III. Electives	Credits: 25-35 Hours
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Upper-Level Electives..... Credits: 15

Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for English Minor

I. English Minor Requirements	Credits: 18 Hours
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300- or 400-Level English Department Course	Credits: 6
English Department Courses (<i>excludes: ENG 013, 104, 106</i>).....	Credits: 12

NOTE: A grade of C or higher is required in all courses for the minor.

HISTORY & POLITICAL SCIENCE DEPARTMENT

Bachelor of Arts Degree: Major – History

Minor: History

Social Science Certification: Offers courses leading to certification in social science (grades 5-9) in Middle School Education or (grades 9-12) in Secondary Education under the Bachelor of Science in Education degree (see Division of Education for details)

Statement of Mission and Purpose for the History Department

The mission of the History Department is to provide an excellent education in the field of History in a distinctively Christian environment that integrates Christian faith and learning in preparing graduates for personal and career effectiveness.

Goals

1. That students will obtain an awareness, understanding, and appreciation of past and present cultures, events, and persons, in accordance with a quality liberal arts education.
2. That students will learn and be able to apply the principles of a Christian worldview to the study of history.
3. That students will develop critical thinking and analytical skills in preparation for graduate study or for their chosen profession.

Objectives for the History Major

The History major will:

1. identify major chronological eras and the important events associated with them.
2. identify the causes and consequences of important historical events and analyze their significance.
3. analyze primary source documents as to their meaning, purpose, and significance.
4. utilize historical research methods by completing a research-oriented written assignment and research presentation.
5. write a major historical research paper containing a thesis and a clear argument and will present it at an undergraduate conference.

Requirements for BA Degree with Major in History

1. Complete the campuswide General Education requirements (with the language requirement) and the Graduation Requirements (see Academic Policies for both).
2. Earn a grade of C or higher in all required major coursework.

General Education Requirements for History Major

I. General Education Requirements	Credits: 55-59 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>(Required of all incoming full-time freshman and transfer students with less than 24 hours.)</i></p>	
<p>Chapel HLG 010 Chapel Credits: 0 <i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i></p>	
<p>Bible BIB 113 Old Testament Survey Credits: 3 BIB 123 New Testament Survey Credits: 3 <i>Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.</i></p>	
<p>Writing ENG 104 English Composition I Credits: 3 ENG 106 English Composition II..... Credits: 3 <i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i></p>	
<p>Literature Select six credit hours from LIT options Credits: 6</p>	
<p>Communication CAS 101 Introduction to Speech Communication..... Credits: 3</p>	
<p>Historical Studies Select six credit hours from HST options Credits: 6</p>	
<p>Natural Sciences Life & Non-Life Science Courses: Credits: 7-8 <i>Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in the physical (non-life) science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course.</i></p>	
<p>Fine Arts Select courses meeting the requirements below Credits: 4-6 <i>The fine arts requirement includes three areas: art, music, and theatre. Students must include courses from two of the three areas; one of these courses must be an appreciation course. Appreciation courses include ART 110, THR 100, and MUS 103. Private music lessons (MUA courses) will satisfy the music requirement.</i></p>	
<p>Mathematics Select appropriate mathematics course Credits: 3 <i>Only MTH 127, 131, 143, 153, or 185 will meet this requirement. MTH 131 cannot be used as a prerequisite to any other course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i></p>	
<p>Physical Education PHE/VAR Activity Courses..... Credits: 2 <i>The following activity courses fulfill this requirement: One-credit-hour courses at the PHE 100-level, any varsity or junior varsity sport, PHE 219, PHE 220, PHE 233, and PHE 234. (EXS and SRM courses do not fulfill this requirement.)</i></p>	
<p>General Ed Options General Education Option Credits: 6 <i>(See General Education Requirements for Baccalaureate Degrees)</i></p>	
<p>Language Modern or Biblical Language Credits: 6 <i>Bachelor of Arts degrees require 6 hours in the same language. Language is optional with other bachelor's degrees.</i></p>	

Required Courses for History Major

I. General Education Requirements	Credits: 55-59 Hours
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Refer to the General Education Requirements for History Major
(Some General Education courses also count as History Core Requirements.)

II. History Core Requirements	Credits: 42 Hours
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GEO 103 World Geography.....	Credits: 3
HST 153 World History I.....	Credits: 3
HST 163 World History II.....	Credits: 3
HST 213 U.S. History I.....	Credits: 3
HST 223 U.S. History II.....	Credits: 3
HST 303 Introduction to Research Methods.....	Credits: 3
HST 499 Senior Seminar.....	Credits: 3
PLS 113 Intro to Government.....	Credits: 3
Controlled Electives: 300- or 400-Level HST/PLS Courses <i>(must include at least two courses non-United States History)</i>	Credits: 18

III. Electives	Credits: 23-33 Hours
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Upper-Level Electives.....	Credits: 19
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Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for History Minor

I. History Minor Requirements	Credits: 18 Hours
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HST 153 World History I.....	Credits: 3
HST 163 World History II.....	Credits: 3
HST 213 U.S. History I.....	Credits: 3
HST 223 U.S. History II.....	Credits: 3
300- or 400-Level History Department Course.....	Credits: 6
NOTE: A grade of C or higher is required in all courses for the minor.	

COMMUNICATION STUDIES DEPARTMENT

The Communication Studies Department offers a generalist and specialized approach. Its programs are a viable option for students seeking careers in various media communication-related areas; its courses are designed to provide a comprehensive and contemporary program of study and practical experiences for students interested in pursuing careers or graduate studies in the field.

Bachelor of Arts Degree: Majors – Media Communication, Public Relations
(*The BA should be sought by those who plan to attend graduate school.*)

Bachelor of Science Degree: Majors – Media Communication, Public Relations

Minors: Media Communication, Public Relations

Speech and Theatre Certification: Offers courses leading to certification in speech and theatre (grades 9-12) in Secondary Education under the Bachelor of Science in Education degree (see Division of Education for details)

Statement of Mission and Purpose for the Communication Studies Department

The mission of the Communication Studies Department is to provide an excellent education in the field of communication studies in a distinctively Christian environment that integrates Christian faith and learning in preparing graduates for personal and career effectiveness.

Goals

1. To provide instruction, guidance, and learning experiences that will prepare students with the fundamental knowledge needed for the various professional applications in media communication.
2. To furnish motivation and resources that enable students to attain their full potential in their area of concentration.
3. To promote an appreciation for and encourage the serious study of and experimentation in the field of media communication.
4. To sustain an environment based on Christian ideals that is conducive to creative expression and successful communication.

Objectives for the Communication Studies Department Major

The Media Communication major will:

1. demonstrate knowledge of mass communication history and theories.
2. demonstrate on-the-job knowledge and skills.
3. demonstrate skill and knowledge of technical and performance skills necessary for oral presentations.
4. demonstrate skill, knowledge, and the ability to produce quality video/audio productions.

The Public Relations major will:

1. demonstrate the understanding of public relations by creating a plan to solve a communication problem for an organization or client.
2. demonstrate on-the-job knowledge and skills.
3. communicate using effective presentations skills when pitching and communicating to various audiences.

4. demonstrate skills, knowledge, and the ability to work together in a team to produce public relations programming/tactics for a client.

Requirements for BA or BS Degree with Major in Media Communication or Public Relations

1. Complete the campuswide General Education requirements (with the language requirement, if seeking the BA) and the Graduation Requirements (see Academic Policies for both).
2. Earn a grade of C or higher in all required major coursework.

General Education Requirements for Media Communication and Public Relations Major

I. General Education Requirements	Credits: 49-59 Hours
Foundations	HLG 011 Freshman Seminar..... Credits: 1 <i>(Required of all incoming full-time freshman and transfer students with less than 24 hours.)</i>
Chapel	HLG 010 Chapel..... Credits: 0 <i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i>
Bible	BIB 113 Old Testament Survey..... Credits: 3 BIB 123 New Testament Survey..... Credits: 3 <i>Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.</i>
Writing	ENG 104 English Composition I..... Credits: 3 ENG 106 English Composition II..... Credits: 3 <i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i>
Literature	Select six credit hours from LIT options..... Credits: 6
Communication	CAS 101 Introduction to Speech Communication..... Credits: 3
Historical Studies	Select six credit hours from HST options..... Credits: 6
Natural Sciences	Life & Non-Life Science Courses:..... Credits: 7-8 <i>Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in the physical (non-life) science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course.</i>
Fine Arts	Select courses meeting the requirements below..... Credits: 4-6 <i>The fine arts requirement includes three areas: art, music, and theatre. Students must include courses from two of the three areas; one of these courses must be an appreciation course. Appreciation courses include ART 110, THR 100, and MUS 103. Private music lessons (MUA courses) will satisfy the music requirement.</i>
Mathematics	Select appropriate mathematics course..... Credits: 3 <i>Only MTH 127, 131, 143, 153, or 185 will meet this requirement. MTH 131 cannot be used as a prerequisite to any other course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i>
Physical Education	PHE/VAR Activity Courses..... Credits: 2 <i>The following activity courses fulfill this requirement: One-credit-hour courses at the PHE 100-level, any varsity or junior varsity sport, PHE 219, PHE 220, PHE 233, and PHE 234. (EXS and SRM courses do not fulfill this requirement.)</i>
General Ed Options	General Education Option..... Credits: 6 <i>(See General Education Requirements for Baccalaureate Degrees)</i>
Language (Optional)	Modern or Biblical Language..... Credits: 6 <i>Bachelor of Arts degrees require 6 hours in the same language. Language is optional with other bachelor's degrees.</i>

Required Courses for Media Communication Major

I. General Education Requirements	Credits: 49-59 Hours
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Refer to the General Education Requirements for Media Communication and Public Relations Major

(Some General Education courses also count as Media Communication Core Requirements.)

II. Media Communication Core Requirements	Credits: 43-45 Hours
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CAM 102 Writing for Media.....	Credits: 3
CAM 103 Intro to Public Relations & Media.....	Credits: 3
CAM 233 Broadcast Journalism.....	Credits: 3
CAM 243 Broadcast Basics & Audio Production.....	Credits: 3
CAM 373 Video Production.....	Credits: 3
CAM 381-3 Comm/PR Supervised Internship.....	Credits: 1-3
CAM 401 Senior Capstone Project.....	Credits: 1
CAM 433 Media Law & Ethics I.....	Credits: 3
CAM 463 Media Law & Ethics II.....	Credits: 3
CAS 313 Organizational Communication.....	Credits: 3
CAS 363 Voice & Diction.....	Credits: 3
Controlled Electives: (Choose from the following).....	Credits: 14
CAS 303 or CAS 423.....	Credits: 3
One of the Following: CAM 253, 333, 413, 453, 473.....	Credits: 3
<i>(Choose CAM 333 if intending to minor in Public Relations)</i>	3
CAM 313 or CAM 323.....	Credits:
Five of the Following: CAM 100, 111, 171, 200, 211, 271, 300, 311, 371, 400, 411, 471.....	5 Credits:

**Recommended electives: The following courses are recommended, but not required for Media Communication majors: ART 133-433, ART 253, CAS 323, and CAM 481-482*

III. Electives	Credits: 20-32 Hours
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Upper-Level Electives.....	Credits: 15- 17
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Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Public Relations Major

I. General Education Requirements	Credits: 49-59 Hours
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Refer to the General Education Requirements for Media Communication and Public Relations Major

(Some General Education courses also count as Public Relations Core Requirements.)

II. Public Relations Core Requirements	Credits: 42-44 Hours
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ART 253 Digital Photography	Credits: 3
CAM 103 Intro to Public Relations & Media.....	Credits: 3
CAM 233 Broadcast Journalism	Credits: 3
CAM 253 Public Relations Writing.....	Credits: 3
CAM 333 Media Relations & Social Media	Credits: 3
CAM 381-3 Comm/PR Supervised Internship.....	Credits: 1-3
CAM 401 Senior Capstone Project.....	Credits: 1
CAM 413 Public Relations in a Non-Profit Arena.....	Credits: 3
CAM 453 PR Strategies & Tactics	Credits: 3
CAM 473 PR Case Studies & Research	Credits: 3
CAS 323 Advanced Public Speaking & Debate	Credits: 3
MKT 313 Principles of Marketing.....	Credits: 3
Controlled Electives: (Choose from the following)	Credits: 10
BIS 201 or BIS 261	Credits: 1
CAS 303 or CAS 423.....	Credits: 3
CAM 433 or CAM 463	Credits: 3
Three of the Following: CAM 100, 111, 171, 200, 211, 271, 300, 311, 371, 400, 411, 471.....	Credits: 3

**Recommended electives: The following courses are recommended, but not required for Public Relations majors:
CAM 102, CAM 323, CAM 373, CAS 363, MKT 323*

III. Electives	Credits: 21-33 Hours
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Upper-Level Electives.....	Credits: 15- 17
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Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Media Communication Minor

I. Media Communication Minor Requirements	Credits: 19 Hours
CAM 102 Writing for Media.....	Credits: 3
CAM 103 Intro to Public Relations & Media.....	Credits: 3
CAM 243 Broadcast Basics & Audio Production.....	Credits: 3
CAM 373 Video Production.....	Credits: 3
CAM 433 Media Law & Ethics I -or-	
CAM 463 Media Law & Ethics II	Credits: 3
CAM 100-400, 111-411, or 171-471	Credits: 1
Controlled Elective (choose from the following).....	Credits: 3
CAM 233 Broadcast Journalism*.....	Credits: 3
<i>(*required for non-communication studies students)</i>	
CAM 323 Media Literacy	Credits: 3
CAS 363 Voice Diction.....	Credits: 3
NOTE: A grade of C or higher is required in all courses for the minor.	

Required Courses for Public Relations Minor

I. Public Relations Minor Requirements	Credits: 19 Hours
CAM 103 Intro to Public Relations & Media.....	Credits: 3
CAM 253 Public Relations Writing.....	Credits: 3
CAM 453 PR Strategies & Tactics	Credits: 3
CAM 413 Public Relations in a Non-Profit Arena or	
CAM 473 PR Case Studies & Research	Credits: 3
MKT 313 Principles of Marketing.....	Credits: 3
CAM 100-400, 111-411, or 171-471	Credits: 1
Controlled Elective (choose from the following).....	Credits: 3
CAM 433 Media Law & Ethics I -or-	
CAM 463 Media Law & Ethics II*	Credits: 3
<i>(*required for non-communication studies students)</i>	
ART 253 Digital Photography	Credits: 3
CAS 323 Advanced Public Speaking & Debate	Credits: 3
NOTE: A grade of C or higher is required in all courses for the minor.	

DEPARTMENT OF MODERN LANGUAGES

The Modern Language Department offers courses in support of the Bachelor of Arts programs.

Goals

Introductory level Spanish and French courses are offered to help students gain abilities in speaking, reading, and comprehending these languages. Students enrolled in these course are introduced to historical, cultural, and geographical aspects of Spanish and French-speaking countries.

These courses are intended to help students gain a greater appreciation of the cultural, social, political, and economic dimensions of countries where French and Spanish are spoken, and to facilitate higher quality relationships with people who speak these languages.

DEPARTMENT OF PHILOSOPHY

The Philosophy Department offers courses to support other departments.

Minor: Philosophy

Required Courses for Philosophy Minor

I. Philosophy Minor Requirements	Credits: 18 Hours
PHL 213 Introduction to Philosophy.....	Credits: 3
PHL 253 Introduction to Logic.....	Credits: 3
PHL 313 Christian Ethics	Credits: 3
Philosophy Department Courses (<i>HON 304 or SCI 303 may be used instead of PHL hours</i>).....	Credits: 9
NOTE: A grade of C or higher is required in all courses for the minor.	

DIVISION OF NATURAL SCIENCE AND MATHEMATICS

Deborah G. Ziegler, Chair

Two departments constitute the Division of Natural Science and Mathematics. They are Science and Mathematics.

NATURAL SCIENCE DEPARTMENT

The Natural Science Department includes programs in Biology, Chemistry, and General Science.

Bachelor of Arts Degree: Major – Biology (general, pre-chiropractic, pre-dental, pre-medical, or pre-veterinary medicine concentration)

Bachelor of Science Degree: Majors – Biology (general, pre-chiropractic, pre-dental, pre-medical, or pre-veterinary medicine concentration), Life Sciences

Minors: Biology, Chemistry

Biology and Unified Science Certification: Offers courses leading to certification in biology (grades 9-12) and unified science with biology endorsement (grades 9-12) in Secondary Education under the Bachelor of Science in Education degree (see Division of Education for details)

Statement of Mission and Purpose for the Natural Science Department

Biology

The mission of the Biology Department is to provide an excellent education in the field of biology in a distinctively Christian environment that integrates Christian faith and learning in preparing graduates for personal and career effectiveness.

Life Sciences

The mission of the Biology Department is to provide an excellent education in the field of life sciences in a distinctively Christian environment that integrates Christian faith and learning in preparing graduates for personal and career effectiveness.

Goals

To provide:

1. all students with a basic understanding of scientific realities and to present a survey of the fundamentals in the various sciences.
2. the non-science students with introductory courses that give a background in particular sciences.
3. undergraduate students with a strong foundation for graduate study.
4. students in the two-year programs with advanced courses to prepare them for the majors that they will complete at another institution.
5. those seeking employment in a related vocation with the needed specialized knowledge about science.

Objectives for the Natural Science Department Majors

Biology

The Biology major will:

1. demonstrate proficiency in the following subject areas: cell biology and physiology, genetics, basic ecology, microbiology, and general plant and animal form and function.
2. demonstrate the ability to conduct supervised original research with a working knowledge of the biological literature.
3. communicate scientific information to a diverse audience.

Life Sciences

The Life Sciences major will:

1. demonstrate proficiency in the following subject areas: cell biology and physiology, genetics, basic ecology, and general plant and animal form and function.
2. demonstrate the ability to conduct supervised research studies and show application of practices and techniques commonly used in their chosen field.
3. communicate scientific information to a diverse audience.

Requirements for BA or BS Degree with Major in Biology

1. Complete the campuswide General Education requirements (and the language requirement if seeking the BA) and Graduation Requirements (see Academic Policies for both).
NOTE: Biology majors must earn a grade of C or higher in MTH 143, 153, or 185 to fulfill the mathematics General Education requirement.
2. Pass each of the Support Course Requirements and each of the Major Course Requirements with a grade of C or higher.
NOTE: To students with interest in pre-chiropractic, pre-dental, pre-medical, or pre-veterinary medicine: The BA or BS degree in biology will meet the majority of requirements for professional schools. However, because requirements vary from one professional school to another, pre-professional students should work closely with their advisors and specify the particular professional school to which they plan to make application; special assistance from the advisor is especially recommended for pre-chiropractic students.

Requirements for BS Degree with Major in Life Sciences

1. Complete the campuswide General Education requirements and Graduation Requirements (see Academic Policies for both).
2. Pass each of the Support Course Requirements and each of the Major Course Requirements listed below with a grade of C or higher.

General Education Requirements for Biology and Life Sciences

I. General Education Requirements	Credits: 49-59 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>(Required of all incoming full-time freshman and transfer students with less than 24 hours.)</i></p>	
<p>Chapel HLG 010 Chapel Credits: 0 <i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i></p>	
<p>Bible BIB 113 Old Testament Survey Credits: 3 BIB 123 New Testament Survey Credits: 3 <i>Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.</i></p>	
<p>Writing ENG 104 English Composition I Credits: 3 ENG 106 English Composition II..... Credits: 3 <i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i></p>	
<p>Literature Select six credit hours from LIT options Credits: 6</p>	
<p>Communication CAS 101 Introduction to Speech Communication..... Credits: 3</p>	
<p>Historical Studies Select six credit hours from HST options Credits: 6</p>	
<p>Natural Sciences Life & Non-Life Science Courses: Credits: 7-8 <i>Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in the physical (non-life) science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Science majors meet this requirement with their required major and support courses.</i></p>	
<p>Fine Arts Select courses meeting the requirements below Credits: 4-6 <i>The fine arts requirement includes three areas: art, music, and theatre. Students must include courses from two of the three areas; one of these courses must be an appreciation course. Appreciation courses include ART 110, THR 100, and MUS 103. Private music lessons (MUA courses) will satisfy the music requirement.</i></p>	
<p>Mathematics Select appropriate mathematics course Credits: 3 <i>MTH 143 College Algebra, MTH 153, or MTH 185 will meet this requirement. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i></p>	
<p>Physical Education PHE/VAR Activity Courses..... Credits: 2 <i>The following activity courses fulfill this requirement: One-credit-hour courses at the PHE 100-level, any varsity or junior varsity sport, PHE 219, PHE 220, PHE 233, and PHE 234. (EXS and SRM courses do not fulfill this requirement.)</i></p>	
<p>General Ed Options General Education Option Credits: 6 <i>(See General Education Requirements for Baccalaureate Degrees)</i></p>	
<p>Language (Optional) Modern or Biblical Language Credits: 6 <i>Bachelor of Arts degrees require 6 hours in the same language. Language is optional with other bachelor's degrees.</i></p>	

Required Courses for Biology Major

I. General Education Requirements	Credits: 49-59 Hours
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Refer to the General Education Requirements for Biology and Life Sciences
(Some General Education courses also count as Biology Requirements.)

II. Biology Support Requirements	Credits: 32 Hours
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CHM 135 College Chemistry I	Credits: 5
CHM 145 College Chemistry II	Credits: 5
CHM 335 Organic Chemistry I.....	Credits: 5
CHM 345 Organic Chemistry II	Credits: 5
MTH 127 Elementary Statistics	Credits: 3
MTH 185 Analytic Geometry & Calculus.....	Credits: 5
PHY 214 General Physics	Credits: 4

**NOTE: BIO 423 Biochemistry and PHY 224 General Physics II are required support courses for pre-dental, pre-medical, pre-pharmacy, and pre-veterinary students. Total number of support-course hours for these students is 39-40 hours.*

III. Biology Core Requirements	Credits: 36 Hours
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BIO 234 General Biology I.....	Credits: 4
BIO 244 General Biology II	Credits: 4
BIO 314 Human Anatomy & Physiology I	Credits: 4
BIO 333 General Ecology.....	Credits: 3
BIO 344 Microbiology	Credits: 4
BIO 354 General Genetics.....	Credits: 4
BIO 391 Advanced Topics*	Credits: 1-3
BIO 423 Principles of Cell Biology	Credits: 3
BIO 433 Field Biology**	Credits: 3
BIO 492 Special Problems Research.....	Credits: 2-4

**Only one Advanced Topics course is required. However, more than one Advanced Topics course may be taken to meet the Major Course Requirements.*

***Pre-professional Students (pre-dental, pre-medical, pre-pharmacy, and pre-veterinary) should substitute BIO 324 for BIO 433.*

IV. Electives	Credits: 8-17 Hours
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Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Life Sciences Major

I. General Education Requirements	Credits: 49-53 Hours
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Refer to the General Education Requirements for Biology and Life Sciences

(Some General Education courses also count as Life Sciences Requirements.)

II. Life Sciences Support Requirements	Credits: 11 Hours
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CHM 135 College Chemistry I	Credits: 5
MTH 127 Elementary Statistics	Credits: 3
MTH 333 Applied Calculus	Credits: 3

III. Life Sciences Core Requirements	Credits: 28-32 Hours
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BIO 134 Fundamentals of Environmental Science	Credits: 4
BIO 234 General Biology I	Credits: 4
BIO 244 General Biology II	Credits: 4
BIO 333 General Ecology	Credits: 3
BIO 354 General Genetics	Credits: 4
BIO 391 Advanced Topics: Biology Field Practicum	Credits: 1-3
BIO 423 Principles of Cell Biology	Credits: 3
BIO 433 Field Biology	Credits: 3
BIO 492 Special Problems Research	Credits: 2-4

CHANGED

See Catalog Addendum

IV. Electives	Credits: 36-43 Hours
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Upper-Level Electives	Credits: 19-23
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Total Hours Required for Graduation	Credits: 124 Hour
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Required Courses for Biology Minor

I. Biology Minor Requirements	Credits: 18 Hours
BIO 234 General Biology I.....	Credits: 4
BIO 244 General Biology II	Credits: 4
Biology Department Courses	Credits: 10
NOTE: A grade of C or higher is required in all courses for the minor.	

Required Courses for Chemistry Minor

I. Chemistry Minor Requirements	Credits: 18 Hours
CHM 335 Organic Chemistry I.....	Credits: 5
CHM 345 Organic Chemistry II	Credits: 5
Chemistry Department Courses (<i>excludes: CHM 104 and CHM 113</i>)	Credits: 8
<i>Students majoring in Biology can add a Chemistry minor if they complete CHM 335, CHM 345, CHM 423 and 8 additional CHM hours (excludes: CHM 104 and CHM 113).</i>	
NOTE: A grade of C or higher is required in all courses for the minor.	

MATHEMATICS DEPARTMENT

The Mathematics Department includes the following degree options.

Bachelor of Science Degree: Major – Mathematics

Minor: Mathematics

Mathematics Certification: Offers courses leading to certification in mathematics (grades 5-9) in Middle School Education or (grades 9-12) in Secondary Education under the Bachelor of Science in Education degree (see Division of Education for details)

Statement of Mission and Purpose for the Mathematics Department

Consistent with Galileo Galilei's statement, "Mathematics is the language with which God has written the universe," the mission of the Hannibal-LaGrange University Mathematics Department is to help students broaden their mathematical awareness and problem-solving abilities, thus enabling them to better understand God's creation. Within a supportive Christian environment, the Mathematics Department will provide instruction to support the General Education requirements and discipline requirements for diverse majors and prepare Mathematics majors for graduate study or careers requiring expertise in mathematics.

Goals

To provide:

1. all students with a practical understanding of mathematics.
2. students with introductory courses that give a background in mathematics.
3. undergraduate students with a strong foundation for graduate study.
4. those seeking employment in a related vocation with the needed specialized knowledge about mathematics.

Objectives for the Mathematics Department Majors

The Mathematics major will:

1. acquire the ability and skills in the major branches of mathematics, including calculus, linear and abstract algebra, geometry, probability and statistics, and discrete mathematics.
2. apply the methods of direct proof and indirect proof to solve problems.
3. describe the historic development of mathematics.
4. employ technology to investigate mathematical concepts and applications.
5. develop the ability to communicate effectively the overall processes and steps in solving a mathematical problem.
6. read current literature in mathematics and communicate it orally using appropriate presentation methods.

Requirements for the BS Degree with Major in Mathematics

1. Complete the campuswide General Education requirements and Graduation Requirements (see Academic Policies for both).
NOTE: Mathematics majors must earn a grade of C or higher in MTH 143, 153, or 185 to fulfill the mathematics General Education requirement.
2. Pass each of the Support Course Requirements and each of the Major Course Requirements listed below with a grade of C or higher.

General Education Requirements for Mathematics Major

I. General Education Requirements	Credits: 49-53 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>(Required of all incoming full-time freshman and transfer students with less than 24 hours.)</i></p>	
<p>Chapel HLG 010 Chapel Credits: 0 <i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i></p>	
<p>Bible BIB 113 Old Testament Survey Credits: 3 BIB 123 New Testament Survey Credits: 3 <i>Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.</i></p>	
<p>Writing ENG 104 English Composition I Credits: 3 ENG 106 English Composition II..... Credits: 3 <i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i></p>	
<p>Literature Select six credit hours from LIT options Credits: 6</p>	
<p>Communication CAS 101 Introduction to Speech Communication..... Credits: 3</p>	
<p>Historical Studies Select six credit hours from HST options Credits: 6</p>	
<p>Natural Sciences Life & Non-Life Science Courses: Credits: 7-8 <i>Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in the physical (non-life) science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course.</i></p>	
<p>Fine Arts Select courses meeting the requirements below Credits: 4-6 <i>The fine arts requirement includes three areas: art, music, and theatre. Students must include courses from two of the three areas; one of these courses must be an appreciation course. Appreciation courses include ART 110, THR 100, and MUS 103. Private music lessons (MUA courses) will satisfy the music requirement.</i></p>	
<p>Mathematics Select appropriate mathematics course <i>(must pass with a C or higher)</i> .. Credits: 3 <i>MTH 143, 153, or 185 will meet this requirement. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i></p>	
<p>Physical Education PHE/VAR Activity Courses..... Credits: 2 <i>The following activity courses fulfill this requirement: One-credit-hour courses at the PHE 100-level, any varsity or junior varsity sport, PHE 219, PHE 220, PHE 233, and PHE 234. (EXS and SRM courses do not fulfill this requirement.)</i></p>	
<p>General Ed Options General Education Option Credits: 6 <i>(See General Education Requirements for Baccalaureate Degrees)</i></p>	

Required Courses for Mathematics Major

I. General Education Requirements	Credits: 49-53 Hours
Refer to the General Education Requirements for Mathematics <i>(Some General Education courses also count as Mathematics Requirements.)</i>	
II. Mathematics Support Course Requirements	Credits: 3 Hours
CIS 203 Programming Fundamentals	Credits: 3
III. Mathematics Core Requirements	Credits: 41 Hours
MTH 185 Analytic Geometry & Calculus I	Credits: 5
MTH 186 Calculus II.....	Credits: 5
MTH 210 Discrete Mathematics.....	Credits: 3
MTH 215 Calculus III.....	Credits: 5
MTH 223 Differential Equations	Credits: 3
MTH 343 Modern Geometry	Credits: 3
MTH 353 Modern Abstract Algebra.....	Credits: 3
MTH 354 Linear Algebra	Credits: 3
MTH 401 Seminar in Mathematics I.....	Credits: 1
MTH 402 Seminar in Mathematics II.....	Credits: 1
MTH 413 History of Mathematics	Credits: 3
MTH 450 Advanced Calculus	Credits: 3
MTH 483 Probability & Statistics.....	Credits: 3
IV. Electives	Credits: 30-34 Hours
Upper-Level Electives.....	Credits: 20
Recommended Support Electives:	
ACC 243 Principles of Financial Accounting	Credits: 3
CHM 135 College Chemistry I	Credits: 5
CHM 155 College Chemistry II.....	Credits: 5
ECO 213 Macroeconomics	Credits: 3
PHY214 General Physics I.....	Credits: 4
PHY224 General Physics II	Credits: 4
Total Hours Required for Graduation	Credits: 124 Hours

Required Courses for Mathematics Minor

I. Mathematics Minor Requirements

Credits: 20 Hours

Mathematics Department Courses (*MTH 185 or higher, can take one CIS course*)

..... Credits: 20

NOTE: A grade of C or higher is required in all courses for the minor.

DIVISION OF SOCIAL SCIENCE

Bruce Capp, *Chair*

The Division of Social Science is comprised of the Behavioral Science and Criminal Justice departments which study society and its relationship with institutions functioning within society. The Division of Social Science also encompasses the University's Pre-Law Studies program.

BEHAVIORAL SCIENCE DEPARTMENT

The Behavioral Science Department includes the areas of Psychology and Sociology. The major and minor in this area prepares students for service in a variety of agency and institutional settings and for graduate study in psychology, counseling, social work, sociology, human services, and related disciplines.

Bachelor of Arts Degree: Major – Psychology

Bachelor of Science Degree: Major – Psychology

Minors: Psychology, Sociology

Statement of Mission and Purpose for the Psychology Major

Psychology

The Psychology major seeks to assist students in developing an understanding of humanity through a Biblical world view. The major seeks to integrate faith, theology, and the science of psychology in order to develop students with a holistic view of human behavior and mental processes. (Genesis 1:26-28, Psalm 8, Romans 8:1-2)

Objectives for the Psychology Major

Psychology

The Psychology major will:

1. demonstrate comprehension of psychological theories, key terms, and theorists.
2. demonstrate knowledge of research methods in behavioral science.
3. demonstrate critical thinking.
4. demonstrate social, cultural, and international awareness.
5. demonstrate personal development and personal growth and development awareness.

Requirements for BA or BS Degree with Major in Psychology

1. Complete the campuswide General Education requirements (with the language requirement if seeking the BA) and the Graduation Requirements (see Academic Policies for both).
2. Pass each of the following Major Course Requirements and Controlled Electives with a grade of C or higher.

Suggested Minors for BA or BS Degree with Major in Psychology

The following minors are recommended for students majoring in Psychology:

1. Art: 19 hours detailed in the Division of Fine Arts portion of the catalog
2. Bible: 18 hours detailed in the Division of Christian Studies portion of the catalog
3. Business: 18 hours detailed in the Division of Business and Computer Information Systems portion of the catalog
4. Criminal Justice: 18 hours detailed in the Division of Social Science portion of the catalog with these additional recommendations
 - CRJ 113 Introduction to Criminal Justice
 - CRJ 313 Criminology
 - CRJ 323 Juvenile Delinquency
 - CRJ 356 Crisis Intervention
 - CRJ 346 Corrections
 - CRJ 436 Family Violence

General Education Requirements for Psychology Major

I. General Education Requirements	Credits: 49-59 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>(Required of all incoming full-time freshman and transfer students with less than 24 hours.)</i></p>	
<p>Chapel HLG 010 Chapel Credits: 0 <i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i></p>	
<p>Bible BIB 113 Old Testament Survey Credits: 3 BIB 123 New Testament Survey Credits: 3 <i>Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.</i></p>	
<p>Writing ENG 104 English Composition I Credits: 3 ENG 106 English Composition II..... Credits: 3 <i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i></p>	
<p>Literature Select six credit hours from LIT options Credits: 6</p>	
<p>Communication CAS 101 Introduction to Speech Communication..... Credits: 3</p>	
<p>Historical Studies Select six credit hours from HST options Credits: 6</p>	
<p>Natural Sciences Life & Non-Life Science Courses: Credits: 7-8 <i>Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in the physical (non-life) science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course.</i></p>	
<p>Fine Arts Select courses meeting the requirements below Credits: 4-6 <i>The fine arts requirement includes three areas: art, music, and theatre. Students must include courses from two of the three areas; one of these courses must be an appreciation course. Appreciation courses include ART 110, THR 100, and MUS 103. Private music lessons (MUA courses) will satisfy the music requirement.</i></p>	
<p>Mathematics Select appropriate mathematics course Credits: 3 <i>Only MTH 127, 131, 143, 153, or 185 will meet this requirement. MTH 131 cannot be used as a prerequisite to any other course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i></p>	
<p>Physical Education PHE/VAR Activity Courses..... Credits: 2 <i>The following activity courses fulfill this requirement: One-credit-hour courses at the PHE 100-level, any varsity or junior varsity sport, PHE 219, PHE 220, PHE 233, and PHE 234. (EXS and SRM courses do not fulfill this requirement.)</i></p>	
<p>General Ed Options General Education Option Credits: 6 <i>(See General Education Requirements for Baccalaureate Degrees)</i></p>	
<p>Language (Optional) Modern or Biblical Language Credits: 6 <i>Bachelor of Arts degrees require 6 hours in the same language. Language is optional with other bachelor's degrees.</i></p>	

**Required Courses for Psychology Major
Concentration in Social Service/Career Focus**

I. General Education Requirements Credits: 49-59 Hours

Refer to the General Education Requirements for Psychology Major
(Some General Education courses also count as Psychology Support or Core Requirements.)

II. Psychology Support Requirements Credits: 3 Hours

MTH 127 Elementary Statistics Credits: 3

III. Psychology Core Requirements Credits: 23 Hours

PSY 113 General Psychology Credits: 3
 PSY 211 Sophomore Seminar Credits: 1
 PSY 253 Human Diversity Credits: 3
 PSY 323 Abnormal Psychology Credits: 3
 PSY 333 Lifespan Developmental Psychology Credits: 3
 PSY 343 Intro to Counseling Credits: 3
 PSY 353 Physiological Psychology Credits: 3
 PSY 403 Data Analysis & Research Methods I Credits: 3
 (Requires MTH 127 Elementary Statistics as a prerequisite.)
 PSY 413 Data Analysis & Research Methods II Credits: 3
 PSY 451 Senior Seminar Credits: 1

IV. Concentration in Social Service/Career Focus Requirements Credits: 19 Hours

HUS 313 Introduction to Social Services Credits: 3
 SOC 353 Social Issues Credits: 3
 SWK 413 Casework Methods Credits: 3
 PSY 483 Internship Credits: 4
Controlled Electives (choose from the following) Credits: 6
 CRJ 323 Juvenile Delinquency Credits: 3
 CRJ 356 Crisis Intervention Credits: 3
 CRJ 436 Family Violence Credits: 3
 SOC 123 Marriage & the Family Credits: 3
 PSY 233 Psychological Tests & Measurements Credits: 3
 PSY 263 Child & Adolescent Psychology Credits: 3
 PSY 273 Psychology & Education of the Exceptional Child Credits: 3
 PSY 303 Psychology of Addictions Credits: 3
 PSY 356 Health Psychology Credits: 3
 PSY 363 Social Psychology Credits: 3
 PSY 373 Psychology of Personality Credits: 3
 PSY 433 Psychology of Aging Credits: 3
 PSY 391 Advanced Topics Credits: 1-3
 PSY 491 Advanced Topics Credits: 1-3

Continued on next page.

V. Electives	Credits: 26-39 Hours
Upper-Level Electives.....	Credits: 5-8
<hr/> Total Hours Required for Graduation	<hr/> Credits: 124 Hour

Required Courses for Psychology Major Concentration in Graduate School Focus

I. General Education Requirements Credits: 49-59 Hours

Refer to the General Education Requirements for Psychology Major
(Some General Education courses also count as Psychology Support or Core Requirements.)

II. Psychology Support Requirements Credits: 3 Hours

MTH 127 Elementary Statistics Credits: 3

III. Psychology Core Requirements Credits: 23 Hours

PSY 113 General Psychology Credits: 3
 PSY 211 Sophomore Seminar Credits: 1
 PSY 253 Human Diversity Credits: 3
 PSY 323 Abnormal Psychology Credits: 3
 PSY 333 Lifespan Developmental Psychology Credits: 3
 PSY 343 Intro to Counseling Credits: 3
 PSY 353 Physiological Psychology Credits: 3
 PSY 403 Data Analysis & Research Methods I Credits: 3
(Requires MTH 127 Elementary Statistics as a prerequisite.)
 PSY 413 Data Analysis & Research Methods II Credits: 3
 PSY 451 Senior Seminar Credits: 1

IV. Concentration in Graduate School Focus Requirements Credits: 19 Hours

PSY 363 Social Psychology Credits: 3
 PSY 373 Psychology of Personality Credits: 3
 PSY 452 Thesis I Credits: 2
 PSY 462 Thesis II Credits: 2
Controlled Electives *(choose from the following)* **Credits: 9**
 CRJ 323 Juvenile Delinquency Credits: 3
 CRJ 356 Crisis Intervention Credits: 3
 CRJ 436 Family Violence Credits: 3
 SOC 123 Marriage & the Family Credits: 3
 PSY 233 Psychological Tests & Measurements Credits: 3
 PSY 263 Child & Adolescent Psychology Credits: 3
 PSY 273 Psychology & Education of the Exceptional Child Credits: 3
 PSY 303 Psychology of Addictions Credits: 3
 PSY 356 Health Psychology Credits: 3
 PSY 433 Psychology of Aging Credits: 3
 PSY 391 Advanced Topics Credits: 1-3
 PSY 491 Advanced Topics Credits: 1-3

Continued on the next page.

V. Electives	Credits: 26-39 Hours
Upper-Level Electives.....	Credits: 5-8
Total Hours Required for Graduation	Credits: 124 Hour

Required Courses for Psychology Minor

I. Psychology Minor Requirements	Credits: 18 Hours
PSY 113 General Psychology	Credits: 3
PSY 333 Lifespan Developmental Psychology	Credits: 3
Psychology Department Courses.....	Credits: 12
NOTE: A grade of C or higher is required in all courses for the minor.	

Required Courses for Sociology Minor

I. Sociology Minor Requirements	Credits: 18 Hours
SOC 113 Introduction to Sociology.....	Credits: 3
SOC 123 Marriage & the Family	Credits: 3
SOC 233 Social Issues	Credits: 3
Other Sociology Courses.....	Credits: 9
<i>(No courses counted in a student's major may be applied toward the 9 hours of Other Sociology Courses.</i>	
NOTE: A grade of C or higher is required in all courses for the minor.	

CRIMINAL JUSTICE DEPARTMENT

Bachelor of Science Degree: Major – Criminal Justice

Minor: Criminal Justice

Statement of Mission and Purpose for the Criminal Justice Department

The mission of the Criminal Justice Department is to provide an excellent education in the field of criminal justice in a distinctively Christian environment that integrates Christian faith and learning in preparing graduates for personal and career effectiveness.

Goals

1. Students will gain insight into the three major areas of the criminal justice system – law enforcement, courts, and corrections – and understand how they interrelate and comprise the total system.
2. Students will examine in-depth the importance of the constitutional rights of each individual (especially as these rights relate to the due process amendments).
3. Students will personally interact with various components of the criminal justice system on a firsthand basis to expand their knowledge from academic to practical.

Objectives for the Criminal Justice Major

The Criminal Justice major will:

1. demonstrate knowledge of the police component of the criminal justice system, including: police history, patrol and operations, management and personnel, ethics, rules of arrest and detention, and the law enforcement profession.
2. demonstrate knowledge of the courts component of the criminal justice system, including: constitutional law, sentencing, the criminal system and the judicial process, defenses, and criminal and civil law.
3. demonstrate knowledge of the correctional component of the criminal justice system, including: criminology, prison systems, jails, juvenile delinquency, prison life, and crime and correctional trends.
4. demonstrate knowledge of the criminal justice system through successful completion of an internship.

Requirements for BS Degree in Criminal Justice

1. Complete the campuswide General Education requirements and the Graduation Requirements (see Academic Policies for both).
2. Pass each of the following Major Course Requirements and Controlled Electives with a grade of C or higher.

General Education Requirements for Criminal Justice Major

I. General Education Requirements	Credits: 49-53 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>(Required of all incoming full-time freshman and transfer students with less than 24 hours.)</i></p>	1
<p>Chapel HLG 010 Chapel Credits: 0 <i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i></p>	0
<p>Bible BIB 113 Old Testament Survey Credits: 3 BIB 123 New Testament Survey Credits: 3 <i>Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.</i></p>	3 3
<p>Writing ENG 104 English Composition I Credits: 3 ENG 106 English Composition II..... Credits: 3 <i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i></p>	3 3
<p>Literature Select six credit hours from LIT options Credits: 6</p>	6
<p>Communication CAS 101 Introduction to Speech Communication..... Credits: 3</p>	3
<p>Historical Studies Select six credit hours from HST options Credits: 6</p>	6
<p>Natural Sciences Life & Non-Life Science Courses: Credits: 7-8 <i>Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in the physical (non-life) science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course.</i></p>	7-8
<p>Fine Arts Select courses meeting the requirements below Credits: 4-6 <i>The fine arts requirement includes three areas: art, music, and theatre. Students must include courses from two of the three areas; one of these courses must be an appreciation course. Appreciation courses include ART 110, THR 100, and MUS 103. Private music lessons (MUA courses) will satisfy the music requirement.</i></p>	4-6
<p>Mathematics Select appropriate mathematics course Credits: 3 <i>Only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. MTH 131 cannot be used as a prerequisite to any other course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i></p>	3
<p>Physical Education PHE/VAR Activity Courses..... Credits: 2 <i>The following activity courses fulfill this requirement: One-credit-hour courses at the PHE 100-level, any varsity or junior varsity sport, PHE 219, PHE 220, PHE 233, and PHE 234. (EXS and SRM courses do not fulfill this requirement.)</i></p>	2
<p>General Ed Options General Education Option Credits: 6 <i>(See General Education Requirements for Baccalaureate Degrees)</i></p>	6

Required Courses for Criminal Justice Major

I. General Education Requirements	Credits: 49-53 Hours
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Refer to the General Education Requirements for Criminal Justice
(Some General Education courses also count as Criminal Justice Requirements.)

II. Criminal Justice Core Requirements	Credits: 39 Hours
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CRJ 113 Intro to the Criminal Justice System.....	Credits: 3
CRJ 303 Criminal Law & Procedures	Credits: 3
CRJ 313 Criminology	Credits: 3
CRJ 323 Juvenile Delinquency.....	Credits: 3
CRJ 326 Ethical Decision-Making for the CJ Professional.....	Credits: 3
CRJ 336 Policing in America.....	Credits: 3
CRJ 346 Corrections	Credits: 3
CRJ 416 Constitutional Law.....	Credits: 3
CRJ 426/446 Domestic/International Terrorism and Homeland Security	Credits: 3
CRJ 389 Criminal Justice Internship I.....	Credits: 3
Controlled Electives: Criminal Justice Department Courses (<i>up to 3 hours can be additional internship hours</i>).....	Credits: 9

III. Electives	Credits: 35-39 Hours
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Upper-Level Electives.....	Credits: 13
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Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Criminal Justice Minor

I. Criminal Justice Minor Requirements	Credits: 18 Hours
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Criminal Justice Department Courses.....	Credits: 18
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NOTE: A grade of C or higher is required in all courses for the minor.

PRE-LAW STUDIES

Louis W. Riggs, *Advisor*

Law schools do not require any specific major or field of study at the undergraduate level as preparation for admission. Pre-Law students take courses across a wide variety of disciplines, including the following majors offered at HLGU: Business Administration, Communication Studies, Criminal Justice, English, History, Psychology, and Sociology. Expected skills and competencies for law-school applicants include written and oral communication, critical thinking, analytical and problem-solving skills, and a strong service orientation – all of which are addressed in HLGU’s General Education Goals. The University provides a special interest group led by Mr. Riggs, a licensed attorney since 1990, who serves as the advisor for students interested in Pre-Law studies.

Students interested in careers in law may find the following courses and areas of study useful:

Argument & Debate	Constitutional Law	Political Science
Business Law	Economics	Public Speaking
Christian Ethics	Logic	Writing & Journalism

In addition to the courses required for the Pre-Law Minor, HLGU recommends the following courses for students seeking to enroll in law school.

ACC 243	LAW 381 or LAW 382	PSY 113
CRJ 303	PLS 113	SOC 113

Requirements for Pre-Law Minor

I. Pre-Law Minor Requirements	Credits: 18 Hours
LAW 213 Introduction to Law School.....	Credits: 3
BUS 363 Business Law	Credits: 3
CAS 323 Advanced Public Speaking & Debate	Credits: 3
CRJ 388 Civil Liability	Credits: 3
CRJ 416 Constitutional Law.....	Credits: 3
PHE/THE 313 Christian Ethics.....	Credits: 3
NOTE: A grade of C or higher is required in all courses for the minor.	

DIVISION OF TEACHER EDUCATION

Larinee Dennis, Chair
Director, Teacher Education Program

The Division of Education's motto is *Preparing future teachers to become reflective decision-makers and to use knowledge for service*. The following degrees and endorsements are offered through the Division of Education:

Bachelor of Science in Education Degree: Majors – Early Childhood Education (Birth-Grade 3); Elementary Education (1-6); Middle School Education (5-9); and Secondary Education (All majors have been approved by the Missouri State Board of Education and the Missouri Department of Elementary and Secondary Education – DESE.)

Middle School Education Certification Areas: English (5-9); Mathematics (5-9); Social Studies (5-9)

Secondary Education Certification Areas: Art (K-12); Biology (9-12); Business Education (9-12); English (9-12); Mathematics (9-12); Music Education Instrumental and Vocal (K-12); Physical Education (K-12); Social Studies (9-12); Speech and Theatre (9-12); Unified Science (9-12) with biology endorsement

Add-On: Early Childhood Endorsement (may be added to elementary certificate)
 Elementary Education Endorsement (may be added to early childhood certificate)

Minor: Education

Statement of Mission and Purpose for the Education Division

The mission of the Division of Education is to provide an excellent education in the professional fields of early childhood, elementary, middle school, and secondary content teaching in a distinctively Christian environment that integrates Christian faith and learning in preparing graduates for personal and career effectiveness.

Broad Program Goals

The Division of Education ensures that its graduates have a broad general education, a firm grounding in professional education, and a strong competency in the teacher candidate's area of specialization. Based on the reflective teaching model, the program embraces teaching as a complex task that requires the capacity to reflect on and revise decisions on the basis of one's observations and insights. Teachers must have a comprehensive understanding of teaching and learning, subject matter, and learners, as well as the interrelationships of these components in the educational process.

Objectives for the Education Major

Education majors will:

1. demonstrate competence in teaching and learning.
2. demonstrate competence in addressing the needs of all learners.
3. demonstrate knowledge of their subject matter.

BACHELOR OF SCIENCE IN EDUCATION PROGRAM

Admission to Hannibal-LaGrange University does not guarantee admission to the Teacher Education Program (see Admission to Majors and Professional Programs in the Admissions section).

The Bachelor of Science in Education degree is awarded to candidates who have met all admission and exit requirements for the Teacher Education Program and have fulfilled the State of Missouri history requirement and all requirements for the BSE degree plan. In compliance with Missouri Department of Elementary and Secondary Education (DESE) policy, the Teacher Education Program does not accept any coursework in general education, professional education, or in areas of specialization completed through prior learning experience programs. Eligibility for current certification and timely program completion are requirements for graduation.

Timely completion is dependent on the following: 1) semester of admittance to the Teacher Education Program; 2) courses accepted in transfer/ dual credit; 3) prerequisites and schedule of course offerings; and 4) number of hours successfully completed each semester. Due to these factors and specific courses required by the Missouri Department of Elementary and Secondary Education (DESE), transferring multiple courses into HLGU's Teacher Education Program may lengthen the number of semesters needed to complete the course of study.

Upon receiving the BSE degree from Hannibal-LaGrange University, and upon the recommendation of the Teacher Education Committee, the graduate may apply for an Initial Professional Certificate (IPC) with the Missouri Department of Elementary and Secondary Education (DESE). (CAUTION: Teacher candidates must comply with DESE certification requirements in effect at the time of program entrance/completion, not necessarily with the requirements as printed in the catalog or on the four-year plan at the time of initial University enrollment. Candidates must work closely with their Teacher Education Program advisor to ensure that all University and state requirements have been met prior to their application for teacher certification.)

As required by the Title II amendment to the Higher Education Act, Hannibal-LaGrange University reports on the number and percentage of teacher candidates who pass the examination required for certification in the state of Missouri. For the report year 2016-2017, the pass rate for HLGU candidates on the Missouri Content Assessment test (published by Pearson) was 77 percent, based on 30 candidates who completed all program requirements and took the test during the year. Approximately 120 candidates majored in teacher education that year.

Requirements for Degree Plan in BSE

1. Complete the Teacher Education Program Admission and Exit Requirements.
2. Complete the Graduation Requirements (see Academic Policies).
3. Complete the General Education requirements that are listed under their respective major with the required 2.75 CGPA and a grade of C or higher in the following courses: College Algebra, English Composition I, English Composition II, and Introduction to Speech Communication course.
4. Complete the Professional Education Requirements and the Content Area Certification Requirements for the chosen major with the required 3.00 CGPA and a grade of C or higher in each course.

Requirements for Admission

Upon successful completion of 45 hours of credit, candidates should begin the process of gaining admission to the Teacher Education Program. To gain admittance, the following requirements must be met/fulfilled:

1. Completion of the [HLGU Teacher Education Program Application](#) form online, including agreement with the provided confidentiality statement. The online application requires submission of the following:
 - a. A recent photograph for identification purposes only (the photo will not be used in the evaluation process for admission).
 - b. A typed letter, demonstrating professional writing skills, to the Teacher Education Committee requesting admittance into the Teacher Education Program. This letter should include a brief autobiographical sketch and an explanation of your desire to become a teacher.
 - c. Favorable recommendation from faculty member outside teacher education. (Dispositions Assessment: University Classroom form)
 - d. Favorable recommendation from faculty member in teacher education. (Dispositions Assessment: University Classroom form)
 - e. Current Cumulative, Professional Education, and Content Area Grade Point Averages (GPAs).
 1. A CGPA of 2.50 or higher on a 4.0 scale (includes all transfer credit)
 2. A CGPA of 2.75 or higher on a 4.0 scale in all Professional Education Requirements and Content Area Certification Requirements (some of which may overlap with General Education courses)
2. Verification that all portions of the Missouri General Education Assessment (MoGEA) have been passed in three attempts or less. Teacher candidates must seek written permission from the Teacher Education Committee prior to registering for a fourth attempt. (Graduate students seeking certification are not required to take the MoGEA.)
3. Favorable recommendation from field experience cooperating teacher completed in HLGU's Field Experience I or II (Dispositions Assessment: Early Clinical Placement form). Students transferring credit for Field Experience I or II must supply a favorable recommendation from a cooperating teacher in a previous field experience to the Teacher Education Division.

Candidates must be formally admitted into the Teacher Education Program prior to enrolling in 300-level or 400-level Professional Education courses.

NOTES:

- The Teacher Education Program requires a grade of C or higher for all professional education and content area courses. Additionally, students must earn a grade of C or higher for the following General Education courses: College Algebra, English Composition I, English Composition II, and Introduction to Speech Communication.
- GPAs will be verified by checking the student's official transcript.
- Teacher candidates transferring from another institution are responsible for providing the required MoGEA documentation.
- Candidates may be requested to appear personally before the Teacher Education Committee for any reason the committee deems necessary.

- Background checks will be required for field and student-teaching experiences and again for certification in the state of Missouri. Teacher candidates pay all fees incurred. Applicants who have been convicted of a felony must identify themselves on the HLGU application form and provide the appropriate documents to the Teacher Education Committee. Applicants who fail to disclose a personal felony conviction will be removed from the Teacher Education Program.
- Upon committee recommendation, candidates will be denied admission, granted probationary admission with suggested corrective measures, or be granted admission and allowed to continue in the program, provided they maintain the following:
 - Minimum academic status required for admission.
 - Campus/community citizenship that reflects moral character and sincere interest in teaching.
- When applying for student teaching, the student must meet the following CGPA requirements:
 - A CGPA of 2.75 on a 4.0 scale (includes all transfer credit).
 - A CGPA of 3.00 on a 4.0 scale in all "Professional Education Requirements" and "Content Area Certification Requirements" (some of which may overlap with General Education courses).
- Graduate-level candidates seeking certification should begin the process of gaining admission to the Teacher Education Program within the first semester of coursework at HLGU. Admission to the program is required before candidates are allowed to enroll in a second semester of coursework. Additionally, graduate-level candidates seeking certification are required to take the Missouri Content Assessment (MoCA) in the appropriate certification area within the first semester of coursework at HLGU. Passage of the MoCA is required prior to applying for student teaching.

Readmission Policy

Teacher candidates must comply with DESE certification requirements in effect at the time of program entrance/completion and must possess current knowledge of best practices in education. Reapplying to the Teacher Education Program is necessary following readmission to HLGU. Transcripts will be evaluated and courses may need to be retaken if degree and certification requirements have not been completed within a reasonable period of time. Education methods courses can be no more than five years old to count towards certification.

Requirements for Exit/Program Completion

Upon receiving the following, the Teacher Education Committee will recommend students for graduation:

1. Recommendation from student-teaching supervisors and cooperating teachers.
2. Verification from the Office of the Registrar of coursework completion and satisfactory CGPA requirements.
3. Verification that all HLGU graduation requirements have been completed.

Upon receiving the following, students will also be recommended for certification:

1. Verification of successful passage of the Missouri Content Assessment (MoCA) and a successful score on the Missouri Educator Evaluation System (MEES).
2. A completed initial application certification form via the DESE Web System.

General Education Requirements for Education Major

I. General Education Requirements	Credits: 37-39 Hours
Foundations HLG 011 Freshman Seminar.....	Credits: 1
<i>(Required of all incoming full-time freshman and transfer students with less than 24 hours.)</i>	
Chapel HLG 010 Chapel	Credits: 0
<i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i>	
Bible Select 3 credit hours from the following:	Credits: 3
BIB 113 Old Testament Survey	Credits: 3
BIB 123 New Testament Survey	Credits: 3
<i>Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.</i>	
Writing ENG 104 English Composition I	Credits: 3
ENG 106 English Composition II.....	Credits: 3
<i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)</i>	
Literature Select three credit hours from literature options.....	Credits: 3
<i>(LIT 302 is recommended for Middle School and Secondary Education majors.)</i>	
Communication CAS 101 Introduction to Speech Communication.....	Credits: 3
Historical Studies Select six credit hours from the following:	Credits: 6
HST 213 U.S. History I.....	Credits: 3
HST 223 U.S. History II	Credits: 3
PLS 113 Introduction to Government.....	Credits: 3
Natural Sciences Life & Non-Life Science Courses:	Credits: 7-8
BIO 105 Introduction to Biology (<i>recommended</i>)	Credits: 4
PHS 103 Survey of Physical Science (<i>recommended</i>)	Credits: 4
<i>(Other courses for which the student meets the prerequisites also qualify.)</i>	
<i>(One science course must include a lab.)</i>	
Fine Arts Select three credit hours from the following:	Credits: 3
ART 110 Art Appreciation	Credits: 3
MUS 103 Music Appreciation	Credits: 3
THR 100 Theatre Appreciation	Credits: 3
<i>(Other courses for which the student meet the prerequisites also qualify. Applied art, music, and theatre courses are acceptable.)</i>	
<i>(For students seeking certification in art or music, the fine arts requirement is fulfilled by courses in their subject area certification requirements.)</i>	
Mathematics Select appropriate mathematics course	Credits: 3
<i>MTH 143, 153, or 185 will meet this requirement. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i>	
Physical Education PHE/VAR Activity Course	Credits: 1
PHE 212 First Aid & CPR.....	Credits: 2

Required Courses for Early Childhood Education Major

I. General Education Requirements	Credits: 37-39 Hours
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Refer to the General Education Requirements for Education Majors

II. Professional Education Requirements	Credits: 89.5 Hours
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EDU 100 Field Experience I	Credits: .5
EDU 203 Curriculum & Instruction.....	Credits: 3
EDU 213 Literacy for Diverse Learners	Credits: 3
EDU 223 Psychology of Learning	Credits: 3
EDU 273 Psychology & Education of the Exceptional Child	Credits: 3
ECE 201 Infant/Toddler Practicum.....	Credits: 1
ECE 243 Organization & Administration of ECE Programs	Credits: 3
ECE 253 Health, Nutrition, & Safety	Credits: 3
EED 223 Geography & Economics for PreK-6 Educators.....	Credits: 3
EED 233 Utilizing Community Resources.....	Credits: 3
EED 253 Literature for Children	Credits: 3
MTH 183 Math for PreK-6 Educators.....	Credits: 3
PSY 263 Child & Adolescent Psychology	Credits: 3

Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.

EDU 383 Educational Tests & Measurements.....	Credits: 3
ECE 321 PreK/Kindergarten Practicum	Credits: 1
ECE 352 Curriculum, Methods, & Materials.....	Credits: 3
EED 302 Teaching Science in Elementary School	Credits: 3
EED 311 Teaching Language Arts in Elementary School	Credits: 3
EED 312 Teaching Social Studies in Elementary School.....	Credits: 3
EED 321 Mathematics Practicum.....	Credits: 1
EED 322 Language Acquisition and Development.....	Credits: 2
EED 331 Integrating Health & P.E. in Elementary Classrooms....	Credits: 1
EED 333 Teaching Reading in Elementary School	Credits: 3
EED 341 Integrating Art in Elementary Classrooms.....	Credits: 1
EED 343 Teaching Mathematics in Elementary School I.....	Credits: 3
EED 346 Teaching Mathematics in Elementary School II.....	Credits: 3
EED 351 Integrating Music in Elementary Classrooms.....	Credits: 1
EED 363 Collaboration with Families	Credits: 3
EED 403 Classroom Management	Credits: 3
EED 423 Reading Diagnosis & Correction	Credits: 3
EED 453 Literacy Practicum	Credits: 3
EDU 479 Professional Semester	Credits: 12

Total Hours Required for Graduation	Credits: 124-128.5 Hours
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Required Courses for Elementary Education Major

I. General Education Requirements	Credits: 37-39 Hours
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Refer to the General Education Requirements for Education Majors

II. Professional Education Requirements	Credits: 79 Hours
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EDU 100 Field Experience I	Credits: .5
EDU 200 Field Experience II.....	Credits: .5
EDU 203 Curriculum & Instruction.....	Credits: 3
EDU 213 Literacy for Diverse Learners	Credits: 3
EDU 223 Psychology of Learning	Credits: 3
EDU 273 Psychology & Education of the Exceptional Child	Credits: 3
EED 223 Geography & Economics for PreK-6 Educators.....	Credits: 3
EED 233 Utilizing Community Resources.....	Credits: 3
EED 253 Literature for Children	Credits: 3
MTH 183 Math for PreK-6 Educators.....	Credits: 3
PSY 263 Child & Adolescent Psychology	Credits: 3

Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.

EDU 383 Educational Tests & Measurements.....	Credits: 3
EED 302 Teaching Science in Elementary School	Credits: 3
EED 311 Teaching Language Arts in Elementary School	Credits: 3
EED 312 Teaching Social Studies in Elementary School.....	Credits: 3
EED 321 Mathematics Practicum.....	Credits: 1
EED 322 Language Acquisition and Development.....	Credits: 2
EED 331 Integrating Health & P.E. in Elementary Classrooms....	Credits: 1
EED 333 Teaching Reading in Elementary School	Credits: 3
EED 341 Integrating Art in Elementary Classrooms.....	Credits: 1
EED 343 Teaching Mathematics in Elementary School I.....	Credits: 3
EED 346 Teaching Mathematics in Elementary School II.....	Credits: 3
EED 351 Integrating Music in Elementary Classrooms.....	Credits: 1
EED 363 Collaboration with Families	Credits: 3
EED 403 Classroom Management	Credits: 3
EED 423 Reading Diagnosis & Correction	Credits: 3
EED 453 Literacy Practicum	Credits: 3
EDU 479 Professional Semester	Credits: 12

III. Electives	Credits: 6-8 Hours
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Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Middle School English Language Arts Education Major

I. General Education Requirements	Credits: 37-39 Hours
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Refer to the General Education Requirements for Education Majors
(Some General Education courses also count as Content Area Education Requirements.)

II. Professional Education Requirements	Credits: 56 Hours
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EDU 100 Field Experience I	Credits: .5
EDU 200 Field Experience II.....	Credits: .5
EDU 203 Curriculum & Instruction.....	Credits: 3
EDU 213 Literacy for Diverse Learners	Credits: 3
EDU 223 Psychology of Learning	Credits: 3
EDU 243 Middle School Philosophy & Organization.....	Credits: 3
EDU 273 Psychology & Education of the Exceptional Child	Credits: 3
PSY 263 Child & Adolescent Psychology	Credits: 3
Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.	
EDU 301 Content Area Field Experience.....	Credits: 1
EDU 383 Educational Tests & Measurements.....	Credits: 3
EED 311 Teaching Language Arts	Credits: 3
EED 403 Classroom Management	Credits: 3
EED 423 Reading Diagnosis	Credits: 3
EED 453 Literacy Practicum	Credits: 3
SED 336 Reading & Writing in the Content Areas	Credits: 3
SED 403 Classroom Management.....	Credits: 3
SED 423 Secondary Education Methods in Content Area.....	Credits: 3
EDU 479 Professional Semester	Credits: 12

III. Content Area Education Requirements	Credits: 30 Hours
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ENG 313 Creative Writing	Credits: 3
ENG 363 Composition Theory & Practice	Credits: 3
ENG 413 Structure of the English Language.....	Credits: 3
LIT 233 American Literature I	Credits: 3
LIT 243 American Literature II.....	Credits: 3
LIT 253 English Life & Literature I	Credits: 3
LIT 302 Young Adult Literature.....	Credits: 3
LIT 303 World Classics in Translation	Credits: 3
ENG/LIT Electives	Credits: 6

IV. Electives	Credits: 2-4 Hours
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Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Middle School Mathematics Education Major

I. General Education Requirements	Credits: 37-39 Hours
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Refer to the General Education Requirements for Education Majors
(Some General Education courses also count as Content Area Education Requirements.)

II. Professional Education Requirements	Credits: 54 Hours
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EDU 100 Field Experience I	Credits: .5
EDU 200 Field Experience II.....	Credits: .5
EDU 203 Curriculum & Instruction.....	Credits: 3
EDU 213 Literacy for Diverse Learners	Credits: 3
EDU 223 Psychology of Learning	Credits: 3
EDU 243 Middle School Philosophy & Organization.....	Credits: 3
EDU 273 Psychology & Education of the Exceptional Child	Credits: 3
PSY 263 Child & Adolescent Psychology	Credits: 3

**Admission to the Teacher Education Program is a prerequisite for
taking 300-level and 400-level courses.**

EDU 301 Content Area Field Experience.....	Credits: 1
EDU 383 Educational Tests & Measurements.....	Credits: 3
EED 321 Mathematics Practicum.....	Credits: 1
EED 343 Teaching Mathematics I	Credits: 3
EED 346 Teaching Mathematics II.....	Credits: 3
EED 403 Classroom Management	Credits: 3
SED 336 Reading & Writing in the Content Areas	Credits: 3
SED 403 Classroom Management.....	Credits: 3
SED 423 Secondary Education Methods in Content Area.....	Credits: 3
EDU 479 Professional Semester	Credits: 12

III. Content Area Education Requirements	Credits: 24 Hours
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MTH 127 Elementary Statistics	Credits: 3
MTH 183 Math for PreK-6 Educators.....	Credits: 3
MTH 185 Analytic Geometry & Calculus I	Credits: 5
MTH 210 Discrete Mathematics.....	Credits: 3
MTH 310 Technology in Mathematics	Credits: 3
MTH 343 Modern Geometry	Credits: 3
MTH Electives	Credits: 4

(Must be MTH 143 or higher.)

IV. Electives	Credits: 11-13 Hours
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Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Middle School Social Science Education Major

I. General Education Requirements Credits: 37-39 Hours

Refer to the General Education Requirements for Education Majors
(Some General Education courses also count as Content Area Education Requirements.)

II. Professional Education Requirements Credits: 56 Hours

EDU 100 Field Experience I	Credits: .5
EDU 200 Field Experience II.....	Credits: .5
EDU 203 Curriculum & Instruction.....	Credits: 3
EDU 213 Literacy for Diverse Learners	Credits: 3
EDU 223 Psychology of Learning	Credits: 3
EDU 243 Middle School Philosophy & Organization.....	Credits: 3
EDU 273 Psychology & Education of the Exceptional Child	Credits: 3
PSY 263 Child & Adolescent Psychology	Credits: 3
Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.	
EDU 301 Content Area Field Experience.....	Credits: 1
EDU 383 Educational Tests & Measurements.....	Credits: 3
EED 223 Geography & Economics for PreK-6 Educators.....	Credits: 3
EED 312 Teaching Social Studies	Credits: 3
EED 403 Classroom Management	Credits: 3
EED 453 Literacy Practicum	Credits: 3
SED 336 Reading & Writing in the Content Areas	Credits: 3
SED 403 Classroom Management.....	Credits: 3
SED 423 Secondary Education Methods in Content Area.....	Credits: 3
EDU 479 Professional Semester	Credits: 12

III. Content Area Education Requirements Credits: 31 Hours

HST 153 World History I.....	Credits: 3
HST 163 World History II	Credits: 3
HST 213 U.S. History I.....	Credits: 3
HST 223 U.S. History II	Credits: 3
HST 303 Introduction to Research Methods.....	Credits: 3
PLS 113 Introduction to Government	Credits: 3
PLS 131 U.S. & Missouri Constitutions	Credits: 1
ECO 213 or 223 Macroeconomics or Microeconomics	Credits: 3
GEO 103 World Geography.....	Credits: 3
SOC 113 Intro to Sociology	Credits: 3
Upper-level History Elective	Credits: 3

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IV. Electives Credits: 4-6 Hours

Upper-Level History Courses Preferred

Total Hours Required for Graduation Credits: 124 Hours

Required Courses for Secondary Art Education Major

I. General Education Requirements	Credits: 37-39 Hours
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Refer to the General Education Requirements for Education Majors

(The Fine Arts General Education Requirement is met by Content Area Education Requirements below.)

II. Professional Education Requirements	Credits: 44 Hours
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EDU 100 Field Experience I	Credits: .5
EDU 200 Field Experience II.....	Credits: .5
EDU 203 Curriculum & Instruction.....	Credits: 3
EDU 213 Literacy for Diverse Learners	Credits: 3
EDU 223 Psychology of Learning	Credits: 3
EDU 273 Psychology & Education of the Exceptional Child	Credits: 3
PSY 263 Child & Adolescent Psychology	Credits: 3
Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.	
EDU 300 Field Experience III.....	Credits: .5
EDU 383 Educational Tests & Measurements.....	Credits: 3
EDU 400 Field Experience IV	Credits: .5
EED 323 Teaching Art in Elementary School.....	Credits: 3
SED 336 Reading & Writing in the Content Areas	Credits: 3
SED 403 Classroom Management.....	Credits: 3
SED 423 Secondary Education Methods in Content Area.....	Credits: 3
EDU 479 Professional Semester	Credits: 12

III. Content Area Education Requirements	Credits: 43 Hours
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ART 001 Art Orientation.....	Credits: 1
ART 101 Color & Design I.....	Credits: 3
ART 102 Color & Design II	Credits: 3
ART 201 Drawing I	Credits: 3
ART 202 Drawing II.....	Credits: 3
ART 210 Painting I.....	Credits: 3
ART 220 Sculpture I.....	Credits: 3
ART 230 Ceramics I.....	Credits: 3
ART 250 Photography I.....	Credits: 3
ART 260 Introduction to Fibers.....	Credits: 3
ART 440 Art History I.....	Credits: 3
ART 441 Art History II	Credits: 3
ART Electives.....	Credits: 9

IV. Electives	Credits: 1-3 Hours
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Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Secondary Biology Education Major

I. General Education Requirements	Credits: 37-39 Hours
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Refer to the General Education Requirements for Education Majors
(Some General Education courses also count as Content Area Education Requirements.)

II. Professional Education Requirements	Credits: 41 Hours
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EDU 100 Field Experience I	Credits: .5
EDU 200 Field Experience II.....	Credits: .5
EDU 203 Curriculum & Instruction.....	Credits: 3
EDU 213 Literacy for Diverse Learners	Credits: 3
EDU 223 Psychology of Learning	Credits: 3
EDU 273 Psychology & Education of the Exceptional Child	Credits: 3
PSY 263 Child & Adolescent Psychology	Credits: 3
Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.	
EDU 301 Content Area Field Experience.....	Credits: 1
EDU 383 Educational Tests & Measurements.....	Credits: 3
SED 336 Reading & Writing in the Content Areas	Credits: 3
SED 403 Classroom Management.....	Credits: 3
SED 423 Secondary Education Methods in Content Area.....	Credits: 3
EDU 479 Professional Semester	Credits: 12

III. Content Area Education Requirements	Credits: 52-56 Hours
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BIO 234 General Biology I.....	Credits: 4
BIO 244 General Biology II	Credits: 4
BIO 314 Human Anatomy & Physiology.....	Credits: 4
BIO 333 General Ecology.....	Credits: 3
BIO 344 Microbiology.....	Credits: 4
BIO 354 General Genetics.....	Credits: 4
BIO 391 Advanced Topics.....	Credits: 1-3
BIO 423 Principles of Ecology.....	Credits: 3
BIO 433 Field Biology.....	Credits: 3
BIO 492-4 Special Problems/Research.....	Credits: 2-4
CHM 135 Chemistry I.....	Credits: 5
CHM 145 Chemistry II	Credits: 5
PHS 133 or 143 Earth Science I or II.....	Credits: 3
PHY 214 General Physics	Credits: 4
SCI 303 History & Philosophy of Science	Credits: 3

Total Hours Required for Graduation	Credits: 124-128 Hours
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Required Courses for Secondary Business Education Major

I. General Education Requirements	Credits: 37-39 Hours
Refer to the General Education Requirements for Education Majors	
II. Professional Education Requirements	Credits: 47 Hours
EDU 100 Field Experience I	Credits: .5
EDU 200 Field Experience II.....	Credits: .5
EDU 203 Curriculum & Instruction.....	Credits: 3
EDU 213 Literacy for Diverse Learners	Credits: 3
EDU 223 Psychology of Learning	Credits: 3
EDU 273 Psychology & Education of the Exceptional Child	Credits: 3
PSY 263 Child & Adolescent Psychology	Credits: 3
Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.	
EDU 301 Content Area Field Experience.....	Credits: 1
EDU 383 Educational Tests & Measurements.....	Credits: 3
SED 336 Reading & Writing in the Content Areas	Credits: 3
SED 366 Implementing Vocational Business Ed. Programs.....	Credits: 3
SED 376 Coordination of Cooperative Education Programs	Credits: 3
SED 403 Classroom Management.....	Credits: 3
SED 423 Secondary Education Methods in Content Area.....	Credits: 3
EDU 479 Professional Semester	Credits: 12
III. Content Area Education Requirements	Credits: 33 Hours
ACC 243 Principles of Financial Accounting	Credits: 3
ACC 263 Principles of Managerial Accounting	Credits: 3
BIS Comp/Emerging Tech Courses	Credits: 6
BUS 313 Organizational Communication.....	Credits: 3
BUS 363 Business Law	Credits: 3
ECO 213 Microeconomics	Credits: 3
ECO 223 Macroeconomics	Credits: 3
MAN 243 Principles of Business Management.....	Credits: 3
MKT 313 Principles of Marketing.....	Credits: 3
Business Course Elective.....	Credits: 3
IV. Electives	Credits: 5-7 Hours
Total Hours Required for Graduation	Credits: 124 Hours

Required Courses for Secondary English Education Major

I. General Education Requirements	Credits: 37-39 Hours
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Refer to the General Education Requirements for Education Majors
(Some General Education courses also count as Content Area Education Requirements.)

II. Professional Education Requirements	Credits: 41 Hours
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EDU 100 Field Experience I	Credits: .5
EDU 200 Field Experience II.....	Credits: .5
EDU 203 Curriculum & Instruction.....	Credits: 3
EDU 213 Literacy for Diverse Learners	Credits: 3
EDU 223 Psychology of Learning	Credits: 3
EDU 273 Psychology & Education of the Exceptional Child	Credits: 3
PSY 263 Child & Adolescent Psychology	Credits: 3
Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.	
EDU 301 Content Area Field Experience.....	Credits: 1
EDU 383 Educational Tests & Measurements.....	Credits: 3
SED 336 Reading & Writing in the Content Areas.....	Credits: 3
SED 403 Classroom Management.....	Credits: 3
SED 423 Secondary Education Methods in Content Area.....	Credits: 3
EDU 479 Professional Semester	Credits: 12

III. Content Area Education Requirements	Credits: 46 Hours
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ENG 104 English Composition I	Credits: 3
ENG 106 English Composition II.....	Credits: 3
ENG 313 Creative Writing	Credits: 3
ENG 363 Composition Theory & Practice	Credits: 3
ENG 413 Structure of the English Language.....	Credits: 3
ENG 423 History of the English Language	Credits: 3
ENG 481 Senior Portfolio	Credits: 1
LIT 233 American Literature I.....	Credits: 3
LIT 243 American Literature II.....	Credits: 3
LIT 302 Young Adult Literature.....	Credits: 3
LIT 343 Drama as Literature.....	Credits: 3
LIT English/World Literature Courses	Credits: 9
ENG/LIT Electives	Credits: 6

IV. Electives	Credits: 7-9 Hours
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Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Secondary Mathematics Education Major

I. General Education Requirements	Credits: 37-39 Hours
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Refer to the General Education Requirements for Education Majors
(Some General Education courses also count as Content Area Education Requirements.)

II. Professional Education Requirements	Credits: 41 Hours
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EDU 100 Field Experience I	Credits: .5
EDU 200 Field Experience II.....	Credits: .5
EDU 203 Curriculum & Instruction.....	Credits: 3
EDU 213 Literacy for Diverse Learners	Credits: 3
EDU 223 Psychology of Learning	Credits: 3
EDU 273 Psychology & Education of the Exceptional Child.....	Credits: 3
PSY 263 Child & Adolescent Psychology	Credits: 3
Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.	
EDU 301 Content Area Field Experience.....	Credits: 1
EDU 383 Educational Tests & Measurements.....	Credits: 3
SED 336 Reading & Writing in the Content Areas	Credits: 3
SED 403 Classroom Management.....	Credits: 3
SED 423 Secondary Education Methods in Content Area.....	Credits: 3
EDU 479 Professional Semester	Credits: 12

III. Content Area Education Requirements	Credits: 44 Hours
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CIS 203 Programming Fundamentals	Credits: 3
MTH 127 or 483 Elem. Statistics or Probability and Statistics	Credits: 3
MTH 185 Analytic Geometry & Calculus I	Credits: 5
MTH 186 Calculus II.....	Credits: 5
MTH 210 Discrete Mathematics.....	Credits: 3
MTH 215 Calculus III.....	Credits: 5
MTH 223 Differential Equations	Credits: 3
MTH 310 Technology in Mathematics	Credits: 3
MTH 343 Modern Geometry	Credits: 3
MTH 353 Modern Abstract Algebra.....	Credits: 3
MTH 354 Linear Algebra	Credits: 3
MTH 401 Seminar in Math I	Credits: 1
MTH 402 Seminar in Math II.....	Credits: 1
MTH 413 History of Math.....	Credits: 3

IV. Electives	Credits: 3-5 Hours
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Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Secondary Music (Instrumental) Education Major

I. General Education Requirements Credits: 37-39 Hours

Refer to the General Education Requirements for Education Majors

(The Fine Arts General Education Requirement is met by Content Area Education Requirements below.)

II. Professional Education Requirements Credits: 44 Hours

EDU 100 Field Experience I	Credits: .5
EDU 200 Field Experience II.....	Credits: .5
EDU 203 Curriculum & Instruction.....	Credits: 3
EDU 213 Literacy for Diverse Learners	Credits: 3
EDU 223 Psychology of Learning	Credits: 3
EDU 273 Psychology & Education of the Exceptional Child.....	Credits: 3
PSY 263 Child & Adolescent Psychology	Credits: 3
Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.	
EDU 300 Field Experience III.....	Credits: .5
EDU 383 Educational Tests & Measurements.....	Credits: 3
EDU 400 Field Experience IV	Credits: .5
EED 373/MUS 383 Music for Elementary Grades	Credits: 3
SED 336 Reading & Writing in the Content Areas	Credits: 3
SED 403 Classroom Management.....	Credits: 3
SED 423 Secondary Education Methods in Content Area.....	Credits: 3
EDU 479 Professional Semester	Credits: 12

III. Content Area Education Requirements Credits: 46 Hours

MUA 005 Recital Attendance	Credits: 0
MUA 151-252 Piano I-IV (<i>for proficiency</i>)	Credits: 4
MUA 111-311 Instrument I-V	Credits: 5
<i>Students with Piano as an instrumental concentration will take a total of 5 hours of piano (including the piano proficiency) and 4 hours of voice and/or another instrument.</i>	
MUE 110-310 Symphonic Band.....	Credits: 3
MUI 101 Percussion Methods & Literature	Credits: 1
MUI 131 Brass Methods & Literature.....	Credits: 1
MUI 151 Woodwind Methods & Literature	Credits: 1
MUI 171 String Methods & Literature	Credits: 1
MUL 353 Choral & Instrumental Literature.....	Credits: 3
MUS 101 Music & Music Theory Orientation.....	Credits: 1
MUS 323 Conducting.....	Credits: 3
MUS 353 Music History I.....	Credits: 3
MUS 363 Advanced Instrumental Conducting.....	Credits: 3
MUS 373 Music History II.....	Credits: 3
MUT 112-352 Music Theory I-III.....	Credits: 6
MUT 122-362 Aural Training I-III.....	Credits: 6
MUT 334 Instrumental Arranging.....	Credits: 2

Total Hours Required for Graduation Credits: 124-126 Hours

Required Courses for Secondary Music (Vocal) Education Major

I. General Education Requirements	Credits: 37-39 Hours
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Refer to the General Education Requirements for Education Majors

(The Fine Arts General Education Requirement is met by Content Area Education Requirements below.)

II. Professional Education Requirements	Credits: 44 Hours
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EDU 100 Field Experience I	Credits: .5
EDU 200 Field Experience II.....	Credits: .5
EDU 203 Curriculum & Instruction.....	Credits: 3
EDU 213 Literacy for Diverse Learners	Credits: 3
EDU 223 Psychology of Learning	Credits: 3
EDU 273 Psychology & Education of the Exceptional Child	Credits: 3
PSY 263 Child & Adolescent Psychology	Credits: 3
Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.	
EDU 300 Field Experience III.....	Credits: .5
EDU 383 Educational Tests & Measurements.....	Credits: 3
EDU 400 Field Experience IV	Credits: .5
EED 373/MUS 383 Music for Elementary Grades	Credits: 3
SED 336 Reading & Writing in the Content Areas	Credits: 3
SED 403 Classroom Management.....	Credits: 3
SED 423 Secondary Education Methods in Content Area.....	Credits: 3
EDU 479 Professional Semester	Credits: 12

III. Content Area Education Requirements	Credits: 46 Hours
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MUA 005 Recital Attendance	Credits: 0
MUA 151-252 Piano I-IV (<i>for proficiency</i>)	Credits: 4
MUA 171-371 Voice I-V	Credits: 5
MUE 120-320 Concert Choir	Credits: 3
MUI 101 Percussion Methods & Literature	Credits: 1
MUL 353 Choral and Instrumental Literature	Credits: 3
MUS 101 Music & Music Theory Orientation.....	Credits: 1
MUS 323 Conducting.....	Credits: 3
MUS 343 Advanced Choral Conducting	Credits: 3
MUS 353 Music History I.....	Credits: 3
MUS 373 Music History II.....	Credits: 3
MUS 433 Vocal and Choral Techniques.....	Credits: 3
MUT 112-352 Music Theory I-III.....	Credits: 6
MUT 122-362 Aural Training I-III.....	Credits: 6
MUT 332 Choral Arranging.....	Credits: 2

Total Hours Required for Graduation	Credits: 124-126 Hours
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Required Courses for Secondary Physical Education Major

I. General Education Requirements	Credits: 37-39 Hours
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Refer to the General Education Requirements for Education Majors
(Some General Education courses also count as Content Area Education Requirements.)

II. Professional Education Requirements	Credits: 44 Hours
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EDU 100 Field Experience I	Credits: .5
EDU 200 Field Experience II.....	Credits: .5
EDU 203 Curriculum & Instruction.....	Credits: 3
EDU 213 Literacy for Diverse Learners	Credits: 3
EDU 223 Psychology of Learning	Credits: 3
EDU 273 Psychology & Education of the Exceptional Child	Credits: 3
PSY 263 Child & Adolescent Psychology	Credits: 3
Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.	
EDU 300 Field Experience III.....	Credits: .5
EDU 383 Educational Tests & Measurements.....	Credits: 3
EDU 400 Field Experience IV	Credits: .5
EED 353 Teaching Health & P.E. in the Elementary Grades.....	Credits: 3
SED 336 Reading & Writing in the Content Areas	Credits: 3
SED 403 Classroom Management.....	Credits: 3
SED 423 Secondary Education Methods in Content Area.....	Credits: 3
EDU 479 Professional Semester	Credits: 12

III. Content Area Education Requirements	Credits: 47 Hours
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PHE 212 First Aid & CPR.....	Credits: 2
PHE Dance Course.....	Credits: 1
PHE Activities Courses	Credits: 2
PHE 313 Kinesiology	Credits: 3
PHE 323 Movements & Rhythm	Credits: 3
PHE 333 Motor Development & Performance.....	Credits: 3
PHE 363 Team & Individual Sports Instruction	Credits: 3
HLT 183 Personal Health & Fitness.....	Credits: 3
HLT 313 Nutrition.....	Credits: 3
BIO 254 or 314 Human Anatomy & Physiology	Credits: 4
EXS 113 Foundations of Physical Education & Exercise Science .	Credits: 3
EXS 311 Sociology of Sport & Exercise.....	Credits: 1
EXS 312 Psychology of Sport & Exercise	Credits: 2
EXS 344 Exercise Physiology	Credits: 4
EXS 354 Care & Prevention of Athletic Injuries.....	Credits: 4
EXS 403 Adapted Physical Education & Exercise	Credits: 3
EXS 413 Tests & Measurements in Exercise	Credits: 3

Total Hours Required for Graduation	Credits: 124-127 Hours
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Required Courses for Secondary Social Studies Education Major

I. General Education Requirements	Credits: 37-39 Hours
<p>Refer to the General Education Requirements for Education Majors <i>(Some General Education courses also count as Content Area Education Requirements.)</i></p>	
II. Professional Education Requirements	Credits: 41 Hours
EDU 100 Field Experience I	Credits: .5
EDU 200 Field Experience II.....	Credits: .5
EDU 203 Curriculum & Instruction.....	Credits: 3
EDU 213 Literacy for Diverse Learners	Credits: 3
EDU 223 Psychology of Learning	Credits: 3
EDU 273 Psychology & Education of the Exceptional Child.....	Credits: 3
PSY 263 Child & Adolescent Psychology	Credits: 3
<p>Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.</p>	
EDU 301 Content Area Field Experience.....	Credits: 1
EDU 383 Educational Tests & Measurements.....	Credits: 3
SED 336 Reading & Writing in the Content Areas	Credits: 3
SED 403 Classroom Management.....	Credits: 3
SED 423 Secondary Education Methods in Content Area.....	Credits: 3
EDU 479 Professional Semester	Credits: 12
III. Content Area Education Requirements	Credits: 46 Hours
HST 153 World History I.....	Credits: 3
HST 163 World History II	Credits: 3
HST Upper-level World History Electives	Credits: 6
HST 213 U.S. History I.....	Credits: 3
HST 223 U.S. History II	Credits: 3
HST Upper-level U.S. History Electives	Credits: 6
HST 303 Introduction to Research Methods	Credits: 3
PLS 113 Introduction to Government.....	Credits: 3
PLS 131 U.S. & Missouri Constitutions	Credits: 1
PLS 463 American Presidency	Credits: 3
ECO 213 or 223 Macroeconomics or Microeconomics.....	Credits: 3
GEO 103 World Geography.....	Credits: 3
SOC 113 Introduction to Sociology.....	Credits: 3
PSY 113 General Psychology	Credits: 3
IV. Electives	Credits: 4-6 Hours
Total Hours Required for Graduation	Credits: 124 Hours

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 See Catalog Addendum

Required Courses for Secondary Speech & Theatre Education Major

I. General Education Requirements	Credits: 37-39 Hours
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Refer to the General Education Requirements for Education Majors
(Some General Education courses also count as Content Area Education Requirements.)

II. Professional Education Requirements	Credits: 41 Hours
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EDU 100 Field Experience I	Credits: .5
EDU 200 Field Experience II.....	Credits: .5
EDU 203 Curriculum & Instruction.....	Credits: 3
EDU 213 Literacy for Diverse Learners	Credits: 3
EDU 223 Psychology of Learning	Credits: 3
EDU 273 Psychology & Education of the Exceptional Child	Credits: 3
PSY 263 Child & Adolescent Psychology	Credits: 3
Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.	
EDU 301 Content Area Field Experience.....	Credits: 1
EDU 383 Educational Tests & Measurements.....	Credits: 3
SED 336 Reading & Writing in the Content Areas	Credits: 3
SED 403 Classroom Management.....	Credits: 3
SED 423 Secondary Education Methods in Content Area.....	Credits: 3
EDU 479 Professional Semester	Credits: 12

III. Content Area Education Requirements	Credits: 49 Hours
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CAM 100 & 111 Journalism: Newspaper & Magazine	Credits: 2
CAM 103 Introduction to Public Relations & Media	Credits: 3
CAM 171 Broadcast Project	Credits: 1
CAM 323 Media Literacy	Credits: 3
CAS 313 Organizational Communication	Credits: 3
CAS 323 Advanced Public Speaking & Debate	Credits: 3
CAS 363 Voice & Diction.....	Credits: 3
CAS 423 Rhetorical Theory	Credits: 3
ENG 313 Creative Writing	Credits: 3
THR 100 Theatre Appreciation	Credits: 3
THR 103 Acting I.....	Credits: 3
THR 107-207 Theatre Production.....	Credits: 2
THR 110-210 Theatre Activity	Credits: 2
THR 201 Stagecraft, Lighting, and Scene Design	Credits: 3
THR 202 Stage Makeup & Costume Design.....	Credits: 3
THR 302 & 402 Theatrical Directing I & II.....	Credits: 6
THR 304 Creative Dramatics	Credits: 3

Total Hours Required for Graduation	Credits: 124-126 Hours
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Required Courses for Secondary Unified Science Education Major

I. General Education Requirements	Credits: 37-39 Hours
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Refer to the General Education Requirements for Education Majors
(Some General Education courses also count as Content Area Education Requirements.)

II. Professional Education Requirements	Credits: 41 Hours
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EDU 100 Field Experience I	Credits: .5
EDU 200 Field Experience II.....	Credits: .5
EDU 203 Curriculum & Instruction.....	Credits: 3
EDU 213 Literacy for Diverse Learners	Credits: 3
EDU 223 Psychology of Learning	Credits: 3
EDU 273 Psychology & Education of the Exceptional Child	Credits: 3
PSY 263 Child & Adolescent Psychology	Credits: 3
Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.	
EDU 301 Content Area Field Experience.....	Credits: 1
EDU 383 Educational Tests & Measurements.....	Credits: 3
SED 336 Reading & Writing in the Content Areas	Credits: 3
SED 403 Classroom Management.....	Credits: 3
SED 423 Secondary Education Methods in Content Area.....	Credits: 3
EDU 479 Professional Semester	Credits: 12

III. Content Area Education Requirements	Credits: 56 Hours
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BIO 234 General Biology I.....	Credits: 4
BIO 244 General Biology II	Credits: 4
BIO 314 Human Anatomy & Physiology.....	Credits: 4
BIO 333 General Ecology.....	Credits: 3
BIO 344 Microbiology	Credits: 4
BIO 354 General Genetics.....	Credits: 4
BIO 423 Principles of Cell Biology	Credits: 3
BIO 433 Field Biology	Credits: 3
CHM 135 Chemistry I.....	Credits: 5
CHM 145 Chemistry II	Credits: 5
PHS 133 Earth Science I.....	Credits: 3
PHS 143 Earth Science II	Credits: 3
PHY 214 General Physics I.....	Credits: 4
PHY 224 General Physics II	Credits: 4
SCI 303 History & Philosophy of Science	Credits: 3

Total Hours Required for Graduation	Credits: 124-128 Hours
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Requirements for Education Minor

I. Education Minor Requirements	Credits: 18 Hours
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PSY 263 Child & Adolescent Psychology or	
PSY 333 Lifespan Developmental Psychology	Credits: 3
EDU/PSY 273 Psychology & Education of Exceptional Child.....	Credits: 3
EDU 203 Curriculum & Instruction.....	Credits: 3
EDU 213 Literacy for Diverse Learners	Credits: 3
EDU 223 Psychology of Learning	Credits: 3
EED 253 Literature for Children or	
LIT 302 Young Adult Literature.....	Credits: 3
NOTE: A grade of C or higher is required in all courses for the minor.	

DIVISION OF ADULT AND GRADUATE STUDIES

Kayla McBride, *Director of Adult Degree Completion Program*

Jill Arnold, *Director of Graduate & Online Studies*

ADULT DEGREE COMPLETION PROGRAM

The Adult Degree Completion Program is specifically designed for adults who want to complete a bachelor's degree while continuing to be employed full-time. Students who meet the entrance requirements will find it possible to successfully complete the coursework and earn their degree in a 20- or 21-month period.

Bachelor of Science Degree: Majors – Business Management, Christian Studies with a concentration in Christian Ministry, Criminal Justice, Social Services

Bachelor of Applied Science Degree: Majors – Business Management, Christian Studies with a concentration in Christian Ministry, Criminal Justice

Statement of Mission and Purpose for the Adult Degree Completion Program

The mission of the Adult Degree Completion Program is to provide an excellent education that is accessible, innovative, and offered in a distinctively Christian environment that integrates Biblical worldview and learning in preparing graduates for personal and career effectiveness.

The completion of the Bachelor of Science Degree in Business Management, Christian Studies with a concentration in Christian Ministry, Criminal Justice, or Social Services; or the Bachelor of Applied Science Degree in Business Management, Christian Studies with a concentration in Christian Ministry, or Criminal Justice will assist adults in realizing personal and career growth.

Goals

1. To assist adults in realizing personal and career growth.
2. To develop interpersonal skills, expertise in written and oral communication, and problem-solving and decision-making abilities.
3. To promote growth in self-knowledge and self-image.
4. To develop self-reliance and leadership skills.

Guidelines for Admission

To be considered for admission to the Adult Degree Completion Program, students must meet the following criteria:

1. Submit official transcripts from all institutions attended showing approximately 67 hours of transferable general education and/or elective credits from accredited institution(s). An Associate of Arts degree (including AAT) from a Missouri institution or John Wood Community College is accepted as meeting all general education requirements, except for Bible.
2. Have a cumulative GPA of 2.0 or higher for those seeking a Business Management, Criminal Justice, or Christian Studies major. Have a cumulative GPA of 2.5 or higher for those seeking a Social Services major.
3. Complete the HLGU Adult Degree Completion Program Application form and include the nonrefundable \$25 Application Fee.

Objectives for the Adult Degree Completion Program Majors

The Business Management major will:

1. demonstrate group and organizational dynamics that will increase his or her effectiveness in organizations.
2. demonstrate knowledge and understanding of the marketing environment, organizational vision (strategic plan), and the strategic marketing plan.

The Christian Studies major with a concentration in Christian Ministry will:

1. demonstrate understanding of the content and recommended techniques associated with sharing the Gospel of Jesus Christ in witnessing.
2. demonstrate knowledge of the content and issues associated with basic Christian doctrines.
3. demonstrate understanding of methods, tools, and principles of Biblical interpretation.
4. demonstrate knowledge and skills required to accomplish an inductive-exegetical Bible study and to prepare and deliver Biblically-based expositional sermons.
5. demonstrate understanding of how to teach effective Bible lessons.
6. demonstrate knowledge of leadership theory.

The Criminal Justice major will:

1. demonstrate an understanding of the major components of the criminal justice system and how they interrelate.
2. demonstrate knowledge of how the criminal justice system works in accordance with the U.S. Constitution.

The Social Services major will:

1. gain an understanding of issues related to social services, such as the historical development of the fields, human systems, professional identity, how to assess-serve-evaluate potential clients, intervention techniques, communication in services, ethical service to clients and the community, and self-assessment strategies.
2. demonstrate knowledge of constructing a client file.
3. demonstrate the ability to apply major concepts and to work in the social services field in a vocational/agency setting.
4. demonstrate knowledge of key concepts in all core course requirements.

Requirements for a BS Degree or a BAS Degree Earned Through the Adult Degree Completion Program

1. The BS degree allows only academic, not vocational, credit to meet the 124 credit hours for graduation. The BAS degree also accepts technical and vocational credit and the Associate of Applied Science degree (AAS), in transfer.
NOTE: If the student uses any career, technical, or vocational credit to complete the 124 hours, then the degree will become a BAS degree – no exceptions. Any statement by an HLGU employee or form that seems to imply otherwise does not change, and is not an exception to, this requirement.
2. Complete the General Education requirements for the chosen degree and the Graduation Requirements (see Academic Policies).
3. Earn a grade of C or higher in all required major coursework.

**General Education Requirements for BS Degree
for the Adult Degree Completion Program
Business Management, Christian Studies with a Concentration in Christian Ministry,
Criminal Justice, and Social Services**

I. General Education Requirements	Credits: 46 Hours
Bible	Bible..... Credits: 6 <i>(ADJ 326, BMN 463, CHR 303, CMN 323, SCS 443 can fulfill this requirement.)</i>
Writing	ENG 104 English Composition I Credits: 3 ENG 106 English Composition II Credits: 3 <i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.) (ADJ/BMN 306 can also fulfill this requirement.)</i>
Communication	CAS 101 Introduction to Speech Communication..... Credits: 3 <i>(BMN 333 can also fulfill this requirement.)</i>
Humanities & Fine Art	Humanities and Fine Arts Options..... Credits: 12 History Course Credits: 3 Select nine hours from two different subjects: <i>(Art, Media Communication, English, Literature, Modern Language, Music, Philosophy, or Theatre)</i> Credits: 9
Natural Sciences	Life or Non-Life Science Courses:..... Credits: 7 <i>At least one of these courses must be a lab course.</i>
Mathematics	Select appropriate mathematics course Credits: 3 <i>Only MTH 127, 131, 143, 153, or 185 will meet this requirement. MTH 127 and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i>
Social Science	Select nine credit hours from two different departments Credits: 9 <i>Examples of potential disciplines that may fulfill a General Education requirement: administration, anthropology, archaeology, business law, counseling, criminology, economics, education, human relations, justice system, juvenile delinquency, physical education, political science, psychology, social issues, sociology. (Some ADJ, BMN, and SCS program requirements can also fulfill this requirement.)</i>

**General Education Requirements for BAS Degree
for the Adult Degree Completion Program
Business Management, Christian Studies with a Concentration in Christian Ministry,
and Criminal Justice**

I. General Education Requirements	Credits: 40 Hours
<p>Bible Bible..... Credits: 6 <i>(ADJ 326, BMN 463, CHR 303, CMN 323, SCS 443 can fulfill this requirement.)</i></p>	
<p>Writing ENG 104 English Composition I Credits: 3 ENG 106 English Composition II..... Credits: 3 <i>Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.) (ADJ/BMN 306 can also fulfill this requirement.)</i></p>	
<p>Communication CAS 101 Introduction to Speech Communication..... Credits: 3 <i>(BMN 333 can also fulfill this requirement.)</i></p>	
<p>Humanities & Fine Art Humanities and Fine Arts Options..... Credits: 9 History Course Credits: 3 Select six hours from two different subjects: <i>(Art, Media Communication, English, Literature, Modern Language, Music, Philosophy, or Theatre)</i> Credits: 6</p>	
<p>Natural Sciences Life or Non-Life Science Courses:..... Credits: 7 <i>At least one of these courses must be a lab course.</i></p>	
<p>Mathematics Select appropriate mathematics course Credits: 3 <i>Only MTH 113, 123, 127, 131, 143, 153, or 185 will meet this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)</i></p>	
<p>Social Science Select six credit hours from two different departments Credits: 6 <i>Examples of potential disciplines that may fulfill a General Education requirement: administration, anthropology, archaeology, business law, counseling, criminology, economics, education, human relations, justice system, juvenile delinquency, physical education, political science, psychology, social issues, sociology. (Some ADJ, BMN, and SCS program requirements can also fulfill this requirement.)</i></p>	

**Required Courses for Business Management
Adult Degree Completion Program**

I. General Education Requirements Credits: 40-46 Hours

**Refer to the General Education Requirements for a BS or BAS Degree in Advance
Program**

II. Business Management Core Requirements Credits: 45 Hours

BMN 303 Group & Dynamics.....	Credits: 3
BMN 306 Academic Writing in Business Management.....	Credits: 3
BMN 333 Organizational Communication.....	Credits: 3
BMN 363 Intro to Research & Analysis Using Statistics.....	Credits: 3
BMN 373 Social Issues & Their Impact on the Workplace.....	Credits: 3
BMN 404 International Business.....	Credits: 3
BMN 413 Managerial Economics.....	Credits: 3
BMN 423 Managerial Marketing	Credits: 3
BMN 443 Human Resource Management	Credits: 3
BMN 453 Strategic Planning.....	Credits: 3
BMN 463 Organizational Ethics.....	Credits: 3
BMN 473 Managerial Accounting	Credits: 3
BMN 483 Managerial Finance	Credits: 3
BMN 494 Business Law	Credits: 3
CHR 303 The Bible & the Christian Worldview in Pluralistic America	Credits: 3

III. Electives Credits: 33-57 Hours

Total Hours Required for Graduation Credits: 124 Hour

**Required Courses for Criminal Justice
Adult Degree Completion Program**

I. General Education Requirements	Credits: 40-46 Hours
Refer to the General Education Requirements for a BS or BAS Degree in Advance Program	
II. Criminal Justice Core Requirements	Credits: 45 Hours
ADJ 203 Scientific Criminal Investigation	Credits: 3
ADJ 263 Report Writing in Criminal Justice.....	Credits: 3
ADJ 303 Criminal Law & Procedures.....	Credits: 3
ADJ 306 Academic Writing in Criminal Justice.....	Credits: 3
ADJ 313 Criminology	Credits: 3
ADJ 323 Juvenile Delinquency	Credits: 3
ADJ 326 Ethical Decision-Making for the CJ Professional	Credits: 3
ADJ 333 Criminal Courts, Probation and Parole	Credits: 3
ADJ 336 Policing in America	Credits: 3
ADJ 354 Criminal Justice Supervision & Management	Credits: 3
ADJ 356 Crisis Intervention	Credits: 3
ADJ 416 Constitutional Law	Credits: 3
ADJ 433 Terrorism & Homeland Security	Credits: 3
ADJ 436 Family Violence	Credits: 3
CHR 303 The Bible & the Christian Worldview in Pluralistic America	Credits: 3
III. Electives	Credits: 33-60 Hours
Total Hours Required for Graduation	Credits: 124 Hours

**Required Courses for Christian Studies with a Concentration in Christian Ministry
Adult Degree Completion Program**

I. General Education Requirements	Credits: 40-46 Hours
Refer to the General Education Requirements for a BS or BAS Degree in Advance Program	
II. Christian Ministry Concentration Requirements	Credits: 45 Hours
CMN 103 Philosophy of Ministry	Credits: 3
CMN 113 Old Testament Survey	Credits: 3
CMN 123 New Testament Survey	Credits: 3
CMN 133 Christian Education and Spiritual Formation.....	Credits: 3
CMN 143 Biblical Interpretation.....	Credits: 3
CMN 303 Introduction to Evangelism & Missions	Credits: 3
CMN 323 Church Administration & Leadership	Credits: 3
CMN 343 History of Christianity.....	Credits: 3
CMN 353 Introduction to Preaching	Credits: 3
CMN 373 Christian Doctrine	Credits: 3
CMN 383 Teaching the Bible	Credits: 3
CMN 403 Research & Writing for Christian Ministry	Credits: 3
CMN 443 Senior Colloquium	Credits: 3
CMN 453 Supervised Ministry: Foundations	Credits: 3
CMN 463 Supervised Ministry: Field Experience	Credits: 3
III. Electives	Credits: 33-51 Hours
Total Hours Required for Graduation	Credits: 124 Hours

**Required Courses for Social Services
Adult Degree Completion Program**

I. General Education Requirements	Credits: 46 Hours
Refer to the General Education Requirements for a BS Degree in the Adult Degree Completion Program	
II. Social Services Core Requirements	Credits: 45 Hours
CHR 303 The Bible & the Christian Worldview in Pluralistic America	Credits: 3
SCS 306 Family Social Services.....	Credits: 3
SCS 313 Introduction to Social Services	Credits: 3
SCS 343 Introduction to Counseling.....	Credits: 3
SCS 353 Social Issues	Credits: 3
SCS 356 Crisis Intervention.....	Credits: 3
SCS 413 Casework Methods	Credits: 3
SCS 424 Research Methods in Behavioral Science.....	Credits: 3
SCS 436 Family Violence	Credits: 3
SCS 443 Ethics in Social Services.....	Credits: 3
SCS 453 Social Services in Communities & Groups	Credits: 3
SCS 466 Social Services Internship I.....	Credits: 6
SCS 476 Social Services Internship II.....	Credits: 6
III. Electives	Credits: 33-57 Hours
Total Hours Required for Graduation	Credits: 124 Hour

GRADUATE STUDIES

The University's Graduate Studies programs offer specialized preparation that results in a firm grounding in the areas of professional education and leadership. The graduate degrees offer training for a strong competency in each student's area of specialization.

Master of Science in Education Degree: Tracks in Teaching and Learning, Special Reading K-12, and Teaching and Learning with Initial Certification

Master of Education in Administration Degree: Tracks in Elementary Principalship (K-8) and Secondary Principalship (7-12)

Master of Arts in Leadership Degree: Tracks in Business Management and Christian Ministry

MASTER OF EDUCATIONAL ADMINISTRATION (MEd) PROGRAM

The Hannibal-LaGrange University Master of Education in Administration (MEd) degree is designed to provide a program of professional growth in administration for elementary and secondary teachers holding current teacher certification.

Statement of Mission and Purpose for the Graduate Programs

The mission of the Graduate Programs is to provide an excellent education that is accessible, innovative, and offered in a distinctively Christian environment that integrates Biblical worldview and learning in preparing graduates for personal and career effectiveness.

Program Objectives for the MEd Major

Integrating research from the Interstate School Leaders Licensure Consortium (ISLLC) and the Department of Elementary and Secondary Education (DESE) Leader Standards, the objectives for an effective educational leader include the ability to:

1. develop, advocate, and enact a shared mission, vision, and core values of high-quality education to promote each student's academic success and well-being.
2. act ethically and according to professional norms to promote each student's academic success and well-being.
3. strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.
4. develop and support intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote each student's academic success and well-being.
5. cultivate an inclusive, caring, and supportive school community to promote each student's academic success and well-being.
6. develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.
7. foster a professional community of teachers and other professional staff to promote each student's academic success and well-being.
8. engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.

9. define, apply, and demonstrate Christ-like attitudes, values, and worldview in the planning, the managing, and the interactions for an educator. Graduates will also show how effective educational leaders foster a professional community of teachers and other professional staff to promote each student's academic success and well-being.
10. act as agents of continuous improvement to promote each student's academic success and well-being.

These objectives will be met through ten program outcomes. Graduates will demonstrate accomplishment of program outcomes through required assignments that are recorded in specified courses throughout the required MEd curriculum.

Requirements for Admission

1. Complete the HLGU Graduate Application form and include the nonrefundable \$25 Application Fee.
2. Students seeking admission to the graduate program in education must submit the following:
 - a. A copy of your teaching certificate.
 - b. Official transcripts, mailed directly from each regionally accredited college or university attended, showing completion of a baccalaureate degree in education with a minimum cumulative grade point average of 2.75 on a 4.0 scale.
 - c. Official transcripts, mailed directly from each regionally accredited college or university attended, showing any previous graduate coursework (no grade lower than B accepted).
 - d. Conditionally admitted students who do not have a 2.75 CGPA will be admitted according to the cumulative grade point average requirements applicable to the particular track in which the student desires admission. Consult the Director of Graduate and Online Studies for further details.

Following a review of all application materials, the Graduate Admission Committee will send a written notification of program status to the applicant. Program status falls under three categories: Admitted; Conditionally Admitted (the applicant is given a list of specific conditions with deadlines that must be met in order to receive Admitted status); or Not Admitted.

NOTE: Admission to Hannibal-LaGrange University does not guarantee admission to the MEd program (see Admission to Majors and Professional Programs in the Admissions section).

General Information

1. The MEd program is available to those who hold early childhood, elementary, or secondary teacher certification and have at least two years of approved teaching experience.
2. The program is designed for working adults. Courses are all online, except for practicums and field experiences.
3. A graduate student is considered full-time when enrolled in 9 hours per semesters. The maximum load is 15 hours per semester.
4. The total number of transfer credits may not exceed 25% of the graduate program requirements. Credits will be accepted if they:
 - a. have been completed within the past five years,
 - b. meet the core or program requirements, and
 - c. are approved by the Graduate Admission Committee.

NOTE: Hannibal-LaGrange University reserves the right to cancel any course for which there is not sufficient enrollment. The Graduate Admission Committee will make that determination.

Program Options

The MEd program offers two tracks. Students are required to choose one of the following tracks:

1. The Elementary Principalship Track emphasizes the research-based components of effective leadership in curriculum, instruction, and assessment. It is intended for those who have early childhood, elementary, or secondary teacher certification and want to study the art of leadership at the K-8th grade level. Certification in this area is available through the state of Missouri.
2. The Secondary Principalship Track emphasizes the research-based components of effective leadership in curriculum, instruction, and assessment. It is intended for those who have early childhood, elementary, or secondary teacher certification and want to study the art of leadership at the 7th-12th grade level. Certification in this area is available through the state of Missouri.

Requirements for MEd in Administration

1. Earn a grade of B or higher in all Course Requirements.
2. Complete all Missouri Performance Assessment tasks and Missouri Performance Assessments and submit appropriate paperwork associated with this degree in order to obtain Initial Administrator Certification to the State of Missouri and HEGU. To obtain Missouri certification, teachers must have two (2) years of approved teaching experience from the Department of Elementary and Secondary Education (DESE).
3. Successfully complete all requirements within five years of admission to the graduate program.

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See Catalog Addendum

**Required Courses for Master of Education in Administration with a Track in
Elementary Principalship (K-8)**

I. Administration Core Requirements	Credits: 24 Hours
EAD 5013 Foundations of Education Administration and Special Services from a Biblical Worldview.....	Credits: 3
EAD 5233 School Supervision.....	Credits: 3
EAD 5313 School Business Management & School Facilities	Credits: 3
EAD 5323 Educational Administration Practicum (10-week placement).....	Credits: 3
EAD 5333 Educational Administration Research School Improvement Plan.....	Credits: 3
EDU 5043 Class Action Research.....	Credits: 3
EDU 5053 Assessment & Evaluation in Education	Credits: 3
EDU 5133 School Law	Credits: 3
II. Track in Elementary Principalship (K-8)	Credits: 6 Hours
EAD 5113 Elementary Curriculum and Instruction.....	Credits: 3
EAD 5213 Elementary Administration	Credits: 3
Total Hours Required for Graduation	Credits: 30 Hours

**Required Courses for Master of Education in Administration with a Track in
Secondary Principalship (7-12)**

I. Administration Core Requirements	Credits: 24 Hours
EAD 5013 Foundations of Education Administration and Special Services from a Biblical Worldview.....	Credits: 3
EAD 5233 School Supervision.....	Credits: 3
EAD 5313 School Business Management & School Facilities	Credits: 3
EAD 5323 Educational Administration Practicum (10-week placement).....	Credits: 3
EAD 5333 Educational Administration Research School Improvement Plan.....	Credits: 3
EDU 5043 Class Action Research.....	Credits: 3
EDU 5053 Assessment & Evaluation in Education	Credits: 3
EDU 5133 School Law	Credits: 3
II. Track in Secondary Principalship (7-12)	Credits: 6 Hours
EAD 5123 Secondary Curriculum and Instruction.....	Credits: 3
EAD 5223 Secondary Administration	Credits: 3
Total Hours Required for Graduation	Credits: 30 Hours

MASTER OF SCIENCE IN EDUCATION (MSE) PROGRAM

The Hannibal-LaGrange University Master of Science in Education (MSE) degree is designed to provide a program of professional growth for elementary and secondary in-service or pre-service teachers.

Statement of Mission and Purpose for the Graduate Programs

The mission of the Graduate Programs is to provide an excellent education that is accessible, innovative, and offered in a distinctively Christian environment that integrates Biblical worldview and learning in preparing graduates for personal and career effectiveness.

Program Goals

Graduates will:

1. develop a deep understanding of the critical concepts and principles of the their respective discipline to advance their students for college and career readiness standards.
2. participate in effective and high-quality clinical practices to develop knowledge, skills, and professional dispositions to positively impact student learning and development.
3. be selected from applicants who have high academic achievement and high ability to meet the diverse needs of today's skills.
4. illustrate the impact of their teaching on P-12 student learning and development, classroom instruction, and their schools.
5. demonstrate proficiency in effecting positive change in their P-12 students' learning through evidence-based assessment. Data collected from graduates will influence and establish priorities to enhance the program.
6. define, apply, and demonstrate Christ-like attitudes, values, and worldview in the planning, the managing, and the interactions for an educator.

Objectives for the MSE Major

Graduates will:

1. develop a deep understanding of the critical concepts and principles of the their respective discipline to advance their students for college and career readiness standards.
2. participate in effective and high-quality clinical practices to develop knowledge, skills, and professional dispositions to positively impact student learning and development.
3. be selected from applicants who have high academic achievement and high ability to meet the diverse needs of today's skills.
4. illustrate the impact of their teaching on P-12 student learning and development, classroom instruction, and their schools.
5. demonstrate proficiency in effecting positive change in their P-12 students' learning through evidence-based assessment. Data collected from graduates will influence and establish priorities to enhance the program.
6. define, apply, and demonstrate Christ-like attitudes, values, and worldview in the planning, the managing, and the interactions for an educator.

These objectives will be met through nine program outcomes. Graduates will demonstrate accomplishment of program outcomes through required assignments that are recorded in specified courses throughout the required MSE curriculum. The above program objectives are aligned with

2013 CAEP Standards. Council for Educator Preparation. (2013). CAEP Accreditation Standards. Retrieved from <http://caepnet.org/knowledge-center?page=2>

Requirements for Admission

1. Complete the HLGU Graduate Application and include the nonrefundable \$25 Application Fee.
2. Students seeking admission to the graduate program in education must submit the following:
 - a. Official transcripts, mailed directly from each regionally accredited college or university attended, showing completion of a baccalaureate degree in education with a minimum cumulative grade point average of 2.75 on a 4.0 scale.
 - b. Official transcripts, mailed directly from each regionally accredited college or university attended, showing any previous graduate coursework (no grade lower than B accepted).
 - c. Conditionally admitted students who do not have a 2.75 CGPA will be admitted according to the cumulative grade point average requirements applicable to the particular track in which the student desires admission. Consult the Director of Graduate and Online Studies for further details.
 - d. Copy of current teaching certificate if seeking admission to the Special Reading track. (Students seeking admission to the Teaching & Learning or Initial Certification Tracks are not required to possess a teaching certificate.)
3. Students seeking admission to the Initial Certification track must meet one of the following criteria:
 - a. Completed a Bachelor's degree in the content area or allied field of the subject area they plan to pursue initial teaching certification, or be employed as the teacher of record. NOTE: Students who qualify for admittance in this way must take and pass the Missouri Content Assessment (MoCA) in their area of certification before they can Student Teach.
 - b. Completed a Bachelor's degree outside of the content area for which they plan to pursue initial teaching certification and pass the Missouri Content Assessment (MoCA) in their area of certification. NOTE: Students who have not successfully passed the MoCA prior to the start of courses may enroll in the 30-hour Teaching & Learning track. After passing the required assessment, students can then transition into the Teaching & Learning with Initial Certification track. However, it is important to know that completion time of the Initial Certification may be extended based on course offerings.

Following a review of all application materials, the Graduate Admission Committee will send a written notification of program status to the applicant. Program status falls under three categories: Admitted; Conditionally Admitted (the applicant is given a list of specific conditions with deadlines that must be met in order to receive Admitted status); or Not Admitted.

NOTE: Admission to Hannibal-LaGrange University does not guarantee admission to the MSE program (see Admission to Majors and Professional Programs in the Admissions section).

General Information

1. The MSE program is available to those who hold early childhood, elementary, or secondary teacher certification, or are seeking initial certification.

2. The program is designed for working adults. Courses are all online, except for practicums and field experiences.
3. A graduate student is considered full-time when enrolled in 9 hours per semesters. The maximum load is 15 hours per semester.
4. The total number of transfer credits may not exceed 25% of the graduate program requirements. Credits will be accepted if they:
 - a. have been completed within the past five years,
 - b. meet the core or program requirements, and
 - c. are approved by the Graduate Admission Committee.

NOTE: Hannibal-LaGrange University reserves the right to cancel any course for which there is not sufficient enrollment. The Graduate Admission Committee will make that determination.

Program Options

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

1. The Special Reading K-12 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.
2. The Teaching and Learning 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.
3. The Teaching and Learning Track with Initial Certification emphasizes elements of effective curricular/instructional planning and assessment to enhance student learning. It is intended for those who are seeking to become effective classroom educators.

NOTE: Graduate-level candidates seeking certification should begin the process of gaining admission to the Teacher Education Program within the first semester of coursework at HLGU. Admission to the program is required before candidates are allowed to enroll in a second semester of coursework. **Additionally, graduate-level candidates seeking certification are required to take the Missouri Content Assessment (MoCA) in the appropriate certification area within the first semester of coursework at HLGU. Passage of the MoCA is required prior to applying for student teaching.**

Requirements for MSE Degree

1. Earn a grade of B or higher in all Course Requirements.
2. Successful completion of all requirements within five years of the graduate program.

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See Catalog Addendum

**Required Courses for Master of Science in Education
with a Track in Special Reading K-12**

I. Education Core Requirements	Credits: 18 Hours
EDU 5013 Counseling & Collaboration Techniques in a Biblical Worldview.....	Credits: 3
EDU 5033 Behavior Management.....	Credits: 3
EDU 5043 Class Action Research.....	Credits: 3
EDU 5053 Assessment & Evaluation in Education	Credits: 3
EDU 5063 Literacy for Diverse Learners	Credits: 3
EDU 5083 Capstone Project	Credits: 3
II. Track in Special Reading K-12 Requirements	Credits: 12-18 Hours
EDU 5213 Advanced Methods of Teaching Reading.....	Credits: 3
EDU 5223 Reading and Writing Across the Curriculum	Credits: 3
EDU 5233 Analysis and Correction of Reading Disabilities	Credits: 3
EDU 5243 Language Acquisition and Development	Credits: 3
EDU 5253 Literacy Practicum K-6* (8-week placement)	Credits: 3
EDU 5263 Literacy Practicum 7-12* (8-week placement)	Credits: 3
<i>*Required only for students seeking Missouri Certification.</i>	
Total Hours Required for Graduation	Credits: 30-36 Hours

**Required Courses for Master of Science in Education
with a Track in Teaching and Learning**

I. Education Core Requirements	Credits: 18 Hours
EDU 5013 Counseling & Collaboration Techniques in a Biblical Worldview.....	Credits: 3
EDU 5033 Behavior Management.....	Credits: 3
EDU 5043 Class Action Research.....	Credits: 3
EDU 5053 Assessment & Evaluation in Education	Credits: 3
EDU 5063 Literacy for Diverse Learners	Credits: 3
EDU 5083 Capstone Project	Credits: 3
II. Track in Teaching and Learning Requirements	Credits: 12 Hours
EDU 5023 Psychology of Learning.....	Credits: 3
EDU 5113 Differentiated Instruction.....	Credits: 3
EDU 5123 Curriculum and Instruction	Credits: 3
EDU 5133 School Law	Credits: 3
Students pursuing certification in elementary may substitute three hours of graduate-level education electives for this course.	
Total Hours Required for Graduation	Credits: 30 Hours

**Required Courses for Master of Science in Education
with a Track in Teaching and Learning with Initial Certification - Elementary K-6**

I. Education Core Requirements	Credits: 18 Hours
EDU 5013 Counseling & Collaboration Techniques in a Biblical Worldview.....	Credits: 3
EDU 5033 Behavior Management.....	Credits: 3
EDU 5043 Class Action Research.....	Credits: 3
EDU 5053 Assessment & Evaluation in Education	Credits: 3
EDU 5063 Literacy for Diverse Learners	Credits: 3
EDU 5083 Capstone Project	Credits: 3
II. Track in Teaching and Learning Requirements	Credits: 9 Hours
EDU 5023 Psychology of Learning	Credits: 3
EDU 5113 Differentiated Instruction.....	Credits: 3
EDU 5123 Curriculum and Instruction	Credits: 3
III. Elementary K-6 Certification Requirements	Credits: 35 Hours
EDU 5143 Teaching Mathematics in the Elementary School I.....	Credits: 3
EDU 5153 Teaching Mathematics in the Elementary School II	Credits: 3
EDU 5223 Reading and Writing Across the Curriculum	Credits: 3
EDU 5233 Analysis & Correction of Reading Disabilities.....	Credits: 3
EDU 5243 Language Acquisition & Development.....	Credits: 3
EDU 5303 Psychology and Education of the Exceptional Child ..	Credits: 3
EDU 5313 Child & Adolescent Psychology	Credits: 3
EDU 5323 Elementary Education Methods in the Content Area Specialty	Credits: 3
EDU 5901 Field Experience I (8-week placement).....	Credits: .5
EDU 5902 Field Experience II (8-week placement)	Credits: .5
EDU 5903 Field Experience III (8-week placement).....	Credits: 1
EDU 5909 Student Teaching.....	Credits: 9
Total Hours Required for Graduation	Credits: 62 Hours

**Required Courses for Master of Science in Education
with a Track in Teaching and Learning with Initial Certification – Middle School 5-9**

I. Education Core Requirements	Credits: 18 Hours
EDU 5013 Counseling & Collaboration Techniques in a Biblical Worldview.....	Credits: 3
EDU 5033 Behavior Management.....	Credits: 3
EDU 5043 Class Action Research.....	Credits: 3
EDU 5053 Assessment & Evaluation in Education	Credits: 3
EDU 5063 Literacy for Diverse Learners	Credits: 3
EDU 5083 Capstone Project	Credits: 3
II. Track in Teaching and Learning Requirements	Credits: 12 Hours
EDU 5023 Psychology of Learning	Credits: 3
EDU 5113 Differentiated Instruction.....	Credits: 3
EDU 5123 Curriculum and Instruction	Credits: 3
EDU 5133 School Law	Credits: 3
III. Middle School 5-9 Certification Requirements	Credits: 26 Hours
EDU 243 Middle School Philosophy & Organization.....	Credits: 3
EDU 5223 Reading and Writing Across the Curriculum	Credits: 3
EDU 5303 Psychology and Education of the Exceptional Child ..	Credits: 3
EDU 5313 Child & Adolescent Psychology	Credits: 3
EDU 5333 Middle School & Secondary Education Methods in the Content Area Specialty	Credits: 3
EDU 5901 Field Experience I	Credits: .5
EDU 5902 Field Experience II.....	Credits: .5
EDU 5903 Field Experience III.....	Credits: 1
EDU 5909 Student Teaching.....	Credits: 9
Total Hours Required for Graduation	Credits: 56 Hours

**Required Courses for Master of Science in Education
with a Track in Teaching and Learning with Initial Certification – Secondary K-12**

I. Education Core Requirements	Credits: 18 Hours
EDU 5013 Counseling & Collaboration Techniques in a Biblical Worldview.....	Credits: 3
EDU 5033 Behavior Management.....	Credits: 3
EDU 5043 Class Action Research.....	Credits: 3
EDU 5053 Assessment & Evaluation in Education	Credits: 3
EDU 5063 Literacy for Diverse Learners	Credits: 3
EDU 5083 Capstone Project	Credits: 3
II. Track in Teaching and Learning Requirements	Credits: 12 Hours
EDU 5023 Psychology of Learning	Credits: 3
EDU 5113 Differentiated Instruction.....	Credits: 3
EDU 5123 Curriculum and Instruction	Credits: 3
EDU 5133 School Law	Credits: 3
III. Secondary K-12 Certification Requirements	Credits: 26 Hours
EDU 5223 Reading and Writing Across the Curriculum	Credits: 3
EDU 5303 Psychology and Education of the Exceptional Child ..	Credits: 3
EDU 5313 Child & Adolescent Psychology.....	Credits: 3
EDU 5323 Elementary Education Methods in the Content Area Specialty	Credits: 3
EDU 5333 Middle School and Secondary Education Methods in the Content Area Specialty	Credits: 3
EDU 5901 Field Experience I	Credits: .5
EDU 5902 Field Experience II.....	Credits: .5
EDU 5903 Field Experience III.....	Credits: 1
EDU 5909 Student Teaching.....	Credits: 9
Total Hours Required for Graduation	Credits: 56 Hours

**Required Courses for Master of Science in Education
with a Track in Teaching and Learning with Initial Certification – Secondary 9-12**

I. Education Core Requirements	Credits: 18 Hours
EDU 5013 Counseling & Collaboration Techniques in a Biblical Worldview.....	Credits: 3
EDU 5033 Behavior Management.....	Credits: 3
EDU 5043 Class Action Research.....	Credits: 3
EDU 5053 Assessment & Evaluation in Education	Credits: 3
EDU 5063 Literacy for Diverse Learners	Credits: 3
EDU 5083 Capstone Project	Credits: 3
II. Track in Teaching and Learning Requirements	Credits: 12 Hours
EDU 5023 Psychology of Learning	Credits: 3
EDU 5113 Differentiated Instruction.....	Credits: 3
EDU 5123 Curriculum and Instruction	Credits: 3
EDU 5133 School Law	Credits: 3
III. Secondary 9-12 Certification Requirements	Credits: 23 Hours
EDU 5223 Reading and Writing Across the Curriculum	Credits: 3
EDU 5303 Psychology and Education of the Exceptional Child ..	Credits: 3
EDU 5313 Child & Adolescent Psychology	Credits: 3
EDU 5333 Middle School & Secondary Education Methods in the Content Area Specialty	Credits: 3
EDU 5901 Field Experience I	Credits: .5
EDU 5902 Field Experience II.....	Credits: .5
EDU 5903 Field Experience III.....	Credits: 1
EDU 5909 Student Teaching.....	Credits: 9
Total Hours Required for Graduation	Credits: 53 Hours

MASTER OF ARTS IN LEADERSHIP PROGRAM

The Hannibal-LaGrange University Master of Arts in Leadership (MAL) degree is designed to provide a program of professional growth for people desiring training in leadership in the areas of business and Christian ministry.

Statement of Mission and Purpose for the Graduate Programs

The mission of the Graduate Programs is to provide an excellent education that is accessible, innovative, and offered in a distinctively Christian environment that integrates Biblical worldview and learning in preparing graduates for personal and career effectiveness.

Program Goals

Integrating the competencies from The Project Management Institute Global Accreditation Center for Project Management Education Programs (GAC), the goals for graduates include the ability to:

1. utilize project selection and initiation concepts.
2. lead and manage project planning for employer.
3. execute a project and control the project through implementation.
4. close a project with employees and your employer.
5. integrate, internalize, and use ethics and professional responsibility in leadership.

These goals will be met through the program outcomes. Graduates will demonstrate accomplishment of program outcomes through required capstone project and competencies that are completed in each course.

Objectives for the Master of Arts in Leadership-Business Management Track

The graduate student will:

1. define and apply the central concepts and theories central to leadership by identifying and utilizing the functions of management to plan, organize, control, and lead in an organization.
2. define, apply, and demonstrate Christ-like attitudes, values, and worldview in planning, managing, and interactions and will recognize the importance of ethical practices and behavior when planning, making decisions, and faced with moral dilemmas.
3. plan, assess, and exhibit strategic communication, discuss and assess individual and group behavior in an organization, define various legal cases and precedence that affects the creation and operation of businesses, and will identify, apply, and assess key categories in a financial model in all areas in the workplace.

Objectives for the Master of Arts in Leadership-Christian Ministry Track

1. define and apply, the central concepts and theories central to leadership by identifying and utilizing the functions of management to plan, organize, control, and lead in an organization.
2. define, apply and demonstrate Christ-like attitudes, values, and worldview in planning, managing, and interactions and will recognize the importance of ethical practices and behavior when planning, making decisions, and faced with moral dilemmas.
3. trace and apply key leaders in the Old and New Testament and will define and evaluate the history, Christian doctrine, and practices and the application of this in one's personal journey with Christ.

4. define and assesses the implementation of leadership in the church and the effect of organization, administration and spiritual formation to the community, the congregation, outreach witnessing, the family, and the Christian leader.

These objectives will be met through the program outcomes. Graduates will demonstrate accomplishment of program outcomes through required capstone project and competencies that are completed in each course.

Requirements for Admission

1. Complete the HLGU Graduate Application and include the nonrefundable \$25 Application Fee.
2. Students seeking admission to the graduate program in leadership must submit the following:
 - a. Official transcripts, mailed directly from each regionally accredited college or university attended, showing completion of a baccalaureate degree with a minimum cumulative grade point average of 3.0 on a 4.0 scale. If GPA is lower than 3.0, student will be conditionally admitted, student must receive a "B" or higher in first three courses.
 - b. Official transcripts, mailed directly from each regionally accredited college or university attended, showing any previous graduate coursework (no grade lower than B accepted).

Following a review of all application materials, the Graduate Admission Committee will send a written notification of program status to the applicant. Program status falls under three categories: Admitted; Conditionally Admitted (the applicant is given a list of specific conditions with deadlines that must be met in order to receive Admitted status); or Not Admitted.

NOTE: Admission to Hannibal-LaGrange University does not guarantee admission to the Master of Arts in Leadership program (see Admission to Majors and Professional Programs in the Admissions section).

General Information

1. The Master of Arts in Leadership program is available to those who desire to further their education and their career in the area of leadership.
 2. The program is designed for working adults. All courses are provided online, with the course offerings provided in a sequence that permits either degree track to be completed in one calendar year.
 3. A graduate student is considered full-time when enrolled in 9 hours per semester.
- NOTE:** Hannibal-LaGrange University reserves the right to cancel any course for which there is not sufficient enrollment. The Graduate Admission Committee will make that determination.

Program Options

The Master of Arts in Leadership program offers two tracks. Students are required to choose one of the following tracks:

1. The Business Management track is designed especially to meet two different needs: to provide needed leadership training for those who already have a degree in business and to provide leadership training for those who have found themselves in a leadership role in business but do not have a business degree.

2. The Christian Ministry track is geared for Associate Pastors, Discipleship Pastors, Small-group Pastors, and Christian Education Pastors. Courses provide students with an excellent understanding of Biblical leadership principles and provides specialized training in the area of Christian discipleship.

Requirements for MAL Degree

1. Earn a grade of B or higher in all Course Requirements.
2. Successful completion of all requirements within five years of enrollment in the graduate program.

CHANGED
See Catalog Addendum

Required Courses for Master of Arts in Leadership with a Track in Business Management

I. Leadership Core Requirements	Credits: 12 Hours
LDR 5013 Foundations in Leadership and Practice	Credits: 3
LDR 5023 Ethical Leadership in a Biblical Worldview	Credits: 3
LDR 5033 Organizational Leadership	Credits: 3
LDR 5093 Leadership Capstone Project.....	Credits: 3
II. Track in Business Management Requirements	Credits: 18 Hours
BMN 5113 Organizational Behavior & Emotional Intelligence....	Credits: 3
BMN 5123 Managerial Leadership & Executive Communication	Credits: 3
BMN 5133 Legal Issues in Managerial Leadership	Credits: 3
BMN 5143 Managerial Finance	Credits: 3
BMN 5153 Organizational Development & Strategic Planning ...	Credits: 3
BMN 5163 Human Resources Management-Employee Development	Credits: 3
Total Hours Required for Graduation	Credits: 30 Hours

Required Courses for Master of Arts in Leadership with a Track in Christian Ministry

I. Leadership Core Requirements	Credits: 12 Hours
LDR 5013 Foundations in Leadership and Practice	Credits: 3
LDR 5023 Ethical Leadership in a Biblical Worldview	Credits: 3
LDR 5033 Organizational Leadership	Credits: 3
LDR 5093 Leadership Capstone Project.....	Credits: 3
II. Track in Christian Ministry Requirements	Credits: 18 Hours
CML 5213 Old Testament Foundations of Leadership	Credits: 3
CML 5223 New Testament Foundation of Leadership.....	Credits: 3
CML 5233 Essentials of the Christian Faith.....	Credits: 3
CML 5243 Organizational Administration for Ministry Leaders. Credits:	3
CML 5253 The Effective Christian Witness	Credits: 3
CML 5263 Christian Counseling.....	Credits: 3
Total Hours Required for Graduation	Credits: 30 Hours

Course Descriptions

ACCOUNTING

ACC 243	Principles of Financial Accounting Introduces students to fundamental accounting principles, preparation of financial statements, interpretation accounting data, and the role of financial accounting concepts in business decisions. Prerequisite: MTH 143. Offered fall semester.	3 hours
ACC 263	Principles of Managerial Accounting Introduces managerial accounting concepts and fundamentals, emphasizing data creation for decision-making purposes. Students work with cost behavior, planning, and controlling through budgeting methods, quantitative techniques for decision-making, cost systems, and cost allocation. Prerequisite: ACC 243. Offered spring semester.	3 hours
ACC 291	Special Topics Courses offered to meet special needs of students.	1-3 hours
ACC 323	Managerial Accounting Introduces managerial accounting concepts and fundamentals, emphasizing data creation for decision-making purposes. Students work with cost behavior, planning, and controlling through budgeting methods, quantitative techniques for decision-making, cost systems, and cost allocation. Prerequisite: ACC 263. Offered upon sufficient demand.	3 hours
ACC 333	Intermediate Accounting I Focuses on current accounting theory, including the environment of financial accounting, the development of accounting standards, the conceptual framework, the required financial statements, and an in-depth study of fair presentation of assets. Prerequisite: ACC 263. Offered upon sufficient demand.	3 hours
ACC 343	Intermediate Accounting II Provides continued study of current accounting theory; includes liabilities, capital, dilutive securities, earnings per share, investments, revenue recognition, disclosure, and other advanced topics. Prerequisite: ACC 333. Offered upon sufficient demand.	3 hours
ACC 363	Cost Accounting Focuses on advanced concepts in cost and managerial accounting. Students will work with quantitative methods of cost estimation and allocation, costing methods, CVP analysis, relevant costing, master budget, and capital budgeting. Includes spreadsheet applications. Prerequisite: ACC 263. Offered upon sufficient demand.	3 hours

ACC 373	Intermediate Accounting III Offers continued study of current accounting theory; includes accounting for income taxes, deferred tax, pensions, postretirement benefits, lease accounting, statement of cash flows, and ethical issues in accounting. Prerequisite: ACC 343. Offered upon sufficient demand.	3 hours
ACC 391	Advanced Topics Courses offered to meet special needs of students. Prerequisite: ACC 243.	1-3 hours
ACC 403	Tax Accounting Deals with federal tax laws, with special emphasis on federal tax treatment of business transactions in the preparation of individual tax returns. Prerequisite: ACC 263 or consent of instructor. Offered upon sufficient demand.	3 hours
ACC 413	Internship Provides opportunities for supervised experience in accounting. Prerequisites: consent of instructor. Offered as needed.	3 hours
ACC 423	Auditing Presents theory and techniques of auditing; includes generally accepted auditing standards, professional ethics, legal liability, internal control, audit evidence and opinions, audit sampling, audit programs, and the working papers. Prerequisite: ACC 343. Offered upon sufficient demand.	3 hours
ACC 433	Advanced Accounting Provides advanced instruction in accounting theory; includes accounting issues resulting from business combinations, consolidation accounting, and foreign currency denominated statements, hedging, international accounting issues, and the role of the SEC. Prerequisite: ACC 263. Offered upon sufficient demand.	3 hours
ACC 453	Governmental and Not-for-Profit Accounting Focuses on accounting for governmental and nonprofit organizations, including state and local governments, colleges and universities, healthcare entities, voluntary health and welfare organizations, and on the most recent GASB and FASB standards. Prerequisite: ACC 263. Offered upon sufficient demand.	3 hours
ACC 483	Accounting Capstone Provides students with an opportunity to use concepts learned from previous accounting courses, along with additional concepts, to analyze recent real-world case studies and arrive at potential solutions. Examines ethical issues associated with the cases. Includes project assignments which utilize computerized accounting and auditing software. Prerequisite: ACC 373 and ACC 423. Offered upon sufficient demand.	3 hours

ACC 491	Advanced Topics Courses offered to meet special needs of students.	1-3 hours
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CRIMINAL JUSTICE - Adult Degree Completion Program

ADJ 203	Scientific Criminal Investigation (same as CRJ 203) This module focuses on the development of critical thinking on issues related to criminal investigation. This course is a comprehensive analysis and study of the major components of criminal investigation of both person and property crimes.	3 hours
ADJ 263	Report Writing This module focuses on the development of critical thinking on issues related to criminal investigation. This course is a comprehensive analysis and study of the major components of criminal investigation of both person and property crimes.	3 hours
ADJ 303	Criminal Law and Procedures (same as CRJ 303) This module is a study of Criminal Law, including types of crimes, defenses to crimes, and punishment for crime.	3 hours
ADJ 306	Academic Writing in Criminal Justice (same as BMN 306) This module is a study of academic writing with emphasis on the writing process, patterns of exposition, and research. Includes focused review of sentence structure, grammar, diction and mechanics. This course will use APA formatting at its citation source.	3 hours
ADJ 313	Criminology in Society (same as CRJ 313) This module provides an analysis of crime and delinquency in a changing society with special emphasis on sociological factors contributing to the problem. The course will give attention to the control, prevention, and treatment of aspects of law-violating behavior.	3 hours
ADJ 323	Juvenile Delinquency (same as CRJ 323) This module is a study of the law, theory, and practice of juvenile delinquency.	3 hours
ADJ 326	Ethical Decision – Making for the CJ Professional (same as CRJ 326) This module focuses on ethical decision-making by criminal justice practitioners. Distinctions are made between Christian and non-Christian perspectives.	3 hours
ADJ 333	Criminal Courts, Probation & Parole (same as CRJ 333) Investigates procedures of state and federal courts in the administration of community corrections. Includes an assessment of the development, administration and organization of probation and parole in the United States. Other types of community based alternatives to incarceration will be considered and discussed.	3 hours

Introduces evaluation of the effectiveness of existing programs, issues in the supervision of clients, maintaining relations with the public and other criminal justice agencies.

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| ADJ 336 | <p>Policing in America (same as CRJ 336)</p> <p>This module provides an overview and analysis of the American system of law enforcement, examining the origins, development, roles, and operations of policing in a modern democratic society. Students will develop a detailed understanding of the issues involved in policing a democratic society and will examine critical issues and new advances in law enforcement.</p> | 3 hours |
| ADJ 354 | <p>Criminal Justice Supervision & Management (same as CRJ 354)</p> <p>This module focuses on developing administrative practices that incorporate human resource development theories. Theories of motivation and leadership as well as ethical issuing involving criminal justice management are also examined.</p> | 3 hours |
| ADJ 356 | <p>Crisis Intervention (same as CRJ 356 and SCS 356)</p> <p>This module is a study of the principles of crisis intervention generally, with a special emphasis on the types of precipitating events frequently seen by criminal justice practitioners. Events often leading to individual or group/community crisis behavior may include, but not be limited to: grief and loss; suicide and homicide; family violence; sexual assault; substance abuse; accidents (shootings, motor vehicle and airline crashes, etc.); and natural disasters (storms, floods, earthquakes, tornados, hurricanes, etc.). While much crisis intervention is done in a clinical setting by professional counselors, this module is intended to equip law enforcement, first responders, correctional officers, and other criminal justice practitioners with a basic knowledge of how to effectively and safely intervene when they come into contact with people operating in "crisis mode."</p> | 3 hours |
| ADJ 416 | <p>Constitutional Law (same as CRJ 416)</p> <p>This module studies the issues and principles of the United States Constitution, specifically as they relate to justice administration/criminal law. The issues discussed will include freedom of speech, press, assembly, authority to detain and arrest, search and seizure, wiretapping, eavesdropping, interrogations, and confessions. The Fifth and Fourteenth Amendments are particularly emphasized due to their importance to those individuals who work in law enforcement. The course uses case law from the United States Supreme Court to reinforce the principles of Constitutional law. Keep in mind that the law is very fluid and case law can change from day to day and from state to state.</p> | 3 hours |
| ADJ 433 | <p>Terrorism and Homeland Security</p> <p>This module focuses on the development of critical thinking on issues related to both domestic international terrorism. The course will examine the various techniques and strategies used by law</p> | 3 hours |

enforcement in dealing with hate groups domestically and the threat of terrorism on an international level. The course will also look at the impact these groups have had on the U.S. criminal justice system as a whole, our national security, and domestic way of life. Outside the U. S., it will be examined how societies have been forced to alter their ways of life due to international terrorism.

ADJ 436	Family Violence This module analyzes family, legal, and intervention dynamics related to domestic assault, child abuse, and elder abuse. It presents methods of recognizing victims of violence, abuse, neglect, exploitation, sexual exploitation, and sexual assault. A special emphasis is on intervention strategies in the context of human services and criminal justice.	3 hours
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ART

ART 001	Art Orientation Introduces the discipline of visual art. Focuses on career opportunities, students' major responsibilities, faculty expectations, creative process, and Christian art perspectives. Includes opportunities to take field trips to hear professional guest speakers. Requires group activities, including participation in the Art Club. This course is required for all art majors and minors. Offered fall semester.	1 hour
ART 101	Color and Design I Explores design elements and fundamentals, including creative two-dimensional applications. Lab fee. Offered fall semester.	3 hours
ART 102	Color and Design II Applies design basics to creative three-dimensional studio projects. Lab fee. Prerequisite: ART 101. Offered spring semester.	3 hours
ART 110	Art Appreciation Studies visual art forms, major artists and their work, and specific disciplines, styles, and processes for the purpose of increasing awareness and appreciation of visual art and creativity. Fulfills the General Education requirement in art. Offered fall semester.	3 hours
ART 111	Art Activity Provides an opportunity to pursue an area of interest in an art and/or craft mutually agreed upon by student and instructor. May be selected for activity credit. Primarily for students not majoring in art. Lab fee. Activity course.	1 hour
ART 133	Computer Graphics I Introduces computer art, emphasizes the fundamentals of 2-D design and graphic design, uses the computer as an artistic tool, and engages students in the design process. Lab fee. Offered fall and spring semesters.	3 hours

ART 201	Drawing I Focuses on problems in still-life and landscape drawing, using a variety of black and white media. Lab fee. Offered fall and spring semesters.	3 hours
ART 202	Drawing II Focuses on problems in figure drawing with a variety of media; emphasizes the use of color media. Lab fee. Prerequisite: ART 201. Offered spring semester.	3 hours
ART 210	Painting I Focuses on oil painting or watercolor, using landscape and still-life subject matter; emphasizes experimentation with media and technique. Lab fee. Offered fall and spring semesters.	3 hours
ART 211	Painting II Focuses on the figure and head; emphasizes composition, technique, and expressiveness. Lab fee. Prerequisite: ART 210 or consent of instructor. Offered fall and spring semesters.	3 hours
ART 220	Sculpture I Introduces the fundamentals of three-dimensional design as they apply to problems in a variety of media. Major methods include modeling, carving, and constructing. Lab fee. Offered fall semester.	3 hours
ART 230	Ceramics I Introduces the use of clay as a creative medium. Includes instruction in the materials and methods involved in various hand-building processes which lead to the production of functional and decorative ceramic forms. Lab fee. Offered spring semester.	3 hours
ART 231	Ceramics II Focuses on wheel-throwing techniques, glaze application, and the basic firing process. Requires mastery of various wheel-thrown forms. Lab fee. Prerequisite: ART 230. Offered spring semester.	3 hours
ART 233	Computer Graphics II Provides intermediate exploration of graphic software applications to create three-dimensional forms, virtual 3D, and motion graphics. Emphasis on the design process to create innovative artistic solutions. Lab fee. Prerequisite: ART 133. Offered fall and spring semesters.	3 hours
ART 240	Printmaking I Provides instruction on the fundamentals of printmaking, includes the study of various processes in relief and intaglio printing. Familiarizes students with the processes and their creative potential for the artist. Lab fee. Prerequisites: ART 101, 201.	3 hours
ART 250	Photography I Provides instruction on using the camera as a creative tool for the	3 hours

artist. Emphasis on the fundamental aspects of photographic composition, camera operation, film developing, enlarging, and printing. Students will need a 35mm SLR camera; manual settings preferred. Lab fee. Offered fall semester.

ART 253	Digital Photography Provides instruction on using the digital camera as a creative tool for the artist. Emphasizes the aspects of photogenic composition and basic computer photographic digital imaging. Lab fee. Offered fall and spring semesters.	3 hours
ART 260	Introduction to Fibers Introduces processes and techniques for working with various types of fibers with emphasis on experimentation, craftsmanship, and design concepts. Lab fee.	3 hours
ART 291	Special Topics Courses to pursue creative projects approved by instructor. Prerequisites: Sophomore standing and consent of instructor.	1-3 hours
ART 300	Painting III Focuses on advanced problems and research in select painting media. Emphasizes style development and expressive quality of work. Requires a series of paintings with related subject matter, theme, and technical approach. Lab fee. Prerequisite: ART 211. Offered fall and spring semesters.	3 hours
ART 310	Sculpture II Focuses on skill development and experimentation in a variety of three-dimensional media. Lab fee. Prerequisite: ART 220. Offered fall semester.	3 hours
ART 311	Sculpture III Focuses on increased skill development and originality in design concepts. Lab fee. Prerequisite: ART 310. Offered fall semester.	3 hours
ART 320	Ceramics III Focuses on further skill development in forming and glazing. Requires production of creative ceramic forms emphasizing original design concepts and inventive decorative techniques. Lab fee. Prerequisite: ART 231. Offered spring semester.	3 hours
ART 323	Teaching Art in Elementary School (same as EED 323) Provides lecture and laboratory projects concerning the materials and methods for teaching art to early childhood and elementary school children. Emphasizes teaching art at a child's level of artistic growth. Offered spring semesters.	3 hours
ART 330	Printmaking II Introduces lithography and serigraphy printmaking processes. Emphasizes familiarization with the processes and their creative	3 hours

potential for the artist. Lab fee. Prerequisite: ART 240.

ART 331	Printmaking III Focuses on skill development and creative experimentation in a select printing method. Lab fee. Prerequisite: ART 330.	3 hours
ART 333	Computer Graphics III Explores the use of website design software applying graphics, motion graphics, and other dynamic elements. Utilizes the design process. Lab fee. Prerequisite: ART 233. Offered fall and spring semesters.	3 hours
ART 350	Photography II Presents more advanced theory and studio problems in the areas of art photography, photojournalism, and photography as it applies to commercial art. Explores the fundamentals of color photography. Students will need a 35mm SLR camera; manual settings preferred. Lab fee. Prerequisite: ART 250 or consent of instructor. Offered fall semester.	3 hours
ART 351	Photography III Emphasizes advanced study of photography, including developing and printing. Uses the enlarger as a creative tool. Introduces fundamentals of digital imaging; includes computer applications. Requires a 35mm SLR camera and supplies for still photography and computer imaging. Lab fee. Prerequisite: ART 350. Offered fall semester.	3 hours
ART 391	Advanced Topics Advanced study in the student's major studio area of emphasis. Involves research and a written proposal for studio work, to be approved by the instructor. Prerequisites: Junior standing and consent of instructor.	1-3 hours
ART 400	Painting IV Focuses on continued style development and expressiveness in execution. Requires a series of paintings concerned with a specific theme and technical approach. Lab fee. Prerequisite: ART 300 or consent of instructor. Offered fall and spring semesters.	3 hours
ART 410	Sculpture IV Focuses on mastery of forming techniques in a select medium. Requires a series of original works associated with a specific theme. Lab fee. Prerequisite: ART 311. Offered fall semester.	3 hours
ART 420	Ceramics IV Focuses on mastery of forming, glazing, and firing of original ceramic forms. Studies glaze formulation and kiln construction. Lab fee. Prerequisite: ART 320. Offered spring semester.	3 hours

ART 430	Printmaking IV Focuses on mastery of a select printing process in the creation of a series of innovative works. Emphasis on quality and originality of works. Lab fee. Prerequisite: ART 331.	3 hours
ART 433	Computer Graphics IV Emphasizes thematic development utilizing a combination of computer technology. Stresses documentation of the design process. Considers professional career preparation. Lab Fee. Prerequisite: ART 333. Offered fall and spring semesters.	3 hours
ART 440	Art History I Focuses on the history of art from prehistory to the Italian Renaissance; emphasizes major works, artists, and the cultures which produced them. Offered fall semester, even years.	3 hours
ART 441	Art History II Focuses on the history of art from the Italian Renaissance through the modern period; emphasizes major works, artists, and the cultures which produced them. Offered spring semester, odd years.	3 hours
ART 451	Photography IV Emphasizes fine art photography and advanced digital imaging. Introduces animation, digital video, and digital still photography. Requires a 35mm SLR camera and a digital video or digital still camera. Lab fee. Prerequisite: ART 351. Offered fall semester.	3 hours
ART 460	Senior Portfolio Focuses on the selection, organization, and presentation of works that are representative of a student's best efforts and that demonstrate their potential as a professional artist. Prerequisites: Senior standing and a major in art. Offered as needed.	1 hour
ART 461	Senior Exhibition Involves senior students preparing, arranging, and exhibiting their art work in an exhibition. Requires scheduling, promoting, installing, and documenting their senior exhibition. Prerequisite: Senior standing and a major in art. Offered as needed.	1 hour
ART 491	Advanced Topics Further advanced work in the student's major studio area of emphasis. Requires a written statement of intent. Prerequisites: Senior standing and consent of instructor.	1-3 hours

BIBLE

BIB 113	Old Testament Survey (same as CMN 113) Presents an overview of the entire Old Testament using a canonical approach. Provides background concerning the history, chronology,	3 hours
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and major ideas of the Old Testament. A foundation is laid for further, more detailed Old Testament study. Offered fall and spring semesters.

BIB 123	New Testament Survey (same as CMN 123) Presents an overview of the literature of the New Testament; includes a study of the New Testament's historical and cultural context. Offered fall and spring semesters.	3 hours
BIB 132	Land of the Bible I Presents an introduction to the geography, archaeology, and history of the land of Israel, emphasizing the importance of its connections to the biblical narrative. This course is designed in conjunction with the Passages pre-trip requirements for the Israel study tour. Offered fall semester.	2 hours
BIB 133	Land of the Bible II This course is a follow-up to the Passages Israel trip that emphasizes and reinforces the student's experiences through assignments that address both the biblical and modern significance of the land of Israel. It is designed in conjunction with the Passages post-trip requirements for the Israel study tour. Prerequisite: BIB 132 or consent of instructor. Offered spring semester.	1 hour
BIB 143	Biblical Interpretation (same as CMN 143) Introduces students to the history, methods, tools, and principles of Biblical interpretation; gives particular attention to the structure and characteristics of Scripture. Emphasizes the inductive approach to Bible study. Offered spring semester.	3 hours
BIB 291	Special Topics Courses to meet special needs of students. Prerequisites: BIB 113 and 123, or BIB 143, or consent of instructor.	1-3 hours
BIB 313	Old Testament I: The Torah Examines the first five books of the Old Testament, noting relevant linguistic, historical, and archaeological information and critiquing major scholarly approaches to the Torah. Prerequisite: BIB 143 or consent of instructor. Offered every third semester (T1).	3 hours
BIB 323	New Testament I: The Life of Christ Examines the life and teachings of Christ as presented in the four gospels. Gives attention to how the four gospels harmonize. Prerequisite: BIB 143 or consent of instructor. Offered every third semester (T3).	3 hours
BIB 353	Old Testament II: Joshua-Esther Examines Israel's history from the entrance into Canaan through the early Second Temple period. Prerequisite: BIB 143 or consent of instructor. Offered every third semester (T2).	3 hours

BIB 363	New Testament II: Acts and the Pauline Epistles Presents a historical and exegetical study of Acts and the Pauline Epistles of the New Testament, emphasizing their historical background, proper interpretation, and relevant application. Prerequisite: BIB 143 or consent of instructor. Offered every third semester (T1).	3 hours
BIB 391	Advanced Topics In-depth studies in various Old and New Testament books to meet special interests and needs. Prerequisites: BIB 113 and 123, or BIB 143, or approval of the instructor.	1-3 hours
BIB 413	Old Testament III: Job-Malachi Provides a detailed introduction to those Old Testament books classified as poetry, wisdom literature, and major and minor prophets. Prerequisites: BIB 143 and 353 or consent of instructor. Offered every third semester (T3).	3 hours
BIB 423	New Testament III: Non-Pauline Epistles and Revelation Presents a historical and exegetical study of the non-Pauline Epistles of the New Testament and Revelation with emphasis upon their historical background, proper interpretation, and relevant application. Prerequisite: BIB 143 or consent of instructor. Offered every third semester (T2).	3 hours
BIB 491	Advanced Topics In-depth studies in Biblically-related areas emphasizing principles of research and contemporary application. Prerequisites: Junior standing, BIB 113 and 123, or BIB 143, or approval of instructor.	1-3 hours

BUSINESS INFORMATION SYSTEMS

BIS 201	Introduction: Web Programming HTML/CSS Introduces the creation of web pages using Hypertext Markup Language (HTML) and basic Cascading Style Sheets (CSS) formatting. When offered online, students must provide their own access to the software title used in the course. Lab fee. Offered fall and spring semesters.	1 hour
BIS 202	Intermediate: Web Programming HTML/CSS/Basic Javascript Uses intermediate HTML/CSS skills, and introduces basic Javascript Prerequisite: BIS 201 or consent of instructor. When offered online, students must provide their own access to the software title used in the course. Lab fee. Offered fall and spring semesters.	1 hour
BIS 203	Programming for Business (same as CIS 203) Emphasized program coding along with basic algorithms and data structures. Lab fee. Prerequisite: CIS 103 or consent of instructor. Lab fee. Offered fall and spring semesters.	3 hours

BIS 211	Introduction: Word Processing Software Software used in course: Microsoft Word. Covers basic text entry, editing, revising, and refining, using word processing features. Emphasis on outlines, reports, and tables. When offered online, students must provide their own access to the software title used in the course. Lab fee. Offered fall and spring semesters.	1 hour
BIS 221	Intermediate: Word Processing Software Software used in course: Microsoft Word. Continues study of topics introduced in BIS 211; emphasizes creating and formatting newsletters and complex tables and merging documents. Prerequisite: BIS 211 or consent of instructor. When offered online, students must provide their own access to the software title used in the course. Lab fee. Offered fall and spring semesters.	1 hour
BIS 241	Introduction: Spreadsheet Software Software used in course: Microsoft Excel. Provides students with an introduction to electronic spreadsheets. Focuses on set-up, labels, values, formulas, and cell referencing. Also includes copying, moving, erasing, saving, loading, and editing. When offered online, students must provide their own access to the software title used in the course. Lab fee. Offered fall and spring semesters.	1 hour
BIS 251	Intermediate: Spreadsheet Software Software used in course: Microsoft Excel. Continues study of topics introduced in BIS 241. Focuses on spreadsheet enhancements, format and edit commands, building templates, and using functions. Prerequisite: BIS 241 or consent of instructor. When offered online, students offered must provide their own access to the software title used in the course. Lab fee. Offered fall and spring semesters.	1 hour
BIS 261	Introduction: Presentation Software Software used in course: Microsoft Powerpoint. Concentrates on creating effective graphic presentations, using computer presentation software. Emphasizes creating, editing, enhancing, and refining presentations. When offered online, students must provide their own access to the software title used in the course. Lab fee. Offered fall and spring semesters.	1 hour
BIS 262	Introduction: Media Arts & Design Software – Web Pages Software used in course: Adobe Dreamweaver. Introduces graphical engine and skills used in the rapid creation of web pages. Tools used include templates for building responsive web pages with graphics, links table, form, audio, and video. When offered online, students must provide their own access to the software title used in the course. Lab fee. Offered fall and spring semesters.	1 hour

BIS 263	Intermediate: Media Arts & Design Software – Web Pages Software used in course: Adobe Dreamweaver. Continuation of BIS 262 adding, forms and interactivity to web pages, publishing and mobile applications. Prerequisite: BIS 262 or consent of instructor. When offered online, students must provide their own access to the software title used in the course. Lab fee. Offered fall and spring semesters.	1 hour
BIS 272	Introduction: Database Software Software used in course: Microsoft Access. Focuses on planning and creating a database; designing and analyzing tables; adding, changing, and deleting information; and creating reports. When offered online, students must provide their own access to the software title used in the course. Lab fee. Offered fall and spring semesters.	1 hour
BIS 281	Intermediate: Database Software Software used in course: Microsoft Access. Continues study of topics introduced in BIS 272. Emphasizes controlling data input, using advanced queries, enforcing referential integrity, and creating custom forms and reports. Prerequisite: BIS 272 or consent of instructor. When offered online, students must provide their own access to the software title used in the course. Lab fee. Offered fall and spring semesters.	1 hour
BIS 291	Special Topics Courses offered to meet special needs of students. Lab fee.	1-3 hours
BIS 353	Business Information Systems Explores the way information technology is used to support decision-making in organizations; focuses on the role of properly managed information in the attainment of organizational goals and objectives. Offered fall semester.	3 hours
BIS 391	Advanced Topics Courses offered to meet special needs of students. Lab fee.	1-3 hours

BIOLOGY

BIO 105	Introduction to Biology Introduces the study of the biological world; emphasizes aesthetic appreciation, scientific method, basic understanding of general principles and laws, and some of the more important human systems. Three lectures and one two-hour laboratory period each week. <i>Lecture and lab are co-requisites; they must be taken or dropped together.</i> Lab fee. Offered fall and spring semesters.	4 hours
BIO 134	Fundamentals of Environmental Science Combines elements of conservation, environmental science, and ecology and emphasizes man's effect on his environment and the living things in it. Three lectures and one two-hour laboratory period	4 hours

each week. Lab fee. Offered spring semester.

BIO 191	Special Topics Select topics to meet special needs. Prerequisites: Sophomore standing or higher and consent of instructor.	1-3 hours
BIO 234	General Biology I This course will introduce fundamental concepts in biology from an organismal and cellular perspective. It will cover the biochemistry, genetics, and cellular function of plant and animal organisms. Three one-hour lectures and one two-hour laboratory period per week. Lab fee. Offered fall semester.	4 hours
BIO 244	General Biology II A continuation of BIO 234. Examines fundamental biological principles and the classification, morphology, physiology, habits, life histories, and interactions of plant and animal organisms. Three one-hour lectures and one two-hour laboratory period per week. Lab fee. Prerequisite: BIO 234 or consent of instructor. Offered spring semester.	4 hours
BIO 254	Essentials of Human Anatomy and Physiology I Focuses on the fundamental principles of how the human body is organized and how it functions. Topics include basic chemistry and biochemistry; cell structure and metabolism; tissues; integumentary, skeletal, muscular, nervous, and endocrine systems; and the special senses. <i>Lecture and lab are co-requisites; they must be taken or dropped together.</i> Lab fee. Prerequisite: BIO 105 or BIO 234 or consent of instructor. Offered fall semester.	4 hours
BIO 264	Essentials of Human Anatomy and Physiology II Continuation of BIO 254. Includes study of cardiovascular, lymphatic, digestive, respiratory, urinary, and reproductive systems; function and composition of blood; nutrition; water and electrolyte balance; growth and development; and genetics. <i>Lecture and lab are co-requisites; they must be taken or dropped together.</i> Lab fee. Prerequisite: BIO 254 or consent of instructor. Offered spring semester.	4 hours
BIO 291	Special Topics Select topics to meet special needs. Prerequisites: Sophomore standing or higher and consent of instructor.	1-3 hours
BIO 314	Human Anatomy and Physiology I Focuses on the structure, relationship, organization, function, and integration of the organs and systems of the human body. <i>Lecture and lab are co-requisites; they must be taken or dropped together.</i> Lab fee. Prerequisite: BIO 105. Offered fall semester.	4 hours
BIO 324	Human Anatomy and Physiology II A continuation of BIO 314. <i>Lecture and lab are co-requisites; they must be taken or dropped together.</i> Lab fee. Prerequisite: BIO 314 or consent of	4 hours

instructor. Offered spring semester.

BIO 333	General Ecology Examines relationships and interactions between organisms and their physical and biotic environments. Prerequisites: BIO 234 and 244 or consent of instructor. Offered spring semester, odd years.	3 hours
BIO 344	Microbiology Introduces the study of microorganisms; deals with the morphology, physiology, and culturing of microbes, as well as their relation to soil, water, and milk supplies, food preservation, and disease. Two lectures and two two-hour laboratory periods each week. <i>Lecture and lab are co-requisites; they must be taken or dropped together.</i> Lab fee. Prerequisites: BIO 105 or 234; CHM 104 or 135. Offered spring semester.	4 hours
BIO 354	General Genetics Surveys the mechanics and chemistry of transmission of characteristics, chromosomal properties, and probability of inheritance with an emphasis on human genetics. Three lectures and one two-hour laboratory period each week. <i>Lecture and lab are co-requisites; they must be taken or dropped together.</i> Lab fee. Prerequisites: BIO 105 or 234; CHM 135; MTH 400 or 401. Offered fall semester, even years.	4 hours
BIO 391	Advanced Topics Under the supervision of the advisor, the student will do independent research, either in the laboratory or through a literature survey, or frequently both, on an approved topic of special interest to the student. Students who are interested in a health-related field can fulfill this requirement through job shadowing or participation in an internship. Prerequisites: Junior standing and consent of instructor. Offered as needed.	1-3 hours
BIO 423	Principles of Cell Biology Examines the structure, organization, and function of cells as the basic unit of a living organism. Prerequisites: BIO 105, 344; CHM 135; and junior standing. Offered fall semester, odd years.	3 hours
BIO 433	Field Biology Emphasizes distinguishing characteristics and methods of identifying flora and fauna with an emphasis on local forms. Includes techniques of collecting, cataloging, and preserving for museum or study collections. One three-hour combined lecture and laboratory. Lab fee. Prerequisites: BIO 105, 234, 244, and junior standing or consent of instructor. Offered fall term, even years.	3 hours
BIO 440	Pathophysiology (same as NUR 440) Focuses on disease processes involving the major body systems. Includes fluid and electrolyte balance/imbalance as an essential aspect of understanding disease processes. Prerequisites: BIO 324 and	4 hours

CHANGED
See Catalog Addendum

	344. Offered spring semester.	
BIO 492	Special Problems/Research Under the supervision of the advisor, the student will do independent research, either in the laboratory or through a literature survey, or frequently both, on an approved topic of special interest to the student. Students who are interested in a health-related field can fulfill this requirement through job shadowing or participation in an internship. Prerequisites: BIO 391, senior standing, and consent of instructor. Offered as needed.	2-4 hours

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See Catalog Addendum

BIBLICAL LANGUAGES

BLN 213	Elementary Greek I Introduces students to the basic elements of New Testament Greek, stressing vocabulary, conjugation, declension, composition, and translation. Offered fall semester, even years.	3 hours
BLN 233	Introductory Hebrew I Introduces students to the basic elements of Biblical Hebrew, stressing vocabulary, syntax, and translation with some practice in vocalization. Offered fall semester, odd years.	3 hours
BLN 303	Elementary Greek II Provides a continuation of BLN 213. Includes translation of relatively simple passages from the Greek New Testament. Prerequisite: BLN 213. Offered spring semester, odd years.	3 hours
BLN 343	Introductory Hebrew II Provides a continuation of BLN 233 with an emphasis on translating relatively simple passages from the Hebrew Bible. Prerequisite: BLN 233. Offered spring semester, even years.	3 hours
BLN 391	Advanced Topics Courses to meet special needs of students. Prerequisites: BLN 343 or 423, as appropriate, or consent of instructor.	1-3 hours
BLN 413	Intermediate Greek I Reviews Greek grammar, with emphasis on facility in translation. Portions of the Greek New Testament will be translated with attention to methods of exegesis. Prerequisite: BLN 303. Offered upon sufficient demand.	3 hours
BLN 423	Intermediate Greek II Provides a continuation of BLN 413. Features further reading in the Greek New Testament with emphasis on syntax and precise exegesis. Prerequisite: BLN 413. Offered upon sufficient demand.	3 hours
BLN 491	Advanced Topics In-depth studies to meet special needs of students. Prerequisites: BLN	1-3 hours

343 or 423, as appropriate, and junior standing, or consent of instructor.

BUSINESS MANAGEMENT - Adult Degree Completion Program

BMN 303	<p>Group and Organizational Dynamics</p> <p>This module is a study of group behavior and how group functioning affects organizational effectiveness with emphasis on decision making and resolving conflict in groups. Students develop strategies for efficient and productive group management and determine which tasks are handled by groups or by individuals.</p>	3 hours
BMN 306	<p>Academic Writing in Business Management (same as ADJ 306)</p> <p>This module is a study of academic writing with emphasis on the writing process, patterns of exposition, and research. Includes focused review of sentence structure, grammar, diction and mechanics. This course will use APA formatting at its citation source.</p>	3 hours
BMN 333	<p>Organizational Communication (same as BUS 313 and CAS 313)</p> <p>This module investigates the role of communication in creating a productive organizational environment. It aids learners in developing and strengthening their communication skills by focusing on intrapersonal effectiveness, interpersonal skills, and presentation skills.</p>	3 hours
BMN 363	<p>Introduction to Research and Analysis Using Statistics</p> <p>The purpose of this course is to demystify statistics – to explain descriptive and inferential statistics in clear, no-frills language. Much of the trauma experienced by students taking statistics can be traced to shorthand ‘code’ for communicating statistical results and concepts and for simplifying statistical formulas.</p> <p>The course is designed for those with no previous knowledge of statistics and only a very elementary recall of school mathematics. Some students in statistics have a weak background in mathematics and some degree of math phobia. Statistics only require that we know how to add, subtract, multiply, divide, square a number, and find a square root. Working through the formulas is not difficult, but because they are written in a shorthand code, it takes practice. The course should enable you to become a more sophisticated consumer and producer of statistics – understand and perform the descriptive and inferential statistical procedures commonly used in business and economics.</p>	3 hours
BMN 373	<p>Social Issues in the Workplace</p> <p>This module presents an analysis of major contemporary social problems, especially in the United States. Particular attention is given to the problems of poverty, racism, sexism, ageism, drug and alcohol abuse, illiteracy, impact of child abuse and neglect issues in adulthood, and disabilities and their impact on the contemporary</p>	3 hours

workplace. Consideration is given to diverse sociological perspectives regarding the causes, consequences, and solutions to these problems.

BMN 404	International Business This module has been designed to give the student an overview of the international business environment, the forces that influence the international market place, and the strategies that can be implemented to succeed in international business.	3 hours
BMN 413	Managerial Economics This module focuses upon the principles of economics as they need to be understood and used by managers and supervisors and how they impact and affect all areas of their lives – business, family, social, etc. In this era of “downsizing” or “restructuring” brought on by international competition and globalization of every part of our American way of life, it is crucial that managers at every level, and in every type of organization, recognize, understand, and utilize the principles of economics to aid in making sound decisions at the global, national, state, and community levels.	3 hours
BMN 423	Managerial Marketing What is Marketing? Through assigned readings, case studies, class discussion, writing assignments, and the team project, learners will be exposed to marketing theory and terminology. They will be given the opportunity to apply these principles and concepts to real-world situations. This module will enable students to expand their knowledge regarding the consumers’ needs, wants, and demands in the marketplace and will prepare them to think and act methodically to respond to those desires successfully.	3 hours
BMN 443	Human Resource Management In this module, learners explore the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development, and compensation of employees.	3 hours
BMN 453	Strategic Planning This course introduces learners to various management planning models and techniques, applying these to actual business cases. It stresses the concepts of strategic planning and strategic management.	3 hours
BMN 463	Organizational Ethics This module is intended to help learners better understand their personal values and ethical principles and how such values and ethical principles relate to the “business world” in which they function.	3 hours
BMN 473	Managerial Accounting Examines accounting as a cross-functional discipline that provides useful information to all types of managers in all types of	3 hours

organizations. Emphasis on the practical rather than the theoretical; shows how managers use accounting concepts and techniques to make decisions.

BMN 483	Managerial Finance This corporate finance module first covers the organization-wide use of financial planning within the firm. The learner will explore the financial tools available for planning and analysis, as well as how those tools are utilized to manage cash flows and financial resources and to evaluate future investment opportunities. Next, three primary topics in corporate finance will be developed. These topics include the importance of short-term finance for current operations, the use of capital budgeting tools for investment analysis, and the foundation of long-term finance for defining the organization's cost of capital and optimal capital structure.	3 hours
BMN 494	Business Law This module in business law studies the history, background, sources, and influences of our modern day law as it pertains to the business activities of individuals, corporations, and other legal entities. Particular emphasis is placed upon business litigation, legal liabilities, alternative dispute resolution techniques, and the laws governing contracts, creditors' rights, secured transactions, bankruptcy, agency, partnerships, and corporations.	3 hours

BUSINESS

BUS 273	Business Statistics (same as MTH 273) Focuses on collection, analysis, and presentation of business data; includes the study of averages, dispersion, sampling, reliability, index numbers, time series, and simple correlation. Prerequisite: Grade of C or higher in MTH 143. Offered fall semester and with sufficient demand offered spring semester.	3 hours
BUS 291	Special Topics Courses offered to meet special needs of students.	1-3 hours
BUS 313	Organizational Communication (same as BMN 333 and CAS 313) Focuses on the role of communication in creating a productive organizational environment. Presents principles of communication by focusing on intrapersonal effectiveness, interpersonal skills, and presentation skills with emphasis on written, oral, and employment communication. Prerequisites: CAS 101. Offered fall semester.	3 hours
BUS 333	Applied Calculus (same as MTH 333) Provides an intuitive approach to differential and integral calculus with emphasis on application to business. Designed primarily for business administration majors, this course will not fulfill requirements for mathematics majors and may not be taken by	3 hours

students who have earned credit for MTH 185. Prerequisite: Grade of C or higher in MTH 143. Offered spring semester and with sufficient demand offered fall semester.

BUS 363	Business Law Introduces students to the legal and social environment of business; focuses on the fundamentals of law pertaining to contracts, the uniform commercial code, negotiable instruments, secured transactions, agency and employment, antitrust, and real property. Prerequisite: Junior standing. Offered fall semester.	3 hours
BUS 391	Advanced Topics Courses offered to meet special needs of students.	1-3 hours
BUS 413	Business Internship Provides opportunities for supervised experiences in business. Prerequisites: consent of instructor. Offered as needed.	3 hours
BUS 491	Advanced Topics Courses offered to meet special needs of students. Prerequisites: Junior or senior standing and consent of instructor.	1-3 hours
BUS 499	Business Strategy Serves as a capstone course designed to integrate a student's knowledge of accounting, economics, finance, management, and marketing to solve problems and develop alternative strategies for various types of organizations. Prerequisites: Completion of all Basic Major Courses and senior standing. Offered spring semester.	3 hours

MEDIA COMMUNICATION

CAM 100 CAM 200 CAM 300 CAM 400	Journalism: Newspaper Provides introduction to theory as well as practice in newspaper writing, layout, photojournalism, editing, and advertising. Students will spend a minimum of 48 hours on the newspaper staff. Weekly staff meetings. Students who enroll for upper-level credit may be required to hold editorial positions and attend weekly editorial staff meetings. The 400-level course may be repeated for credit. Activity course. Prerequisite: Previous level of course and/or consent of instructor. Offered fall and spring semesters.	1 hour
CAM 102	Writing for Media Provides instruction in journalistic writing skills for print, electronic media, and public relations. Emphasizes newsgathering, interviewing, feature writing, and editing. Class members are staff reporters for the University newspaper. Work is subject to classroom analysis and criticism. Offered fall semester, odd years.	3 hours
CAM 103	Introduction to Public Relations & Media Helps students learn ways in which the public relations industry and	3 hours

the media are linked. Topics include the history of public relations, advertising, newspapers, radio, television, and the web. Covers communication tactics and best practices for media relations, community relations, consumer relations, and social media. Offered spring semester.

CAM 111 CAM 211 CAM 311 CAM 411	<p>Journalism: Magazine</p> <p>Provides introduction to theory as well as practical experience in magazine layout, photography, and copywriting. Students will spend a minimum of 48 hours on the magazine staff. Students who enroll for upper-level credit may be required to hold editorial positions. The 400-level course may be repeated for credit. Activity course. Prerequisite: Previous level of course and/or consent of instructor. Offered fall and spring semesters.</p>	1 hour
CAM 171 CAM 271 CAM 371 CAM 471	<p>Broadcast Project</p> <p>Provides students with opportunities to create and produce content suitable for a magazine-style television show. Students in the course will work in teams to plan, shoot, write, and edit a cohesive and professional- looking show (15-30 minutes) with news segments featuring stories about the Hannibal community. The 400-level may be taken for repeat credit. Activity course. Prerequisite: Previous level of course and/or consent of instructor. Offered fall and spring semesters.</p>	1 hour
CAM 233	<p>Broadcast Journalism</p> <p>Explores methods and styles of journalistic reporting in broadcast environments, including fundamentals of gathering information and of investigating, writing, and reporting stories. Offered fall semester.</p>	3 hours
CAM 243	<p>Broadcast Basics & Audio Production</p> <p>Introduces students to broadcast licensing, allocation of electromagnetic spectrum, scriptwriting, audio production, and the basics of video production and camera work. Prepares students for more advanced broadcast production work. Offered fall semester, even years.</p>	3 hours
CAM 253	<p>Public Relations Writing</p> <p>Emphasizes various audiences and stakeholders. Focuses on creating strong public relations message points. Topics will include writing quality press releases, public service announcements, newsletters, media kits, talking points for interviews, and writing for public relations presentations and campaigns. Offered spring semester, odd years.</p>	3 hours
CAM 291	<p>Special Topics</p> <p>Select topics within the communication field. Prerequisite: Consent of instructor.</p>	1-3 hours
CAM 313	<p>Creative Writing (same as ENG 313)</p> <p>Explores the writer's role in the creative process. Students will</p>	3 hours

develop individual techniques for creativity in writing fiction, poetry, and drama. Prerequisite: ENG 104 and ENG 106 or consent of instructor. Offered fall semester, even years.

CAM 323	Media Literacy Examines the mass media as it reflects and influences the attitudes, values, behaviors, and stereotypes of a given culture. Analyzes media messages by considering the keys (process, context, framework, and production values) to interpreting media messages. Prerequisite: CAM 103. Offered spring semester, odd years.	3 hours
CAM 333	Media Relations & Social Media Focuses on the relationship between a public relations professional and the media. Provides instruction on how to handle an interview, how to get stories covered, and other topics. Also addresses the increasing use of social media in public relations. Offered fall semester, even years.	3 hours
CAM 373	Video Production Provides advanced training in writing, directing, shooting, and editing video projects. Includes a survey of television industry news and programming production, content and license allocation regulation, and detailed instruction and assignments involving video camera work. Culminates in long-form individual and team production of commercial and promotional projects, long-form videos, and original group video production. Prerequisite: CAM 243, or consent of instructor. Offered spring semester, odd years.	3 hours
CAM 381	Communication/Public Relations Supervised Internship Provides practical experience within the communication field. Students will spend a minimum of 48 hours in their chosen field, working and training under the supervision of a professional in the field. Prerequisites: A major or minor in media communication or public relations; CAM 103; CAS 101; and consent of instructor. Offered fall and spring semesters.	1-3 hours
CAM 391	Advanced Topics Select topics within the communication field.	1-3 hours
CAM 401	Senior Capstone Project Requires majors to plan, prepare, organize, produce, and present a creative or written portfolio-style project demonstrating proficiency, thorough knowledge, and performance skills in their chosen track. Topics may vary by track and area of interest, but must be approved in advance by the Communication Studies Department. Prerequisite: Senior status. Offered fall semester.	1 hour
CAM 413	Public Relations in a Non-Profit Arena Provides advanced strategies to event planning and fundraising. Also covers issues related to managing public relations for non-profit	3 hours

organizations. Offered spring semester, even years.

CAM 433	Media Law & Ethics I Explores legal and ethical issues related to historical and contemporary media outlets, including self-governing rules of conduct for the communications industry. Covers issues involved in copyright, libel/slander, decency, and freedom of press and speech, among other areas. Provides training in management practices. Prerequisites: CAM 103 and junior or senior standing. Offered fall semester.	3 hours
CAM 453	Public Relations: Strategies and Tactics Introduces students to approaches and strategies in public relations. Students learn about career paths in public relations and conduct an intensive PR campaign. Prerequisite: Junior or senior standing. Offered fall semester.	3 hours
CAM 463	Media Law & Ethics II Provides further description and analysis of media law, ethical case studies, and self-governing rules of conduct in media communication professions. Basics of media communication First Amendment provisions are applied. Students will study and apply legal and ethical issues related to media communication law. Ethical decisions will be discussed using case studies and student/professor-directed projects and presentations. Prerequisites: CAM 103, and junior or senior standing. Offered spring semester.	3 hours
CAM 473	Public Relations: Case Studies & Research Explores methods for measuring successful public relations campaigns. Students learn how to research and apply findings to specific public relations cases and situations. Students will write a research-based plan for a company or public official in crisis. Prerequisites: Junior or senior standing. Offered spring semester, even years.	3 hours
CAM 481	Advanced Video Production Provides video production experience with both on and off campus projects. Lab fee. Prerequisites: CAM 373, junior or senior media communication or public relations major, and consent of instructor. Offered fall and spring semesters.	1-2 hours
CAM 491	Advanced Topics Select topics within the communication field. Prerequisite: Consent of instructor.	1-3 hours

COMMUNICATION STUDIES

CAS 101	Introduction to Speech Communication Introduces and applies communication theories to speech and practical communication experiences ranging from interpersonal	3 hours
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communication and small group process to preparation and delivery of platform speeches. Offered fall and spring semesters.

CAS 291	Special Topics Select topics within the communication field. Prerequisite: Consent of instructor.	1-3 hours
CAS 303	Communication Theory Provides a detailed overview and investigation of human communication theories; includes history, models, and application of theories. Offered spring semester, odd years.	3 hours
CAS 313	Organizational Communication (same as BMN 333 and BUS 313) Focuses on the role of communication in creating a productive organizational environment. Presents principles of communication by focusing on intrapersonal effectiveness, interpersonal skills, and presentation skills with emphasis on written, oral, and employment communication. Prerequisites: CAS 101. Offered fall semester.	3 hours
CAS 363	Voice & Diction Provides instruction in on-air media performance techniques as well as vocal mechanics; emphasizes vocal quality, diction, breathing, and interpretation. Prerequisite: CAS 101. Offered spring semester, even years.	3 hours
CAS 381	Communication Practicum Provides opportunities for practical experience within the student's chosen communication field. Involves a minimum of 48 hours of supervised work and training under a professional in the field. Prerequisites: A major or minor in media communication and consent of instructor. Offered by arrangement.	1-3 hours
CAS 391	Advanced Topics Select advanced topics within the communication field. Prerequisites: Junior standing and consent of instructor.	1-3 hours
CAS 423	Rhetorical Theory Examines the history and theory of rhetoric from the classical to modern eras, applying standards for effective communication with an emphasis on persuasion. Provides an introduction to the radio and television broadcast industry and to the newest media technology. Credit: 3 semester hours. Offered fall semester, odd years.	3 hours
CAS 491	Advanced Topics Select advanced topics within the communication field. Prerequisites: Senior standing and consent of instructor.	1-3 hours

CHRISTIAN EDUCATION

CED 123	Christian Education and Spiritual Formation (same as CMN 133) Provides an introduction to Christian education with particular emphasis on the moral and faith development of preschoolers, children, youth, and adults for the purpose of spiritual growth and formation. Offered fall semester.	3 hours
CED 291	Special Topics Courses to meet special needs of students. Prerequisite: CED 123 or consent of instructor.	1-3 hours
CED 303	Foundations of Christian Education Examines from an evangelical perspective the foundational elements which have influenced Christian education throughout history with their implications for developing one's own personal philosophy of Christian education. Prerequisite: CED 123; sophomore standing or higher. Offered spring semester, odd years.	3 hours
CED 313	Church Administration & Leadership Presents a brief review of the nature, mission, and organization of the local church, followed by an in-depth look at the principles of leadership, Christian interpersonal dynamics, and organizational management. Practical problems are considered throughout. Prerequisites: CED 123, CMS 103; and junior standing. Offered fall semester, odd years.	3 hours
CED 383	Teaching the Bible (same as CMN 383) Prepares students to teach the Bible effectively. Attention is given to appropriate preparation in keeping with Bible study principles and learner needs. Cognitive, affective, and behavioral taxonomies are addressed, along with the writing of goals and objectives related to learning levels and Bible passages. Students develop a lesson plan and practice teach based upon the principles learned in this course. Prerequisites: CED 123 and BIB 143; sophomore standing or higher. Offered spring semester, even years.	3 hours
CED 391	Advanced Topics Courses to meet special needs of students. Prerequisite: CED 123 or consent of instructor.	1-3 hours
CED 491	Advanced Topics In-depth studies with an emphasis on research and creative problem-solving. Prerequisites: CED 123 and junior standing or consent of instructor.	1-3 hours

CHEMISTRY

CHM 104	Foundations of Chemistry Introduces the basic ideas and methods of chemistry, including	4 hours
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nomenclature, chemical bonding, stoichiometry, solution and gas law problems, and a brief introduction to organic chemistry. The course consists of three hours of lecture and one three-hour laboratory period each week. Algebra skills are required. Lab fee. Offered fall semester.

CHM 113 Chemistry in Everyday Life 3 hours

Examines chemical topics that affect everyday life. Topics may include electronics such as a cell phone, the air we breathe, the water we drink, the food we eat, medicines we take, the clothes we wear, and other topics the class may be interested in or that may show up as important stories in the news. Prerequisite: MTH 123 or consent of instructor. Offered spring and fall semesters, odd years.

CHANGED
See Catalog Addendum

CHM 135 College Chemistry I 5 hours

Presents the basic laws and theories of chemistry with considerable emphasis on electronic structure and the periodic relationships of elements. Designed for students who plan to do further work in chemistry. The course consists of four lectures and one three-hour laboratory period each week. A one-hour workshop period each week may be required by the instructor. Lab fee. Prerequisite: high school chemistry or CHM 104 or consent of instructor; prerequisite or corequisite: MTH 143. Offered fall semester.

CHANGED
See Catalog Addendum

CHM 145 College Chemistry II 5 hours

Focuses on solutions, chemical kinetics, chemical equilibrium, thermodynamics, and electrochemistry. Laboratory work includes an introduction to semimicro methods of qualitative analysis and the study of some equilibrium systems. The course consists of four lectures and one three-hour laboratory period each week. A one-hour workshop period each week may be required by the instructor. Lab fee. Prerequisite: CHM 135. Credit, 5 semester hours; 4 semester hours for lecture portion only. Offered spring semester.

CHM 191 Special Topics 1-3 hours

Select topics to meet special needs.

CHM 291 Special Topics 1-3 hours

Select topics to meet special needs.

CHM 335 Organic Chemistry I 5 hours

Examines the theory and mechanisms of the basic reactions of organic compounds and their derivatives. Emphasizes alkyl halides, alkanes, alkenes, stereochemistry, alicyclics, alkynes, and dienes. Four lectures and one three-hour laboratory period each week. Lab fee. Prerequisite: At least a C in CHM 135 or CHM 145. Offered fall semester.

CHM 345 Organic Chemistry II 5 hours

Continuation of CHM 335. Emphasizes aromatic compounds, interpretive spectroscopy, alcohols, carboxylic acids and their derivatives, aldehydes, ketones, amines, and ethers. Four lectures and

one three-hour laboratory period each week. Lab fee. Prerequisite: CHM 335. Offered spring semester.

CHM 391	Advanced Topics Select topics to meet special needs.	1-3 hours
CHM 423	Biochemistry Studies the occurrence, structure, function, and metabolism of biologically important molecules. Topics covered include bioenergetics, enzyme function and regulation, and metabolic pathways. Prerequisite: CHM 345. Offered spring semester, even years.	3 hours

CHRISTIANITY -- Adult Degree Completion Program

CHR 303	The Bible and Christian Worldview in Pluralistic America Surveys major themes, events, and plots in the Bible that are significant for constructing a Biblical worldview. Relevant findings will be applied to issues concerning the place of a Christian worldview in the contemporary, pluralistic culture of the United States. Gives particular attention to the viability of a Christian worldview in the workplace in the United States.	3 hours
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COMPUTER INFORMATION SYSTEMS

CIS 103	Introduction to Computers Provides an overview of the computer industry, history, and terminology, with an emphasis on the major areas of hardware, software, programming, databases, web development, and networking, in accordance with IT professional standards. Offered fall semester.	3 hours
CIS 123	Web Design Emphasizes website architecture, design, development, and documentation. Uses current standards for HTML, CSS, client-side scripting, and current libraries and frameworks to develop sites. Preferred Controlled Elective: BIS 201. Prerequisite: CIS 103, or consent of instructor. Offered spring semester	3 hours
CIS 203	Programming Fundamentals (same as BIS 203) Emphasizes program coding along with basic algorithms and data structures. Prerequisite: CIS 103 or consent of instructor. Offered spring semester.	3 hours
CIS 283	PC Hardware Focuses on hands-on assembly and troubleshooting of computers, aligning with industry hardware standards. Prerequisite: CIS 103 or consent of instructor. Offered fall semester.	3 hours

CIS 291	Special Topics A course to meet special needs of students. Prerequisite: Consent of instructor. Offered as needed.	1-3 hours
CIS 303	Program Design Examines systems design, concepts, and techniques for the development of computer programs. Prerequisite: CIS 203 or consent of instructor. Offered fall semester.	3 hours
CIS 313	Database Management Provides instruction in database design techniques: data models, database structures, structured query language (SQL), and basic server-side scripting (PHP). Preferred Controlled Elective: BIS 272 or BIS 281. Prerequisites: CIS 203 or consent of instructor. Offered fall semester.	3 hours
CIS 316	Visual Basic Applies visual basic to the development of computer applications; emphasizes designing and managing graphical-user interfaces, procedures, file management, debugging, and testing. Prerequisite: CIS 303 or consent of instructor. Offered as needed.	3 hours
CIS 326	Programming in C++ Applies the C programming language to programming problems; focuses on its I-O functions, array handling, pointers, and structure data types. Prerequisite: CIS 303 or consent of instructor. Offered as needed.	3 hours
CIS 333	Web Development Integrates skills learned in previous courses and presents dynamic web programming using server-side programming techniques such as PHP and ASP. Focuses on the integration of databases into a web site. Prerequisites: CIS 123, 203, 313, or consent of instructor. Offered spring semester, odd years.	3 hours
CIS 341	Technology Project Encourages CIS students, freshman to senior standing, to use a team approach to provide solutions for a current technology issue. Prerequisite: consent of instructor. Offered upon CIS faculty recommendation as needed.	1-3 hours
CIS 353	Operating Systems Presents concepts and design of operating systems with the appropriate commands, utilities, and system calls to manipulate those operating systems. Prerequisite: CIS 283 or consent of instructor. Offered fall semester.	3 hours
CIS 366	Java Applies the Java programming language to programming problems. Prerequisite: CIS 303 or consent of instructor. Offered as needed.	3 hours

CIS 373	Networking Introduces foundational concepts for local area and wide area networks, aligning with CISCO industry standards. Prerequisite: CIS 283 or consent of instructor. Offered spring semester.	3 hours
CIS 376	Computer Security and Forensics (same as CRJ 376) Introduces information assurance and security topics, including foundational concepts in security, principles of secure design, defensive programming, threats and attacks, network security, cryptography, platform security, security policy and governance, and digital forensics. Prerequisite: CIS 283 or consent of instructor. Offered fall semester, even years.	3 hours
CIS 383	Internship I Involves 120 hours of work in a computer-related job (paid or unpaid). Priority is given to job placements within the HLGU Office of Computer Services. Prerequisite: Junior standing. Offered as needed.	3 hours
CIS 391	Advanced Topics A course to meet special needs of students. Prerequisite: Consent of instructor. Offered as needed.	1-3 hours
CIS 403	Database Administration Examines the database administrator's responsibilities: monitoring and tuning of the database and its reliability and security in a client/server environment. Prerequisite: CIS 313 or consent of instructor. Offered spring semester, even years.	3 hours
CIS 413	Computer Architecture Introduces the functional organization, sequential operation, machine-instruction architectures, and assembly language of the digital computer. Examines the internal computer operations performed during program executions. Prerequisite: CIS 353 or consent of instructor. Offered fall semester, odd years.	3 hours
CIS 451	Senior Project Provides students with an opportunity to propose and design a solution to a technology problem or project. Students are required to submit a 40-, 80-, or 120-work-hour project (1-3 credits) to be approved by CIS faculty prior to admission into the course. Upon completion of the project, each student will present a formal summary to a panel of knowledgeable persons. Prerequisite: CIS 383. Offered as needed.	1-3 hours
CIS 473	Advanced Network Administration An in-depth continuation of CIS 373, aligning with Cisco industry standards. Prerequisite: CIS 373 or consent of instructor. Offered fall semester.	3 hours
CIS 483	Internship II Involves 120 hours of work in a computer-related job (paid or	3 hours

unpaid). Priority is given to job placements external to the HLGU campus. Prerequisite: Junior standing. Offered as needed.

CIS 489	Information Technology Seminar Serves as a capstone course that focuses on relevant current topics and provides further study of technology management. Prerequisite: Senior standing. Offered spring semester.	3 hours
CIS 491	Advanced Topics A course to meet special needs of students. Prerequisite: Consent of instructor. Offered as needed.	1-3 hours

CHRISTIAN MINISTRY - Adult Degree Completion Program

CMN 103	Philosophy of Ministry (same as CMS 103) Examines what a divine call means; focuses on qualities, traits, and abilities essential in a Christ-like ministry with attention to attitudes and relationships. Designed to help students discover their call, professional position, function, interests, and spiritual gifts.	3 hours
CMN 113	Old Testament Survey (same as BIB 113) Presents an overview of the entire Old Testament using a canonical approach. Provides background concerning the history, chronology, and major ideas of the Old Testament. A foundation is laid for further, more detailed Old Testament study.	3 hours
CMN 123	New Testament Survey (same as BIB 123) Presents an overview of the literature of the New Testament; includes a study of the New Testament's historical and cultural context.	3 hours
CMN 133	Christian Education and Spiritual Formation (same as CED 123) Provides an introduction to Christian education with particular emphasis on the moral and faith development of preschoolers, children, youth, and adults for the purpose of spiritual growth and formation.	3 hours
CMN 143	Biblical Interpretation (same as BIB 143) Introduces students to the history, methods, tools, and principles of Biblical interpretation; gives particular attention to the structure and characteristics of Scripture. Emphasizes the inductive approach to Bible study.	3 hours
CMN 303	Introduction to Evangelism & Missions (same as CMS 303) Provides a general introduction to Christian evangelism and missions that includes a study of the theology, New Testament practice, history, and contemporary engagement of both.	3 hours
CMN 323	Church Administration & Leadership Presents a brief review of the nature, mission, and organization of the local church, followed by an in-depth look at the principles of	3 hours

leadership, Christian interpersonal dynamics, and organizational management. Practical problems are considered throughout.

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| CMN 343 | <p>History of Christianity (same as THE 343)
 Surveys the history of Christianity from the time of Christ to the present. Attention is given to Christianity's social, institutional, and theological developments.</p> | 3 hours |
| CMN 353 | <p>Introduction to Preaching (same as CMS 383)
 Explores the Biblical and historical roots of Christian preaching, the relevance and status of preaching in contemporary society, and the construction and delivery of sermons utilizing the expository approach.</p> | 3 hours |
| CMN 373 | <p>Christian Doctrine (same as THE 373)
 Presents a systematic study of the classical categories of Christian theology, employing the tools of Biblical theology, historical theology, systematic theology, and an inductive approach to Biblical interpretation.</p> | 3 hours |
| CMN 383 | <p>Teaching the Bible (same as CED 383)
 Prepares students to teach the Bible effectively. Attention is given to appropriate preparation in keeping with Bible study principles and learner needs. Cognitive, affective, and behavioral taxonomies are addressed, along with the writing of goals and objectives related to learning levels and Bible passages. Students develop a lesson plan and practice teach based upon the principles learned in this course.</p> | 3 hours |
| CMN 403 | <p>Research & Writing for Christian Ministry
 This course is a study of academic writing in a Christian context with emphasis on the writing process, patterns of exposition, and research. Includes focused review of sentence structure, grammar, diction, and mechanics.</p> | 3 hours |
| CMN 443 | <p>Senior Colloquium
 Provides an integrative application of the educational experience of Christian Studies Division majors to contemporary, ministry-related issues.</p> | 3 hours |
| CMN 453 | <p>Supervised Ministry: Foundations
 Prepares students for the internship experience. Includes an overview and examination of the history and philosophy of theological field education. Students will be assigned to an approved supervisor for observation and shadowing; together they will formulate objectives and goals for the fieldwork experience in CMN 463.</p> | 3 hours |
| CMN 463 | <p>Supervised Ministry: Field Experience
 Focuses on fulfilling the fieldwork assignments prepared in CMS 453. Students perform guided ministry activities under their assigned supervisors. Includes periodic progress reports and evaluations.</p> | 3 hours |

CHRISTIAN MINISTRY

CMS 103	Philosophy of Ministry (same as CMN 103) Examines what a divine call means; focuses on qualities, traits, and abilities essential in a Christ-like ministry with attention to attitudes and relationships. Designed to help students discover their call, professional position, function, interests, and spiritual gifts. Required for all students receiving the CMV Scholarship. Offered fall semester.	3 hours
CMS 291	Special Topics Courses to meet special needs of students. Prerequisite: Consent of instructor.	1-3 hours
CMS 303	Introduction to Evangelism & Missions (same as CMN 303) Provides a general introduction to Christian evangelism and missions that includes a study of the theology, New Testament practice, history, and contemporary engagement of both. Prerequisite: CMS 103 or consent of instructor. Offered fall semester, even years.	3 hours
CMS 383	Introduction to Preaching (same as CMN 353) Explores the Biblical and historical roots of Christian preaching, the relevance and status of preaching in contemporary society, and the construction and delivery of sermons utilizing the expository approach. Prerequisites: BIB 143 plus three hours of BIB and junior or senior standing, or consent of instructor. Offered fall semester.	3 hours
CMS 391	Advanced Topics Courses to meet special needs of students. Prerequisite: Consent of instructor.	1-3 hours
CMS 423	Christian Counseling Presents principles and techniques of counseling, gives attention to specific counseling situations often encountered by the church staff member. Prerequisite: PSY 113. Offered spring semester, even years.	3 hours
CMS 442	Senior Colloquium Provides an integrative application of the educational experience of Christian Studies Division majors to contemporary ministry-related issues. Prerequisite: Senior standing. Offered spring semester.	2 hours
CMS 452	Supervised Ministry: Foundations Prepares students for the internship experience. Includes an overview and examination of the history and philosophy of theological field education. Students will be assigned to an approved supervisor for observation and shadowing; together they will formulate objectives and goals for the fieldwork experience in CMS 462. Prerequisites: Senior status. Offered fall semester.	2 hours
CMS 462	Supervised Ministry: Field Experience Focuses on fulfilling the fieldwork assignments prepared in CMS 452.	2 hours

Students perform guided ministry activities under their assigned supervisors. Includes periodic progress reports and evaluations. Prerequisite: CMS 452. Offered spring semester.

CMS 491 **Advanced Topics **1-3 hours****
 In-depth studies to meet special needs of students. Prerequisite: Junior standing or consent of instructor.

CRIMINAL JUSTICE

CRJ 113 **Introduction to Criminal Justice System **3 hours****
 Introduces the American criminal justice system; includes the concept of law as an instrument of social control. Overview of the history, present structure, and functions of the police, prosecution, courts, correctional institutions, probation, and parole systems and how they relate to each other. Offered fall semester.

CRJ 203 **Scientific Criminal Investigation (same as ADJ 203) **3 hours****
 Gives particular attention to the techniques of crime-scene investigation, including information gathering, interrogation, and instrumentation in solutions and in preparation of criminal cases for trial. Offered spring semester.

CRJ 253 **Police Operations and Tactics **3 hours****
 Analyzes current police tactics associated with law enforcement, crime prevention, and criminal investigation at the preliminary level. Presents procedures for handling situations ranging from misdemeanors to felonies. Offered fall semester.

CRJ 291 **Special Topics **1-3 hours****
 Courses offered to meet special needs of students. Offered as needed.

CRJ 303 **Criminal Law and Procedures (same as ADJ 303) **3 hours****
 Examines criminal law as it relates to specific property crimes and crimes against persons. Gives particular attention to the elements of each offense and to the procedures essential for successful prosecution. Offered spring semester.

CRJ 313 **Criminology (same as ADJ 313) **3 hours****
 Analyzes crime and delinquency in a changing society with special emphasis on sociological factors contributing to the problem. Gives attention to the control, prevention, and treatment of aspects of law-violating behavior. Offered spring semester.

CRJ 323 **Juvenile Delinquency (same as ADJ 323) **3 hours****
 Investigates the nature and extent of delinquency; competing models and theories; and evaluation of prevention, control, treatment, and research programs. Offered fall semester.

CRJ 326	Ethical Decision-Making for the CJ Professional (same as ADJ 326) Focuses on ethical decision-making by criminal justice practitioners. Distinctions are made between Christian and non-Christian perspectives. Offered spring semester.	3 hours
CRJ 333	Criminal Courts, Probation & Parole (same as ADJ 333) Investigates procedures of state and federal courts in the administration of community corrections. Includes an assessment of the development, administration and organization of probation and parole in the United States. Other types of community based alternatives to incarceration will be considered and discussed. Introduces evaluation of the effectiveness of existing programs, issues in the supervision of clients, maintaining relations with the public and other criminal justice agencies. Offered fall semester, odd years.	3 hours
CRJ 336	Policing in America (same as ADJ 336) Explores the history and evolution of police organization and practice in the United States. Offered spring semester.	3 hours
CRJ 346	Corrections Explores the formation, operation, and management of correctional facilities, with particular attention given to the life of both convicted offenders and prison staff. Offered spring semester.	3 hours
CRJ 354	Criminal Justice Supervision and Management (same as ADJ 354) Focuses on developing administrative practices that incorporate human resource development theories. Examines theories of motivation and leadership. Offered fall semester.	3 hours
CRJ 356	Crisis Intervention (same as ADJ 356, and SCS 356) Examines the nature of crises in personal, group, and community settings, particularly as it relates to the first responder. Includes information about the physical, emotional, and behavioral effects of the response to crisis; tactical considerations in responding to and in managing the crisis; and patterns of after-care for victims and communities. Offered spring semester.	3 hours
CRJ 376	Computer Security and Forensics (same as CIS 376) Introduces information assurance and security topics, including foundational concepts in security, principles of secure design, defensive programming, threats and attacks, network security, cryptography, platform security, security policy and governance, and digital forensics. Lab fee. Offered fall semester, even years.	3 hours
CRJ 388	Civil Liability Focuses on principles of state and federal laws pertaining to the liability of agencies and individuals in practice of emergency and social services. Offered fall semester, even years.	3 hours

CRJ 389	Criminal Justice Internship I Provides supervised field experience through placement in area agencies and institutions connected with law enforcement, courts, and/or corrections. Prerequisites: 15 hours of coursework in criminal justice. Offered fall and spring semesters.	3 hours
CRJ 391	Advanced Topics Courses offered to meet special needs of students. Offered as needed.	1-3 hours
CRJ 416	Constitutional Law (same as ADJ 416) Examines the core aspects of the first, fourth, fifth, sixth, and eighth Amendments to the U.S. Constitution and their application to the criminal justice system. Offered fall semester.	3 hours
CRJ 426	Domestic Terrorism and Homeland Security Focuses on domestic terrorism. Includes an examination of law enforcement techniques and strategies for dealing with various hate groups, as well as the impact of these groups on the U.S. criminal justice system, national security, and quality of life. Offered fall semester.	3 hours
CRJ 436	Family Violence (same as SCS 436) Analyzes family, legal, and intervention dynamics related to domestic assault, child abuse, and elder abuse. Presents methods of recognizing victims of violence, abuse, neglect, exploitation, sexual exploitation, and sexual assault. Focuses on intervention strategies. Offered fall semester.	3 hours
CRJ 443	The United States Constitution and the American Inmate Examines what the U.S. Supreme Court has to say in respect to the inmate's constitutional rights. Offered as needed.	3 hours
CRJ 446	International Terrorism and Homeland Security Focuses on international terrorism. Includes an examination of the history, culture, motivations, goals, and threats of terrorism originating outside the United States, as well as terrorism's impact on the U.S. and other nations. Offered spring semester.	3 hours
CRJ 489	Criminal Justice Internship II Provides additional supervised field experience through placement in area agencies and institutions connected with law enforcement, courts, and/or corrections. Prerequisites: CRJ 389 and 15 hours of coursework in criminal justice. Offered fall and spring semesters.	3 hours
CRJ 491	Advanced Topics Courses offered to meet special needs of students. Offered as needed.	1-3 hours

EARLY CHILDHOOD EDUCATION

ECE 201	Infant/Toddler Practicum Provides candidates with practical experience (40 clock hours) in working with infants/toddlers under qualified supervision. Professional fee. Corequisite with EDU 203. Offered fall and spring semesters.	1 hour
ECE 243	Organization and Administration of Early Childhood Programs Examines the organization and management of a child-care facility, including licensing procedures, health, safety, and nutrition with emphasis on the roles and responsibilities of the director. Offered spring semester, odd years.	3 hours
ECE 253	Health, Nutrition, and Safety Examines young children's needs in the areas of health, nutrition, and safety. Includes information about programs and strategies used to meet those needs in early childhood settings. Offered spring semester, even years.	3 hours
ECE 321	PreK/Kindergarten Practicum Provides candidates with practical experience (40 clock hours) in working in prekindergarten/kindergarten under qualified supervision. Professional fee. Prerequisite: Admission to the Teacher Education Program. Offered fall and spring semesters.	1 hour
ECE 352	Curriculum Methods and Materials in ECE Focuses on early childhood educational philosophies and on the development and use of curriculum methods and materials for young children. Prerequisites: EDU 203 and admission to the Teacher Education Program. Offered fall semester.	3 hours

ECONOMICS

ECO 213	Macroeconomics Introduces students to macroeconomics; emphasizes national income accounting, national income determination, and money and banking economic growth. Offered fall semester.	3 hours
ECO 223	Microeconomics Introduces students to microeconomics; emphasizes price determination, distribution of income, and international economics. Prerequisite: ECO 213 recommended, but not required. Offered spring semester.	3 hours
ECO 291	Special Topics Courses offered to meet special needs of students.	1-3 hours

ECO 343	Money and Banking (same as FIN 343) Presents the history and present characteristics of money and banking. Examines financial institutions, central banking, macroeconomic theory, monetary and fiscal policies, and international trade and finance. Prerequisites: ECO 213, 223. Offered upon sufficient demand.	3 hours
ECO 363	International Trade and Finance (same as FIN 363) Examines the economic relationships among nations and the implications of such relationships for domestic economic activity and policies. Covers international trade theories, balance of payments, protectionism, foreign exchange, and the role of international institutions and international arrangements, such as the International Monetary Fund, economic unions, and cartels. Prerequisite: ECO 343. Offered upon sufficient demand.	3 hours
ECO 391	Advanced Topics Courses offered to meet special needs of students.	1-3 hours
ECO 413	Internship Provides opportunities for supervised experience in economics. Prerequisites: consent of instructor. Offered as needed.	3 hours
ECO 491	Advanced Topics Courses offered to meet special needs of students. Prerequisites: ECO 213, 223.	1-3 hours

EDUCATION

EDU 100	Field Experience I Provides field experience (20 clock hours) for candidates desiring early childhood, elementary, or secondary certification. All candidates must pay for a current fingerprint and background check completed by an approved entity. Results must be on file in the Education Department Office before observation hours can begin. Professional fee. Must be taken concurrently with EDU 223. Offered fall and spring semesters.	0.5 hour
EDU 200	Field Experience II Provides field experience (20 clock hours) for candidates desiring early childhood, elementary, or secondary certification. All candidates must pay for a current fingerprint and background check completed by an approved entity. Results must be on file in the Education Department Office before observation hours can begin. Professional fee. Must be taken concurrently with EDU 203. Offered fall and spring semesters.	0.5 hour
EDU 203	Curriculum and Instruction Surveys the historical and philosophical foundations of education. Includes an exploration of the teaching process, state and national standards, utilization of technology, development of learning objectives, and alignment of lesson plans and assessments. Studies	3 hours

current education issues and trends, including differentiated learning, to help pre-service educators design effective strategies for working with all students. Corequisite: EDU 100/200 or ECE 201 or consent of instructor. Offered fall and spring semesters.

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| EDU 213 | <p>Literacy for Diverse Learners
 Surveys areas of diversity including cultural, ethnic, socio-economic status, and intellectual levels. Focuses on instructional literacy strategies that meet the academic and functional needs of diverse learners including struggling readers and English-language learners. Gives teacher candidates the skills to use literacy-based instruction in classrooms with a broad range of student abilities. Includes strategies for teaching students with reading deficits, and introduces theories of first- and second-language acquisition. Offered fall and spring semesters.</p> | 3 hours |
| EDU 223 | <p>Psychology of Learning (same as PSY 223)
 Focuses on the learning process and related ideas, such as development, student diversity, cognition, critical thinking, problem solving, effective learning environments, and motivation. Emphasis is placed on teaching and learning theories. Corequisite: EDU 100/200 Field Experience I or consent of instructor. Offered fall and spring semesters.</p> | 3 hours |
| EDU 243 | <p>Middle School Philosophy & Organization
 Focuses on the rationale for the educational philosophy associated with mid-level schools supporting students in grades 5-9. The course examines basic principles and organizational structures which support the developmental needs of emerging adolescents. Teacher candidates explore interdisciplinary teaming, flexible scheduling, exploratory and advisory programs, and other aspects of the middle school experience. Offered fall semester, even years.</p> | 3 hours |
| EDU 273 | <p>Psychology and Education of the Exceptional Child (same as PSY 273)
 Studies the physical, social, mental, and emotional characteristics of the exceptional child from birth through high school. Includes an overview of identification measures, differentiated instructional strategies, and legal and ethical considerations. Offered fall and spring semesters.</p> | 3 hours |
| EDU 300 | <p>Field Experience III
 Provides field experience (20 clock hours) for candidates desiring K-12 certification in art, music, or physical education. Must be taken concurrently with elementary content area methods course. All candidates must pay for a current fingerprint and background check completed by an approved entity. Results must be on file in the Education Department Office before observation hours can begin. Professional fee. Prerequisites: EDU 200 and admission to the Teacher Education Program. Offered fall and spring semesters.</p> | 0.5 hour |

EDU 301	<p>Content Area Field Experience</p> <p>Provides field experience (45 clock hours) for candidates desiring content area certification in middle or high school settings. Corequisite: SED 423. All candidates must pay for a current fingerprint and background check completed by an approved entity. Results must be on file in the Education Department Office before observation hours can begin. Professional fee. Prerequisite: admission to the Teacher Education Program. Offered fall semester.</p>	1 hour
EDU 383	<p>Educational Tests and Measurements</p> <p>Provides knowledge of methods of assessing student achievement and performance for candidates desiring early childhood, elementary, or secondary certification. Emphasis is placed on formative and summative assessments, as well as the use of informal to standardized assessments to engage in data-based decision making. Statistical terms and methods are also studied. Prerequisite: Admission to the Teacher Education Program. Offered fall and spring semesters.</p>	3 hours
EDU 400	<p>Field Experience IV</p> <p>Provides field experience (20 clock hours) for candidates desiring K-12 certification in art, music, or physical education. Must be taken concurrently with secondary content area methods course. All candidates must pay for a current fingerprint and background check completed by an approved entity. Results must be on file in the Education Department Office before observation hours can begin. Professional fee. Prerequisites: EDU 200 and admission to the Teacher Education Program. Offered fall and spring semesters.</p>	0.5 hour
EDU 479	<p>Education Professional Semester</p> <p>Provides student teaching under supervision for one semester. Candidates are placed in an appropriate grade-level and subject-area classroom according to their certification track. Sessions on educational topics are required throughout the semester. See TEP Website for enrollment deadlines. All candidates must pay for a current fingerprint and background check completed by an approved entity. Results must be on file in the Education Department Office before student teaching hours can begin. Professional fee. Prerequisites: Admission to the Teacher Education Program, approval of the Teacher Education faculty, completion of all coursework, and senior standing. Offered fall and spring semesters.</p>	12 hours

ELEMENTARY EDUCATION

EED 223	<p>Geography & Economics for the PreK-6 Educator</p> <p>Presents the basic concepts of both geography and economics, as recommended by the National Geography Project and the National Council on Economic Education. Candidates will become familiar with the special relationship between these two disciplines and will</p>	3 hours
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increase their knowledge and skills of geography and economics to support instruction in an early childhood or elementary classroom setting. Offered fall semester.

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| EED 233 | Utilizing Community Resources
Examines community resources available to educators who work in early childhood and elementary educational settings. Candidates learn to develop, monitor, and utilize Professional Learning Networks (PLNs) locally and through the use of the Internet. Offered spring semester. | 3 hours |
| EED 253 | Literature for Children
Studies various genres of literature for children. The selection, evaluation, and use of literature with children is also explained. Offered spring semester. | 3 hours |
| EED 302 | Teaching Science in Elementary School
Examines principles, methods, and materials needed to teach science to early childhood and elementary school children. Includes classroom experiences with children. Prerequisites: EDU 203 and admission to the Teacher Education Program. Offered fall semester at the Hannibal campus. | 3 hours |
| EED 311 | Teaching Language Arts in Elementary School
Focuses on formulating teaching plans, applying varied methods of instruction, and evaluating student learning for early childhood and elementary school children in light of current language arts research. Includes classroom experiences with children. Prerequisite: EDU 203 and admission to the Teacher Education Program. Offered spring semester at the Hannibal campus. | 3 hours |
| EED 312 | Teaching Social Studies in Elementary School
Surveys materials and methods for teaching social studies to early childhood and elementary school children. Includes classroom experiences with children. Prerequisite: EDU 203 and admission to the Teacher Education Program. Offered fall semester at the Hannibal campus. | 3 hours |
| EED 321 | Mathematics Practicum
Provides experience with teaching and assessment of mathematics (30 clock hours) in an early childhood, elementary classroom, or middle school classroom supported by on-site collaboration with school and University personnel. All candidates must pay for a current fingerprint and background check completed by an approved entity. Results must be on file in the Education Department Office before observation hours can begin. Prerequisite: admission to the Teacher Education Program. Corequisite: EED 346. Offered spring semester at the Hannibal campus. | 1 hour |

EED 322	Language Acquisition and Development Focuses on the various factors involved in children's acquisition and development of oral and written language. Prerequisite: EDU 203, and admission to the Teacher Education Program. Offered fall semester.	2 hours
EED 323	Teaching Art in the Elementary School (same as ART 323) Provides lecture and laboratory projects concerning the materials and methods for teaching art to early childhood and elementary school children. Emphasizes teaching art at a child's level of artistic growth. BSE SED Art majors take this course concurrently with one semester of Field Experience. Prerequisite: EDU 203 and admission to the Teacher Education Program. Offered spring semester.	3 hours
EED 331	Integrating Health & Physical Education in Elementary Classrooms Examines the methodology for the integration of health and physical education into the early childhood and elementary school curricula. Age- and grade-appropriate health and physical education methods, materials, activities, and assessment will be introduced through practical applications, which are based on current research. Prerequisite: EDU 203 and admission to the Teacher Education Program. Offered spring semester at the Hannibal campus.	1 hour
EED 333	Teaching Reading in Elementary School Examines methods and materials for reading instruction for emerging and developing readers with emphasis on the reading process, reading strategies, and assessing reading progress. Includes classroom experiences with children. Prerequisite: EDU 203 and admission to the Teacher Education Program. Offered fall semester at the Hannibal campus.	3 hours
EED 341	Integrating Art in Elementary Classrooms Examines the methodology for the integration of art into the early childhood and elementary school curricula. Age- and grade-appropriate art methods, materials, activities, and assessment will be introduced through practical applications, which are based on current research. Prerequisite: EDU 203 and admission to the Teacher Education Program. Offered spring semester at the Hannibal campus.	1 hour
EED 343	Teaching Mathematics in Elementary School I Develops pre-service early childhood and elementary teachers' understanding of the content, processes, pedagogy, and differentiated instruction needed for teaching mathematics to culturally diverse students. Focuses on theories of cognitive development as applied to mathematics and best practices in the process of problem solving, number sense and algebra, geometry, measurement, data, and technology as applied to mathematics. Prerequisites: EDU 203, MTH 183, and admission to the Teacher Education Program. Offered fall semester at the Hannibal campus.	3 hours

- EED 346 Teaching Mathematics in Elementary School II** **3 hours**
Develops pre-service early childhood and elementary teachers' understanding of the content, processes, pedagogy, and differentiated instruction needed for teaching mathematics to culturally diverse students. Emphasizes the need for, and the framework of, a balanced math program. Students develop mathematical units of instruction demonstrating the components of the balanced math philosophy. Prerequisites: EED 343 and admission to the Teacher Education Program. Corequisite: EED 321. Offered spring semester at the Hannibal campus.
- EED 351 Integrating Music in Elementary Classrooms** **1 hour**
Examines the methodology for the integration of music into the early childhood and elementary school curricula. Age- and grade-appropriate music methods, materials, activities, and assessment will be introduced through practical applications, which are based on current research. Prerequisite: EDU 203 and admission to the Teacher Education Program. Offered spring semester at the Hannibal campus.
- EED 353 Teaching Health & Physical Education in Elementary Grades (same as EXS 363)** **3 hours**
Focuses on preparing the pre-service teacher to gain a practical understanding of the purposes, content, methods, and issues related to physical education and activity instruction in Grades K-8. Class members will gain an understanding of the needs of differing students, responding appropriately and with sensitivity to each student's developmental level, learning style, and special student needs while integrating activity into core curriculum. BSE SED Physical Education majors take this course concurrently with one semester of Field Experience. Prerequisite: EDU 203 and admission to the Teacher Education Program. Offered fall semester.
- EED 363 Collaboration with Families** **3 hours**
Examines teachers' collaboration with families of birth through sixth grade students. Pre-service teachers will develop skill in educating, communicating with, and involving parents. Techniques for extending learning at home will also be included. Prerequisite: admission to the Teacher Education Program. Offered spring semester at the Hannibal campus.
- EED 373 Music for Elementary Grades (same as MUS 383)** **3 hours**
Studies the techniques and materials used in teaching music in early childhood and elementary grades. BSE SED Music majors take this course concurrently with one semester of Field Experience. Prerequisite: EDU 203 and admission to the Teacher Education Program. Offered fall semester, odd years.

EED 403	Classroom Management for Early Childhood & Elementary Classrooms Focuses on research-based strategies for establishing an orderly classroom learning environment. Emphasizes discipline concepts for effectively managing student behaviors through preventive, supportive, and corrective strategies in the early childhood and elementary settings. Prerequisite: admission to the Teacher Education Program. Offered fall semester at the Hannibal campus.	3 hours
EED 423	Reading Diagnosis & Correction Presents principles and techniques for diagnosing and prescribing for instructional planning in the area of literacy at the early childhood and elementary levels. Includes classroom experiences with children. Prerequisite: EED 333 and admission to the Teacher Education Program. Corequisite: EED 453. Offered fall semester at the Hannibal campus.	3 hours
EED 453	Literacy Practicum Provides in-depth instructional experience with teaching and assessment of literacy (a minimum of 28 clock hours) in a primary or intermediate classroom setting supported by on-site faculty and/or classroom teacher guidance and supervision. Professional fee. Prerequisite: EED 333 and admission to the Teacher Education Program. Corequisite: EED 423. Offered fall semester at the Hannibal campus.	3 hours

ENGLISH

ENG 013	English Fundamentals Introduces students to standard written English. Focuses on basic sentence structure and paragraph writing, with attention being given to spelling and vocabulary building. Offered fall semester.	3 hours
ENG 104	English Composition I Introduces students to patterns of exposition, academic writing, and library research. Emphasizes the process of writing throughout the course. Prerequisite: English sub-score of 18 or higher on the ACT, 510 or higher on the SAT, or a score of 80% on the English placement exam. Students not meeting this prerequisite must pass ENG 013 with a grade of C or higher. Offered fall and spring semesters.	3 hours
ENG 106	English Composition II Introduces students to argumentation. Focuses on rhetorical strategies of persuasion and use of rhetoric in writing. Includes further practice in research and synthesis of sources. Prerequisite: grade of C or higher in ENG 104. Offered fall and spring semesters.	3 hours
ENG 291	Special Topics A study of topics to meet special needs. Prerequisite: Consent of	1-3 hours

instructor. Offered upon sufficient demand.

ENG 313	Creative Writing (same as CAM 313) Explores the writer's role in the creative process. Students will develop individual techniques for creativity in writing fiction, poetry, and drama. Prerequisite: ENG 104 and 106 or consent of instructor. Offered fall semester, even years.	3 hours
ENG 363	Composition Theory and Practice Introduces students to theories underlying the practice of writing in an academic setting. Designed for Secondary Education majors to enhance understanding of methods of teaching and using writing in the classroom. Prerequisites: ENG 104 and 106 or equivalent composition coursework. Offered fall semester, odd years.	3 hours
ENG 391	Advanced Topics A study of topics to meet special needs. Prerequisite: Consent of instructor. Offered upon sufficient demand.	1-3 hours
ENG 413	Structure of the English Language Introduces students to linguistics, with a focus on American English. Gives attention to syntax (using a transformational grammar approach), phonology, morphology, semantics, language acquisition, and sociological influences on language. Prerequisite: Junior standing or consent of instructor. Offered fall semester, odd years.	3 hours
ENG 423	History of the English Language Studies the development of the English language from its beginning to the present. Prerequisite: Junior standing or consent of instructor. Offered spring semester, even years.	3 hours
ENG 481	Senior Portfolio Assists students in creating both an academic and a professional portfolio that analyze their prior learning and its application to their career and/or further studies. Eight-week course that should be taken in the student's final year of study. Offered fall semester.	1 hour
ENG 491	Advanced Topics A study of topics to meet special needs. Prerequisite: Consent of instructor. Offered upon sufficient demand.	1-3 hours

ENGLISH AS A SECOND LANGUAGE

ESL 011	English Conversation Provides practice in conversation skills including speaking, listening, pronunciation, vocabulary, and American idioms. Offered fall and spring semesters.	3 hours
ESL 012	Reading and Writing Focuses on development of reading comprehension and basic writing	3 hours

skills. Offered fall and spring semesters.

ESL 013	American Culture Introduces international students to US and Missouri culture, history, and government with a focus on preparation for further studies. This offering includes an exam over both the US and Missouri Constitutions. Offered fall and spring semesters.	3 hours
ESL 014	English Grammar An introduction to writing, speaking, and understanding proper English. Focus on basic sentence structure and relevant writing for college and life. Attention will also be given to spelling, diction, vocabulary and figures of speech. Students who earn credit for ESL 014 cannot also earn credit for ENG 013. Offered fall and spring semesters.	3 hours

EXERCISE SCIENCE

EXS 113	Foundations of Physical Education and Exercise Science Surveys the historical and philosophical roles that health, physical education, athletics, and recreation play in education. Examines the professional requirements for entering the field. Offered fall semester.	3 hours
EXS 281	Practicum in Exercise Science Provides shadowing, observation, and/or field experience in exercise science vocations. Offered fall and spring semesters.	1-3 hours
EXS 311	Sociology of Sport & Exercise Considers current topics and issues pertinent to the sociological perspectives of sport, exercise, and physical education in American society. Offered spring semester.	1 hour
EXS 312	Psychology of Sport & Exercise Analyzes aspects of physical education and exercise that pertain to individual mental, psychological, and personality development. Addresses the cognitive, affective, and psychomotor educational domains. Offered spring semester.	2 hours
EXS 313	Personal Training Examines the key concepts, such as program design, resistance training instruction, corrective exercise, body composition analysis, and integrated flexibility training. Prepares students for certification exam in personal training. Offered fall semester.	3 hours
EXS 322	Medical Terminology Medical Terminology allows the student to develop mastery with terminology that is used in allied health occupations. The course is designed as programmed learning and a self-directed approach by body systems. Offered spring semester.	2 hours

EXS 323	Organization & Administration in Exercise Science Examines the organizational and administrative principles involved in the operation of physical education and recreation programs. Discusses procedures, policies, guidelines, program development, budgeting, and accountability. Offered fall semester.	3 hours
EXS 344	Exercise Physiology Studies the physiological responses of the various body systems as they react to the stresses of physical activity. Emphasis is placed on the practical application of theoretical findings from the research literature. Prerequisites: BIO 105 and BIO 314 or consent of instructor. Lab fee. Offered fall semester.	4 hours
EXS 353	Strength & Conditioning Examines advanced concepts in programming and specialized training techniques for top athletic performance. Help students develop the knowledge and skills to work effectively with athletes of all ages. Prepares students for certification in strength and conditioning. Prerequisite: EXS 313 or consent of instructor. Offered spring semester.	3 hours
EXS 354	Care & Prevention of Athletic Injuries Focuses on methods of prevention, recognition, and immediate care of athletic injuries. Addresses information concerning supervision of athletes and the administration of athletic health care facilities. Provides opportunities to perform basic wrapping and strapping techniques for common injuries. Offered fall semester.	4 hours
EXS 363	Teaching Health & Physical Education in the Elementary Grades (same as EED 353) Focuses on preparing the pre-service teacher to gain a practical understanding of the purposes, content, methods, and issues related to physical education and activity instruction in Grades K-8. Class members will gain an understanding of the needs of differing students, responding appropriately and with sensitivity to each student's developmental level, learning style, and special student needs while integrating activity into core curriculum. Offered fall semester.	3 hours
EXS 383	Internship I in Exercise Science Provides opportunities to perform skills under the supervision of trained personnel. Assignment and evaluation will be under the direction of a faculty instructor. Prerequisite: junior or senior status or consent of instructor. Offered fall and spring semesters.	3 hours
EXS 391	Advanced Topics Courses offered to meet special needs of students. Prerequisite: Consent of instructor.	1-3 hours

EXS 403	Adapted Physical Education and Exercise Provides an in-depth study of methods and program modifications to meet the needs of exceptional learners in physical education. Offered fall semester.	3 hours
EXS 413	Tests & Measurements in Exercise Focuses on the selection, construction, administration, and evaluation of measurement instruments used in physical education and related courses. Offered spring semester.	3 hours
EXS 483	Internship II in Exercise Science Provides additional experience in exercise science as an elective continuation of EXS 383. Assignment and evaluation will be under the direction of a faculty instructor. Prerequisite: EXS 383, junior or senior status or consent of instructor. Offered fall and spring semesters.	3 hours
EXS 491	Advanced Topics Courses offered to meet special needs of students. Prerequisite: Consent of instructor.	1-3 hours

FINANCE

FIN 291	Special Topics Courses offered to meet special needs of students.	1-3 hours
FIN 323	Principles of Finance Introduces students to business finance. Emphasizes the time value of money, ratio analysis, capital management, and financial planning. Prerequisite: ACC 263. Offered fall semesters.	3 hours
FIN 343	Money and Banking (same as ECO 343) Presents the history and present characteristics of money and banking. Examines financial institutions, central banking, macroeconomic theory, monetary and fiscal policies, and international trade and finance. Prerequisites: ECO 213, 223. Offered upon sufficient demand.	3 hours
FIN 363	International Trade and Finance (same as ECO 363) Examines the economic relationships among nations and the implications of such relationships for domestic economic activity and policies. Covers international trade theories, balance of payments, protectionism, foreign exchange, and the role of international institutions and international arrangements, such as the International Monetary Fund, economic unions, and cartels. Prerequisite: FIN 343. Offered upon sufficient demand.	3 hours
FIN 391	Advanced Topics Courses offered to meet special needs of students.	1-3 hours

FIN 413	Internship Provides opportunities for supervised experience in finance. Prerequisites: consent of instructor. Offered as needed.	3 hours
FIN 443	Principles of Investments Studies personal and business investments. Focuses on tools for analyzing and making rational investment decisions. Includes the environment of investing, markets, types of securities, information sources, tax effects and risk. Prerequisite: FIN 323. Offered upon sufficient demand.	3 hours
FIN 463	Corporate Finance Explores financial environment, financial analysis and control, working capital management, capital budgeting, and capital structure decisions. Prerequisite: FIN 323. Offered upon sufficient demand.	3 hours
FIN 491	Advanced Topics Courses offered to meet special needs of students. Prerequisites: FIN 323 and junior or senior standing.	1-3 hours

GEOGRAPHY

GEO 103	World Geography Studies the major components of the discipline of geography with particular reference to the major regions of the world. Offered fall semester.	3 hours
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FOUNDATIONS

HLG 010	Chapel Provides weekly opportunities to participate in the spiritual life of the University. Consists of inspirational assemblies that incorporate music, drama, and proclamation in the evangelical Christian tradition. Offered fall and spring semesters.	0 hours
HLG 011	Freshman Seminar Provides instruction in how to have a successful University experience both academically and personally. The course focuses on the development of practical knowledge and skills to assist students. Offered fall and spring semesters.	1 hour
HLG 101	Gatekeepers Involves students in formal programs that benefit the community; a service-learning course. Prerequisite: Consent of instructor. Offered fall and spring semesters.	1 hour
HLG 121	Service Learning Involves students in University or community service experiences that promote student development and learning. May be repeated once for	1 hour

additional credit. Prerequisite: Consent of coordinator. Offered fall, spring, and summer terms.

HLG 131	Leadership Involves students in University or community leadership experiences that promote student development and learning. May be repeated once for additional credit. Prerequisite: Consent of coordinator. Offered fall, spring, and summer terms.	1 hour
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HEALTH

HLT 183	Personal Health and Fitness Studies the fundamental principles and practices in physical fitness, health, and wellness. Offered spring semester.	3 hours
HLT 313	Nutrition Examines the nutritional requirements of healthy living with an Emphasis on sport and fitness nutritional needs for maximum performance. Offered spring semester.	3 hours

HONORS

HON 302	Intellectual Development of the Western World I Primary source readings in the development of western thought from the ancient world through the Renaissance, with an emphasis on discussion of critical issues and presentation of student research. Offered fall semester.	3 hours
HON 303	Intellectual Development of the Western World II Primary source readings in the development of western thought from the Enlightenment to the present, with an emphasis on discussion of critical issues and presentation of student research. Offered spring semester.	3 hours
HON 304	Honors Interdisciplinary Studies: Man in the Universe A study in the development of significant scientific ideas focusing on their historical development. Offered spring semester.	3 hours
HON 305	Honors Studies in Western History In-depth study of a major era of history taught in conjunction with existing history courses. Offered fall and spring semesters.	3 hours
HON 306	Honors Studies in the New/Old Testament Focused study in selected texts from the New/Old Testament taught in conjunction with existing Bible courses. Offered fall and spring semesters.	3 hours
HON 401	Honors Research A senior research paper and presentation in one's major field. Offered fall and spring semesters.	3 hours

HON 463 Honors Studies in Literature **3 hours**
 Focused study in selected pieces of literature taught in conjunction with existing literature courses. Offered fall and spring semesters.

HON 491 Advanced Topics **1-3 hours**
 Select topics to meet special needs.

HISTORY

HST 153 World History I (up to-1600) **3 hours**
 A survey of major world civilizations from the dawn of recorded events to A.D. 1600 with emphasis on the interrelationship of ancient cultures, medieval civilization, and the Renaissance and Reformation era. Offered fall semester.

HST 163 World History II (1600 to present) **3 hours**
 Surveys major developments in world civilization since A.D. 1600 with an emphasis on the age of exploration, colonialism, the Enlightenment, modern ideologies, the great world wars, and interrelated cultural movements. Offered spring semester.

HST 213 United States History I **3 hours**
 Presents a general study of the major diplomatic, political, religious, social, economic, and military trends in American history from the period of European exploration through the Reconstruction Era. Offered fall and spring semesters.

HST 223 United States History II **3 hours**
 Presents a general study of the major diplomatic, political, religious, social, economic, and military trends in American history from the end of the Reconstruction Era to the present. Offered fall and spring semesters.

HST 291 Special Topics **1-3 hours**
 Select topics focusing on one aspect (social, diplomatic, political, etc.) or a particular period of history. Prerequisite: Consent of instructor.

HST 303 Introduction to Research Methods **3 hours**
 Provides instruction in proper methods for doing historical research. Examines the construction of "history" through the analysis of primary and secondary sources. Examines the influence of primary sources and theory on the construction of historical interpretation. Incorporates field trips to introduce students to historical preservation. Offered fall semester.

HST 304 History and Hollywood **3 hours**
 Presents in-depth studies of selected Hollywood films made to portray historical eras, people, and events; analyzes their relationship to the historical facts underlying them. May be applied toward the

General Education requirements. Prerequisite: One of the following: HST 153, 163, 213, or 223. Offered summer terms, and fall and spring semesters as needed.

HST 305	<p>The Middle Ages</p> <p>Studies the growth and development of the cultures and civilizations of Western Europe between A.D. 500 and A.D. 1300 with a special emphasis on the relationship between church, state, and society. Prerequisite: 6 hours of history or consent of instructor. Offered fall semester, odd years.</p>	3 hours
HST 309	<p>The Renaissance</p> <p>Presents an in-depth study of the European intellectual movement, which occurred during the period A.D. 1300-1600. Emphasizes the rebirth of classical culture, including art, literature, and the study of the humanities. Prerequisite: 6 hours of history or consent of instructor. Offered spring semester, even years.</p>	3 hours
HST 310	<p>The Reformation Era</p> <p>Studies the personalities, issues, and events involved with the religious struggles of the 16th and 17th centuries; includes the Protestant and Catholic Reformations and ending with the Peace of Westphalia in 1648. Prerequisite: 6 hours of history or consent of instructor. Offered fall semester, even years.</p>	3 hours
HST 383	<p>Leaders of the Reformation Era</p> <p>Presents an in-depth study of the lives, beliefs, and legacies of Martin Luther and John Calvin, two of the greatest leaders of the Reformation. Prerequisite: 6 hours of history or consent of instructor. Offered spring semester, odd years.</p>	3 hours
HST 391	<p>Advanced Topics</p> <p>Select topics focusing on one area (social, diplomatic, political, etc.) or a particular period of history. Special emphasis on critical analysis of and research in original sources. Prerequisites: 6 hours of history and junior standing.</p>	1-3 hours
HST 413	<p>U.S. Civil War and Reconstruction</p> <p>Traces the political, military, economic, social, and religious events during the period 1840-1877 with special emphasis on the cause of the Civil War and the adjustments of Reconstruction that have affected subsequent American history. Prerequisites: 6 hours of history and junior standing or consent of instructor. Offered spring semester, odd years.</p>	3 hours
HST 443	<p>The History of Slavery</p> <p>Examines the development of slavery in the Atlantic World: the growth of the institution from the Classical Era, its continuation in the Colonial Era, and its survival to the Present. The course examines the roots of the system in Precolonial Africa and its continuation in the</p>	3 hours

Americas. Prerequisite: 6 hours of history or consent of instructor. Offered spring semester, even years.

HST 473	Colonial American History Reviews West European colonization in North America with major attention given to the establishment and development of British America. This course examines British imperialism, the development of slavery, the economic relationship between Colonial America and Europe, and the roots of the American Revolution. Prerequisite: 6 hours of history or consent of instructor. Offered fall semester, even years.	3 hours
HST 483	The Atlantic World (1492-1900) Examines the construction of the Atlantic World after 1492, the interaction between Afro-European and indigenous peoples in the Americas, the creation of colonial societies, and the emancipation of slavery. Explores the impact of European discovery, of the founding of European settlements, of the establishment of a plantation system, and of economic trade within the Atlantic World. Emphasizes the social, economic, environmental, and political consequences. Prerequisite: 6 hours of history or consent of instructor. Offered fall semester, odd years.	3 hours
HST 491	Advanced Topics Select topics focusing on one aspect (social, diplomatic, political, etc.) or a particular period of history. Special emphasis on critical analysis of and research in original sources. Prerequisites: 6 hours of history and junior standing.	1-3 hours
HST 499	Senior Seminar Serves as an intensive research and writing course designed to provide an understanding of the objectives and necessary skills for the historian's craft; prepares students for graduate study. Students produce and present a major research paper in an academic forum, either an undergraduate conference or colloquium. Students are introduced to the field of historiography and will gain practical experience in historical research methods. Prerequisite: History major with senior standing. Offered spring semester.	3 hours

HUMAN SERVICES

HUS 313	Introduction to Social Services Surveys the field of social services with an introduction to social welfare delivery systems. Prerequisites: PSY 113, SOC 113. Offered fall semester, odd years.	3 hours
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INTERCULTURAL MISSIONS

ICM 111	Missions Activity Provides students with practical experience (a minimum of three weeks) on a mission trip under preapproved, qualified supervision. Graded on a pass/fail basis. Offered by arrangement.	1 hour
ICM 291	Special Topics Courses to meet special needs of students. Prerequisite: Consent of instructor.	1-3 hours
ICM 303	Fundamentals of Intercultural Missions Presents a practical approach to the skills, knowledge, and worldview needed in 21 st -century Christian missions. Addresses academic and practical topics, such as historical cross-cultural models, cross-cultural living fundamentals, raising financial support, working with national organizations and personnel, and keys to effective intercultural relationships. Prerequisites: BIB 113 and 123, or BIB 143, with junior standing, or consent of instructor. Offered fall semester, even years.	3 hours
ICM 312	Missions Practicum Provides students with practical experience (a minimum of three weeks) on a mission trip under preapproved, qualified supervision; requires a performance evaluation and documentation of learning experiences. May be taken two times for credit. Offered by arrangement.	2 hours
ICM 333	Intercultural Missions Practicum Provides students with practical experience (a minimum of four weeks) on a mission trip under preapproved, qualified supervision; requires a performance evaluation and documentation of learning experiences. May be taken two times for credit. Offered by arrangement.	3 hours
ICM 373	International Missions Studies the history and operational procedures of various mission boards with emphasis on the International Mission Board of the Southern Baptist Convention. Focuses on criteria for missionaries, places of service, diversity of ministry, and process of assignments. Prerequisite: ICM 303. Offered fall semester, odd years.	3 hours
ICM 391	Advanced Topics Courses to meet special needs of students. Prerequisite: Consent of instructor.	1-3 hours
ICM 491	Advanced Topics In-depth studies to meet special needs of students. Prerequisite: Junior standing or consent of instructor.	1-3 hours

LAW

LAW 213	Introduction to Law School Introduces students to the first-year law school core curriculum through reading, analyzing and discussing cases, statutes, court rules and legislative histories that involve civil procedure, torts (personal injuries), contracts, property law and criminal law. Offered spring semesters, even years.	3 hours
LAW 381	Legal Internship Provides opportunities for supervised experience through placement in area law practice agencies. Prerequisite: Consent of supervisor. Offered as needed.	1-2 hours
LAW 391	Advanced Topics In-depth studies to meet special needs of students. Prerequisite: Consent of instructor.	1-3 hours

LITERATURE

LIT 103	Introduction to Literature Introduces the study of literary genres. Incorporates critical analysis of poetry, short fiction, drama, and the novel. Includes creative and critical writing. Prerequisite: ENG 104. Offered as needed.	3 hours
LIT 133	Introduction to American Literature Presents an overview of American literature; acquaints students with major authors, periods, and/or literary movements. Prerequisite: ENG 104. Offered as needed.	3 hours
LIT 153	Introduction to British Literature Presents an overview of British literature; acquaints students with major authors, periods, and/or literary movements. Prerequisite: ENG 104. Offered as needed.	3 hours
LIT 233	American Literature I Surveys American literature from the Colonial period to the Civil War. Acquaints the student with the American way of life as seen through its literature; shows the progression and development of American writing and the influence of a country's history upon its literature. Prerequisites: ENG 104 and 106 or consent of instructor. Offered fall semester.	3 hours
LIT 243	American Literature II Surveys American literature from the Civil War to World War II. Prerequisites: ENG 104 and 106 or consent of instructor. Offered spring semester.	3 hours

LIT 253	English Life and Literature I Provides a chronological study of English literature from <i>Beowulf</i> through the Renaissance; examines the relationship between the life and the literature of the period in which it was produced. Prerequisites: ENG 104 and 106 or consent of instructor. Offered fall semester.	3 hours
LIT 263	English Life and Literature II Presents a chronological study of English literature from the Restoration through James Joyce. Prerequisites: ENG 104 and 106 or consent of instructor. Offered spring semester.	3 hours
LIT 291	Special Topics A study of topics to meet special needs. Prerequisite: Consent of instructor. Offered upon sufficient demand.	1-3 hours
LIT 302	Young Adult Literature Acquaints the student with a variety of contemporary authors as well as a range of contemporary books written for young adults (ages 12-18). Students read a number of novels dealing with many social, ethical, and ethnic issues, make a series of class presentations, and design a literature unit plan. While the course is designed primarily for Secondary Education majors, other students are welcome. Prerequisites: ENG 104 and 106 and junior standing, or consent of instructor. Offered spring semester.	3 hours
LIT 303	World Classics in Translation Provides an intense study of Greek, Roman, and Norse classics. This course examines the mythology of each of these cultures and the historical context of the literature assigned. Prerequisites: ENG 104 and 106 or consent of instructor. Offered spring semester, odd years.	3 hours
LIT 333	Shakespeare Studies major sonnets and dramas by Shakespeare. Gives attention to the author's life, the intellectual and cultural background of the period, and critical studies of the works. Prerequisites: ENG 104 and 106 or consent of instructor. Offered spring semester, even years.	3 hours
LIT 343	Drama as Literature (same as THR 343) Introduces the study of drama as literature from its classical beginning through its contemporary development. Prerequisites: ENG 104 and 106 or consent of instructor. Offered fall semester, even years.	3 hours
LIT 373	The Writings of C.S. Lewis and J.R.R. Tolkien Provides an intense study of the major works of C.S. Lewis and J.R.R. Tolkien. Focuses on the ways in which the authors' views shape their writing and the development of fantasy literature. Prerequisites: ENG 104 and 106 or consent of instructor. Offered fall semester, even years.	3 hours

LIT 383	The Novels of Jane Austen Provides an intense study of the major works of Jane Austen. Emphasizes gender and class distinctions. Prerequisites: ENG 104 and 106, or consent of instructor. Offered spring semester, odd years.	3 hours
LIT 391	Advanced Topics A study of topics to meet special needs. Prerequisite: Consent of instructor.	1-3 hours
LIT 433	The American Novel Introduces the American novel as a genre, focusing on the unique aspects of the development of the novel within United States culture. Focuses on representative works of nineteenth-century and twentieth-century authors. Prerequisites: ENG 104 and 106 or consent of instructor. Offered as needed.	3 hours
LIT 435	American Drama A study of the drama of the United States from both a historical and literary perspective. Emphasis will be upon the production techniques and theatrical aspects of drama. Prerequisites: ENG 104 and 106, or consent of instructor. Offered as needed.	3 hours
LIT 436	American Short Fiction An introduction to the short story as developed by native writers and the significance of the genre as a cultural phenomenon. Prerequisite: ENG 104 and 106, or consent of instructor. Offered fall semester, odd years.	3 hours
LIT 443	Medieval and Renaissance Literature An intensive study of the courtly tradition upon the literature of the periods covered. Special emphasis is placed upon the Arthurian legend. Prerequisites: ENG 104 and 106, or consent of instructor. Offered spring semester, odd years.	3 hours
LIT 445	Romanticism in English Literature A course designed for close examination of the gothic and historical novel in the late eighteenth-century and early nineteenth-century. Prerequisites: ENG 104 and 106, or consent of instructor. Offered fall semester, odd years.	3 hours
LIT 446	The Victorian Period A critical examination of major works by eminent Victorian poets, novelists, and essayists. Emphasis will include cultural influences upon English life during the reign of Queen Victoria. Prerequisites: ENG 104 and 106, or consent of instructor. Offered spring semester, even years.	3 hours
LIT 491	Advanced Topics Selected topics to meet special needs. Prerequisite: Consent of instructor.	1-3 hours

MANAGEMENT

MAN 243	Principles of Business Management Introduces students to organizational behavior and management principles. Focuses on the processes used to manage effectively with an emphasis on behavioral implications. Examines the functions of planning, organizing, leading, and controlling. Prerequisite: Sophomore standing or consent of instructor. Offered fall and spring semesters.	3 hours
MAN 291	Special Topics Courses offered to meet special needs of students.	1-3 hours
MAN 323	Organizational Behavior Presents concepts and theories of the behavioral sciences as they apply to theory and practice management. Focuses on human behavior in organizational settings; the organization's effect on employee perceptions, feelings, and actions; and the employee's effect on the organization. Emphasizes the attainment of organizational goals through the effective utilization of people. Prerequisite: MAN 243. Offered fall semester.	3 hours
MAN 353	Production/Operations Management Focuses on production and operations management with emphasis on resource planning for manufacturing. Includes an overview of manufacturing principles: quality control, capacity planning, and production standards. Prerequisites: BUS 273, MAN 243. Offered spring semester.	3 hours
MAN 391	Advanced Topics Courses offered to meet special needs of students.	1-3 hours
MAN 411	Internship Provides opportunities for supervised experience in management. Prerequisite: consent of instructor. Offered as needed.	1-3 hours
MAN 433	Human Resources Management Presents the principles used to effectively utilize human resources in organizations. Studies the historical, psychological, legal, and social development of personal management practices. Prerequisite: MAN 243. Offered spring semester.	3 hours
MAN 463	Retail Business Management Deals with planning, organization, purchasing, pricing, advertising, and budget control. Prerequisite: MAN 243. Offered fall semester.	3 hours
MAN 491	Advanced Topics Courses offered to meet special needs of students. Prerequisites: MAN 243 and junior standing.	1-3 hours

MARKETING

MKT 291	Special Topics Courses offered to meet the special needs of students.	1-3 hours
MKT 313	Principles of Marketing Provides an introduction to marketing. Presents a basic overview of marketing principles and concepts, strategic planning, and the operation of the marketing system. Prerequisite: Sophomore standing; MAN 243 is recommended, but not required. Offered fall and spring semesters.	3 hours
MKT 323	Principles of Advertising Examines the background and social implications of advertising. Includes organization and advertising departments and agencies as related to mass media and marketing, creation of advertisements, media planning, and selection. Some laboratory work done on conjunction with campus and other media. Prerequisite: MKT 313. Offered fall semester.	3 hours
MKT 343	Sales Management Focuses on the principles and techniques of professional selling. Emphasizes systematic preparation and planning, development of decision skills, interpersonal relationships, and management of the job effort. Prerequisite: MAN 243. Offered spring semester, odd years.	3 hours
MKT 391	Advanced Topics Courses offered to meet special needs of students.	1-3 hours
MKT 411	Internship Provides opportunities for supervised experience in marketing. Prerequisites: consent of instructor. Offered as needed.	1-3 hours
MKT 483	Marketing Research Examines marketing research tools, methodology, and functions. Focuses on environmental factors affecting consumer demand, marketing program effectiveness, and effects of competitors' strategies. Prerequisites: BUS 273, FIN 323, MKT 323. Offered spring semester, even years.	3 hours
MKT 491	Advanced Topics Courses offered to meet special needs of students. Prerequisite: MKT 313 and junior or senior standing.	1-3 hours

MODERN LANGUAGES

MLN 110	Elementary Spanish I Introduces students to the fundamentals of the Spanish language with attention to grammar, composition, and conversation. The course is	3 hours
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for those who have not studied Spanish or have completed only one year of high school Spanish.

MLN 111	Elementary Spanish II Provides a continuation of MLN 110 with additional study in grammar, composition, and conversation. Prerequisite: MLN 110 or satisfactory proficiency.	3 hours
MLN 120	Elementary French I Introduces students to the fundamentals of the French language with attention to grammar, composition, and conversation. The course is for those who have not studied French or have completed only one year of high school French.	3 hours
MLN 121	Elementary French II Provides a continuation of MLN 120 with additional study in grammar, composition, and conversation. Prerequisite: MLN 120 or satisfactory proficiency.	3 hours
MLN 210	Intermediate Spanish I Reviews fundamentals. Extensive study of grammar, composition, and conversation. Prerequisite: MLN 111 or satisfactory proficiency.	3 hours
MLN 211	Intermediate Spanish II A continuation of MLN 210 with emphasis on accelerated reading. Prerequisite: MLN 210 or satisfactory proficiency.	3 hours
MLN 220	Intermediate French I Reviews fundamentals. Extensive study of grammar, composition, and conversation. Prerequisite: MLN 121 or satisfactory proficiency.	3 hours
MLN 221	Intermediate French II A continuation of MLN 220 with emphasis on accelerated reading. Prerequisite: MLN 220 or satisfactory proficiency.	3 hours

MATHEMATICS

MTH 100	Fundamentals of Mathematics Reviews the fundamentals of mathematics, including operations involving whole numbers, operations involving fractions and decimals, ratios and proportions, percents, English and metric systems of measurement, geometry, and elementary algebra, with applications of basic math to daily living. Offered fall and spring semesters.	3 hours
MTH 110	Elementary Algebra Serves as a preliminary to MTH 123 (Intermediate Algebra). Recommended for students who have had one year or less of high school algebra. Introduces real numbers, polynomials, linear and quadratic equations, equations and inequalities in two variables, rational expressions, roots, and exponents. Prerequisite: Mathematics	3 hours

sub-score of 18 or 19 on the ACT, 431-460 on the SAT, or a satisfactory score on the mathematics placement exam. Students not meeting this prerequisite must pass MTH 100 with a grade of C or higher. Offered fall and spring semesters.

MTH 113	<p>Introduction to Mathematics Surveys several branches of mathematics, including algebra, geometry, probability, and statistics, with applications. This course is not for mathematics or science majors. Prerequisite: Mathematics sub-score of 20 to 23 on the ACT, 461-560 on the SAT, or a satisfactory score on the mathematics placement exam. Students not meeting this prerequisite must pass MTH 110 with a grade of C or higher. Offered upon sufficient demand.</p>	3 hours
MTH 123	<p>Intermediate Algebra Serves as a preliminary to MTH 143 (College Algebra). Recommended for students who have had less than two years of high school algebra. Emphasize linear equations, word problems, graphing, quadratic equations, and inequalities. Prerequisite: Mathematics sub-score of 20 to 23 on the ACT, 461-560 on the SAT, or a satisfactory score on the mathematics placement exam. Students not meeting this prerequisite must pass MTH 110 with a grade of C or higher. Offered fall and spring semesters.</p>	3 hours
MTH 127	<p>Elementary Statistics Studies the basic elements of statistics with applications. Prerequisite: Mathematics sub-score of 24 or above on the ACT, 561 or above on the SAT, or a satisfactory score on the mathematics placement exam. Students not meeting this prerequisite must pass MTH 123 with a grade of C or higher. Offered fall and spring semesters.</p>	3 hours
MTH 131	<p>Introduction to Contemporary Mathematics Introduces contemporary mathematics and its connection to society and includes management science, statistics, coding theory, social choice and decision making, growth models, and geometric size and shape. This course <i>will not</i> serve as a prerequisite to any other course, nor will it fulfill the General Education mathematics requirement for majors in Business, Computer Information Systems, Education, Nursing, or Biology. Prerequisite: Mathematics sub-score of 24 or above on the ACT, 561 or above on the SAT, or a satisfactory score on the mathematics placement exam. Students not meeting this prerequisite must pass MTH 123 with a grade of C or higher. Offered spring semester.</p>	3 hours
MTH 143	<p>College Algebra Studies linear and quadratic functions, inequalities, polynomials, systems of equations, and exponential and logarithmic functions. Prerequisite: Mathematics sub-score of 24 or above on the ACT, 561 or above on the SAT, or a satisfactory score on the mathematics placement exam. Students not meeting this prerequisite must pass</p>	3 hours

MTH 123 with a grade of C or higher. Offered fall and spring semesters.

MTH 153	Pre-Calculus Examines topics from algebra and trigonometry preparatory to a study of calculus. Emphasizes the theory of equations and algebraic, exponential, logarithmic, and trigonometric functions and their graphs. Prerequisite: Mathematics sub-score of 25 or above on the ACT, 570 or above on the SAT, or a satisfactory score on the mathematics placement exam. Students not meeting this prerequisite must pass MTH 143 with a grade of C or higher. Offered spring semester.	5 hours
MTH 183	Mathematics for the Pre-K Educator Studies elementary concepts of sets, numeration systems, geometry, probability, and statistics with an emphasis on problem solving and critical thinking. Prerequisite MTH 143. Offered fall semester.	3 hours
MTH 185	Analytic Geometry and Calculus I Studies the limits, continuity, derivatives, and topics in analytic geometry. Introductory integration and applications. Prerequisite: Mathematics sub-score of 27 or above on the ACT, 610 or above on the SAT, or a satisfactory score on the mathematics placement exam. Students not meeting this prerequisite must pass MTH 153 with a grade of C or higher. Offered fall semester.	5 hours
MTH 186	Calculus II Focuses on calculus of trigonometric, logarithmic and exponential functions, indeterminate forms, improper integrals, and infinite series. Prerequisite: MTH 185. Offered spring semester.	5 hours
MTH 191	Special Topics Select topics to meet special needs.	1-3 hours
MTH 210	Discrete Mathematics Examines logic, set theory, graph theory, number theory, combinatorics, Boolean algebra, generating functions, recurrence relations, and applications. Prerequisite: MTH 143. Offered spring semester, even years.	3 hours
MTH 215	Calculus III Focuses on vectors, three-dimensional analytic geometry, partial differentiation, multiple integrals, and vector calculus. Prerequisite: MTH 186. Offered fall semester.	5 hours
MTH 223	Differential Equations Studies common types of ordinary differential equations with applications. Prerequisite: MTH 215. Offered spring semester.	3 hours
MTH 273	Business Statistics (same as BUS 273) Focuses on collection, analysis, and presentation of business data;	3 hours

includes the study of averages, dispersion, sampling, reliability, index numbers, time series, and simple correlation. Prerequisite: Grade of C or higher in MTH 143. Offered fall semester and with sufficient demand offered spring semester.

MTH 291	Special Topics Special topics to meet special needs.	1-3 hours
MTH 310	Technology in Mathematics Gives students exposure to current technology used in mathematics, including data collection methods, computer software, and graphing calculators. Prerequisite: MTH 185. Offered fall semester, even years.	3 hours
MTH 323	Advanced Differential Equations Focuses on solution methods for initial and boundary value problems, linear and nonlinear systems, and applications. Prerequisite: MTH 223. Offered upon sufficient demand.	3 hours
MTH 324	Partial Differential Equations Focuses on Fourier series and applications to solutions of partial differential equations. Prerequisite: MTH 223. Offered upon sufficient demand.	3 hours
MTH 333	Applied Calculus (same as BUS 333) Provides an intuitive approach to differential and integral calculus with emphasis on application to business. Designed primarily for Business Administration majors, this course will not fulfill requirements for Mathematics majors and may not be taken by students who have earned credit for MTH 185. Prerequisite: Grade of C or higher in MTH 143. Offered fall and spring semesters.	3 hours
MTH 343	Modern Geometry Presents elementary geometry, Euclidean geometry, and non-Euclidean geometry from an axiomatic approach. Prerequisites: MTH 185, 186, 215, or consent of instructor. Offered spring semester, odd years.	3 hours
MTH 353	Modern Abstract Algebra Examines the number system, groups, rings, integral domains, and fields. Prerequisites: MTH 185, 186, 215, or consent of instructor. Offered spring semester, even years.	3 hours
MTH 354	Linear Algebra Focuses on the basic properties of matrices, determinants, vectors and vector spaces, and linear transformations. Prerequisites: MTH 185, 186, 215, or consent of instructor. Offered fall semester, odd years.	3 hours
MTH 401	Seminar in Mathematics I Surveys the various fields of mathematics and their interrelationship. Includes preparation for exams in the major area. Seminar will meet two hours per week. Prerequisite or Corequisite: MTH 215. Offered	1 hour

fall semester, odd years.

MTH 402	Seminar in Mathematics II Continuation of MTH 401. Prerequisite: MTH 401. Offered fall semester, even years.	1 hour
MTH 413	History of Mathematics Presents the history of mathematics from ancient times through the development of the calculus; emphasizes the mathematical methods of mathematicians studied. Prerequisites: MTH 185, 186, 215, or consent of instructor. Offered fall semester, even years.	3 hours
MTH 450	Advanced Calculus Examines methods of real analysis, topology of the real numbers, sequences and series, limits, uniform convergence, differentiation, and the Riemann-Stieltjes integral. Prerequisites: MTH 185, 186, 215. Offered spring semester, even years.	3 hours
MTH 470	Complex Analysis Examines complex numbers, elementary functions and their mappings, power series and analytic functions, conformal mappings, Cauchy's theorem and integral formula, Taylor and Laurent expansions, and residues. Prerequisites: MTH 185, 186, 215. Offered upon sufficient demand.	3 hours
MTH 483	Probability and Statistics Focuses on probability theory and statistics using methods of calculus. Prerequisites: MTH 185, 186, 215, or consent of instructor. Offered spring semester, odd years.	3 hours
MTH 491	Advanced Topics Select topics to meet special needs.	1-3 hours

APPLIED MUSIC

MUA 005	Recital Attendance Involves students attending a prescribed number of student, faculty, and guest recitals, as well as music workshops and master classes. Recital attendance is required each semester of full-time enrollment for all music majors. Music minors must enroll for four semesters.	0 hours
MUA 010	Instrument for Non-Music Majors (Guitar, Strings, Brass, Woodwind, or Percussion) Activity course.	1 hour
MUA 050	Piano for Non-Music Majors Activity course.	1 hour
MUA 070	Voice for Non-Music Majors Activity course.	1 hour
MUA 111-2 MUA 211-2 MUA 311-2	Instrument I-VIII for Music Majors and Minors For music majors with an instrument as an applied emphasis. Levels I-IV: also available to music minors with instructor approval. Levels	1 hour

MUA 411-2	V-VIII: for majors only. Activity course.	
MUA 121	Guitar I-II for Music Majors and Minors	1 hour
MUA 122	Provides instruction for music majors and minors in guitar. Activity course.	
MUA 151-2	Piano I-VIII for Music Majors and Minors	1 hour
MUA 251-2	Involves students performing standard piano literature representing various historical eras. Requires memorized performances in recitals and music jury examinations. For music majors with piano as the applied instrument. Activity course.	
MUA 351-2		
MUA 451-2		
MUA 171-2	Voice I-VIII for Music Majors and Minors	1 hour
MUA 271-2	Provides instruction for music majors with voice as the applied emphasis. Levels I-IV: also available to music minors with instructor approval. Levels V-VIII: for majors only. Activity course.	
MUA 371-2		
MUA 471-2		

ENSEMBLES

MUE 110	Symphonic Band Involves the study, preparation, and performance of representative band literature. Emphasizes the techniques of good ensemble playing, including tone quality, intonation, balance, and phrasing. Small ensembles (brass, woodwinds) are chosen from this group. Activity course. Prerequisite: Audition. Offered fall and spring semesters. May be repeated for credit.	1 hour
MUE 120	Concert Choir Involves select singers performing choral literature while representing the University at major events. Emphasizes vocal technique required to perform a variety of master works from all time periods. May be repeated for credit; MUE 320 may be taken after completing four semesters of MUE 120. Activity course. Prerequisite: Audition. Offered fall and spring semesters.	1 hour
MUE 133	Chamber Choir Involves up to 12 select men and women that specialize in sacred choral music of all genres. Performs at University- and non-University events. Members must be available to travel an average of two weekends a month. Open to all students by audition only. <i>Requires a minimum commitment of one year to both choral groups.</i> May be repeated for credit; MUE 333 may be taken after completing four semesters of MUE 133. Activity course. Offered fall and spring semesters.	1 hour
MUE 140	Praise Song Involves select singers in a musical ensemble specializing in performing contemporary Christian music. The group consists of vocalists, a backup band, and a sound technician. Performs at University- and non-University events. Members must be available to travel and represent HLGU off-campus on average two weekends a	1 hour

month. *Requires a minimum commitment of one year. Does not satisfy the ensemble requirement for music majors.* May be repeated for credit; MUE 340 may be taken after completing four semesters of MUE 140. Activity course. Prerequisite: Audition in spring for following year. Offered fall and spring semesters.

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| MUE 181 | <p>Chapel Worship Band
Involves select singers and instrumentalists in a musical ensemble specializing in leading musical worship for weekly University chapel services. May require additional performances, as requested. <i>Does not satisfy the ensemble requirement for music performance majors.</i> May be repeated for credit. Activity course. Prerequisite: Audition, or instructor approval for following semester. Offered fall and spring semesters.</p> | 1 hour |
| MUE 191 | <p>Special Topics
Courses offered to meet special needs of students. Activity course.</p> | 1-3 hours |
| MUE 310 | <p>Symphonic Band
Involves the study, preparation, and performance of representative band literature. Emphasizes the techniques of good ensemble playing, including tone quality, intonation, balance, and phrasing. Small ensembles (brass, woodwinds) are chosen from this group. May be repeated for credit; MUE 310 may be taken after completing four semesters of MUE 110. Activity course. Prerequisite: Audition. Offered fall and spring semesters.</p> | 1 hour |
| MUE 320 | <p>Concert Choir
Involves select singers performing choral literature while representing the University at major events. Emphasizes vocal technique required to perform a variety of master works from all time periods. May be repeated for credit; MUE 320 may be taken after completing four semesters of MUE 120. Activity course. Prerequisite: Audition. Offered fall and spring semesters.</p> | 1 hour |
| MUE 333 | <p>Chamber Choir
Involves up to 12 select men and women that specialize in sacred choral music of all genres. Performs at University and non-University events. Members must be available to travel an average of two weekends a month. Open to all students by audition only. <i>Requires a minimum commitment of one year to both choral groups.</i> May be repeated for credit; MUE 333 may be taken after completing four semesters of MUE 133. Activity course. Offered fall and spring semesters.</p> | 1 hour |
| MUE 340 | <p>Praise Song
Involves select singers in a musical ensemble specializing in performing contemporary Christian music. The group consists of vocalists, a backup band, and a sound technician. Performs at University and non-University events. Members must be available to travel and represent HILGU off-campus on average two weekends a</p> | 1 hour |

month. Requires a minimum commitment of one year. Does not satisfy the ensemble requirement for music majors. May be repeated for credit; MUE 340 may be taken after completing four semesters of MUE 140. Activity course. Prerequisite: Audition in spring for following year. Offered fall and spring semesters.

MUE 381	Chapel Worship Band Involves select singers and instrumentalists in a musical ensemble specializing in leading musical worship for weekly University chapel services. May require additional performances, as requested. <i>Does not satisfy the ensemble requirement for music performance majors.</i> May be repeated for credit; MUE 381 may be taken after completing four semesters of MUE 181. Activity course. Prerequisite: Audition, or instructor approval for following semester. Offered fall and spring semesters.	1 hour
MUE 391	Advanced Topics Courses offered to meet special needs of students. Activity course.	1-3 hours

INSTRUMENTAL METHODS

MUI 101	Percussion Methods and Literature Focuses on fundamentals of playing and teaching percussion instruments and the study of various rhythmic quantities and conditions. Offered fall semester.	1 hour
MUI 131	Brass Methods and Literature Focuses on fundamentals of playing and teaching brass instruments. Prerequisite: MUI 101. Offered spring semester, odd years.	1 hour
MUI 151	Woodwind Methods and Literature Focuses on fundamentals of playing and teaching woodwind instruments. Prerequisite: MUI 101. Offered fall semester, even years.	1 hour
MUI 171	String Methods and Literature Focuses on fundamentals of playing and teaching violin, viola, cello, and bass viol. Prerequisite: MUI 101. Offered spring semester, even years.	1 hour

MUSIC LITERATURE

MUL 291	Special Topics Courses offered to meet special needs of students in the areas of vocal, piano, and instrumental literature, vocal diction, and pedagogy.	1-3 hours
MUL 353	Choral and Instrumental Literature Presents a historical survey of instrumental, vocal, and choral literature associated with each historical period from Medieval through Modern. Emphasizes choral and instrumental literature for educators. Prerequisite: Completion of MUT 112 and MUT 122.	3 hours

Offered fall semester, even years.

MUL 491	Advanced Topics Courses offered to meet special needs of students in the areas of vocal, piano, and instrumental literature, vocal diction, and pedagogy.	1-3 hours
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MUSIC PRACTICUM

MUP 111	Music Practicum Provides music students with practical experiences in their area of interest. For first-year students. Prerequisite: Consent of instructor. Offered as needed.	1-2 hours
MUP 211	Music Practicum Provides music students with practical experiences in their area of interest. For second-year students. Prerequisite: Consent of instructor. Offered as needed.	1-2 hours
MUP 311	Music Practicum Provides music students with practical experiences in their area of interest. For third-year students. Prerequisite: Consent of instructor. Offered as needed.	1-2 hours
MUP 411	Music Practicum Provides music students with practical experiences in their area of interest. For fourth-year students. Prerequisite: Consent of instructor. Offered as needed.	1-2 hours

GENERAL MUSIC

MUS 101	Music and Music Theory Orientation Focuses on library use, Music Department policies, four-year plans, and music theory. <i>A required course for all Bachelor of Music students, BSE students seeking a concentration in vocal music, students in the Associate of Arts degree program with concentration in music, and for Liberal Studies majors with music as one of their areas.</i> To be taken first fall semester as a Bachelor of Music student. Offered fall semester.	1 hour
MUS 103	Music Appreciation Introduces students to the elements of music, major periods of music history, and significant composers. Offered spring semester.	3 hours
MUS 291	Special Topics Courses offered to meet special needs of students.	1-3 hours
MUS 303	Music Media and Technology (same as WOR 333) Offers a practical introduction to and experience with technology used in music settings, including modern worship. Includes: visual media, sound systems, lighting systems, presentation software, video production, web production, and computer technologies. Offered	3 hours

spring semester, odd years.

MUS 323	Conducting Provides instruction in basic baton techniques, score reading, rehearsal procedures, and interpretation for the choral and instrumental fields. Gives students laboratory conducting experience. Prerequisite: MUT 112, and MUT 122; or consent of instructor. Offered fall semester.	3 hours
MUS 343	Advanced Choral Conducting Focuses on advanced conducting techniques with and without baton. Students will conduct choral ensemble(s) in rehearsal and possibly make a concert appearance. Prerequisites: MUS 323, MUT 352, and MUT 362. Offered spring semester.	3 hours
MUS 353	Music History I Provides an intensive study of composers, musical forms, and their historical settings. Emphasizes music of the Greco Roman, Medieval, Renaissance, and Baroque musical eras. Prerequisite: MUL 353, or consent of instructor. Offered spring, odd semesters.	3 hours
MUS 363	Advanced Instrumental Conducting Focuses on advanced conducting techniques with baton, directed toward instrumental music. Students will conduct instrumental ensemble(s) in rehearsal and possibly make a concert appearance. Prerequisites: MUS 323, MUT 352, and MUT 362. Offered spring semester.	3 hours
MUS 373	Music History II Provides an intensive study of composers, musical forms, and their historical settings. Emphasizes music of the Classical, Romantic, and 20th Century musical eras. Prerequisite: MUL 353, or consent of instructor. Offered fall, odd semesters.	3 hours
MUS 381	Music Internship Provides students with opportunities for practical experience under an approved supervisor, involving observation and job shadowing. Students will formulate goals and objectives and fulfill fieldwork assignments consistent with goals and objectives. To be taken in the student's senior year. Prerequisite: consent of instructor. Offered fall and spring semesters.	1-2 hours
MUS 383	Music for Elementary Grades (same as EED 373) Studies the techniques and materials used in teaching music in early childhood and elementary grades. BSE majors take this course concurrently with one semester of Field Experience. Prerequisite: consent of instructor. Offered fall semester, odd years.	3 hours
MUS 391	Advanced Topics Courses offered to meet special needs of students.	1-3 hours

MUS 413	Instrumental Techniques Presents pedagogical materials and techniques appropriate for instructing students in various instrumental ensembles, from the orchestra to the brass quartet. Prerequisite: MUS 323. Offered fall semester, even years.	3 hours
MUS 433	Choral Techniques Presents pedagogical materials and techniques appropriate for instructing students in voice and small and large choral organizations. Prerequisite: MUS 323. Offered fall semester, even years.	3 hours
MUS 461	Senior Recital Preparation Provides students with an opportunity to prepare for and perform their senior recital. <i>For all music majors; Students should sign up for this class during their last semester of applied music study.</i> Lab fee. Prerequisite: Applied Music – Level VI. Offered fall and spring semesters.	1 hour
MUS 491	Advanced Topics Courses offered to meet special needs of students.	1-3 hours

THEORY

MUT 112	Music Theory I Provides three one-hour class periods each week devoted to fundamentals of music and structural elements, including cadences and nonharmonic tones, melodic organization, and texture. Corequisite: MUT 122. Offered fall semester.	2 hours
MUT 122	Aural Training I Provides two one-hour laboratory periods each week devoted to sight singing and dictation. Corequisite: MUT 112. Offered fall semester.	2 hours
MUT 312	Music Theory II Provides three one-hour class periods each week devoted to fundamentals of music and structural elements, including cadences and nonharmonic tones, melodic organization, and texture. Prerequisite: MUT 112. Corequisite: MUT 322. Offered spring semester.	2 hours
MUT 322	Aural Training II Provides two one-hour laboratory periods each week devoted to sight singing and dictation. Prerequisite: MUT 122. Corequisite: MUT 312. Offered spring semester.	2 hours
MUT 332	Choral Arranging Provides basic instruction in writing musical arrangements for various choral groups. Studies vocal characteristics and techniques. Prerequisite: MUT 352 and MUT 362. Offered fall semester, odd years.	2 hours

MUT 334	Instrumental Arranging Provides basic instruction in writing musical arrangements for various instrumental groups. Studies instrumental characteristics and techniques. Prerequisite: MUT 352 and MUT 362. Offered fall semester, odd years.	2 hours
MUT 352	Music Theory III Provides three one-hour class periods each week devoted to fundamentals of music and structural elements, including cadences and nonharmonic tones, melodic organization, and texture. Prerequisite: MUT 312. Corequisite: MUT 362. Offered fall semester.	2 hours
MUT 362	Aural Training III Provides two one-hour laboratory periods each week devoted to sight singing and dictation. Prerequisite: MUT 322. Corequisite: MUT 352. Offered fall semester.	2 hours
MUT 412	Music Theory IV Provides three one-hour class periods each week devoted to fundamentals of music and structural elements, including cadences and nonharmonic tones, melodic organization, and texture. Prerequisite: MUT 352. Corequisite: MUT 422. Offered upon sufficient demand.	2 hours
MUT 413	Music Composition Provides opportunities for students to compose original musical works in classical, jazz, and pop genres, integrating insights gained from music theory and music technology courses. Students will utilize techniques employed in the modern indie movement. Prerequisites: MUS 101, MUT 352, MUT 362, and MUS 303/WOR 333. Offered spring semester, even years.	3 hours
MUT 422	Aural Training IV Provides two one-hour laboratory periods each week devoted to sight singing and dictation. Prerequisite: MUT 362. Corequisite: MUT 412. Offered upon sufficient demand.	2 hours
MUT 423	Counterpoint Examines contrapuntal techniques of the 18 th century through analysis of works in the style of J. S. Bach. Prerequisite: MUT 352 and MUT 362. Offered upon sufficient demand.	3 hours
MUT 433	Form and Analysis Examines musical forms through analysis of representative works in various stylistic periods. Prerequisite: MUT 352 and MUT 362. Offered upon sufficient demand.	3 hours

NURSING

NUR 102	Clinical Calculations Provides instruction in calculating proper dosage of medications.	2 hours
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Reviews basic arithmetic principles, then builds on these to help students acquire the ability to convert between medical, apothecary, and household systems of measurements. Instruction in dosage calculation using the formula method, ratio and proportion method, and dimensional analysis is provided. Offered spring and summer terms.

NUR 111	Medical Calculations Refresher Provides additional instruction in calculating proper dosage of medications. Reviews basic arithmetic principles, then builds on these to help students acquire the ability to convert between medical, apothecary, and household systems of measurements. Instruction in dosage calculation using the formula method, ratio and proportion method, and dimensional analysis is provided. Prerequisite: NUR 102, admission to ASN Program. Offered as needed.	1 hour
NUR 114	Nursing Fundamentals Introduces basic concepts and skills fundamental to nursing. Focuses on caring and holistic nursing interventions, using the nursing process to maximize self-care abilities throughout the lifespan. Lab, testing, and professional fees. Involves approximately 6 lecture hours and 6 patient contact hours per week. Prerequisite: Admission to ASN Program. Offered fall semester.	6 hours
NUR 214	Adult/Child I & Mental Health Nursing Emphasizes theory and clinical practice in the adult medical, surgical, pediatric, and mental health settings with a focus on health promotion, protection, maintenance, and restoration. Involves approximately 6 lecture hours and 12 patient contact hours per week. Lab, testing, and professional fees. Prerequisites: BIO 254, NUR 114. Offered spring semester.	8 hours
NUR 221	Clinical Practicum Designed for those students who wish to refine psychomotor nursing skills and become more adept in the clinical setting, as well as for those students who were unable to fulfill clinical objectives within the allotted semester because of minor deficits in clinical ability or attendance. Prerequisite: NUR 214. Offered May term, as needed.	1-3 hours
NUR 234	Adult/Child II & the Childbearing Family Focuses on the care of patients of all ages with commonly seen alterations that interfere with the individual's ability to provide self-care. Involves approximately 5 lecture hours and 15 patient contact hours per week. Lab, testing, and professional fees. Prerequisites: BIO 264, 344; NUR 214. Offered fall semester.	10 hours
NUR 236	Adult/Child III & Clinical Leadership Focuses on the care of patients with increasingly complex multi-system health problems that interfere with the ability to provide self-care throughout the lifespan while promoting, maintaining, and	10 hours

restoring health or providing end-of-life care. Involves approximately 6 lecture hours and 15 patient contact hours per week. Lab, testing, and professional fees. Prerequisite: NUR 234. Offered spring semester.

NUR 240	<p>Pharmacology I Focuses on pharmacological principles, including therapeutic use, drug dosage, and mode of action, adverse reactions, contraindications, and nursing implications. The first course in a two-part series. Involves 2 lecture hours per week. Prerequisites: BIO 264, 344; NUR 214. Offered fall semester.</p>	2 hours
NUR 241	<p>Pharmacology II Focuses on pharmacological principles, including therapeutic use, drug dosage, and mode of action, adverse reactions, contraindications, and nursing implications. The second course in a two-part series. Involves 1 lecture hour per week. Prerequisites: NUR 234, 240. Offered spring semester.</p>	1 hour
NUR 272	<p>Nursing Seminar Provides students with knowledge and skills that will help them move smoothly through the transition from student to a professional nurse. Involves 2 lecture hours and 3 hours of computer lab per week. Prerequisite: NUR 234. Offered spring semester.</p>	2 hours
NUR 291	<p>Special Topics Select topics to meet special needs.</p>	1-3 hours
NUR 301	<p>Healthcare Today Explores the impact of socio-economic, cultural, political, and physical influences on health and health care systems in today's society. Topics covered include health care policy, finance, regulatory environments, nursing care policy and position statements, collaboration with other healthcare professionals, quality care and patient safety, and professionalism and professional values. Prerequisite: Admission to the ASN or BSN program or consent of instructor. Offered fall semester, first 8 weeks.</p>	3 hours
NUR 303	<p>Health Assessment Provides theory, concepts, and skills to complete a holistic physical assessment. Refinement of assessment skills include interviewing, history taking, physical examination, spiritual assessment, and appropriate documentation while considering the relationship to prevention and early detection and disease assessment in multicultural clients across the life span. Prerequisite: Admission to the ASN or BSN program or consent of instructor. Offered summer term.</p>	3 hours
NUR 353	<p>Nursing Theory Provides students with the tools to synthesize nursing theories and concepts into nursing practice. The focus includes exploration and</p>	3 hours

comparison of nursing theories with a focus on a Christ-centered worldview of nursing. The course includes discussion on the relationships between research, practice, education, and theory. Prerequisite: Admission to the ASN or BSN program or consent of instructor. Suggested prerequisite: NUR 301. Offered spring semester, first 8 weeks.

NUR 363	Geriatric Nursing Examines the theories of aging, standards of practice, cultural influences, and pertinent public policy into the assessment of and interventions for older adults. Prerequisite: Admission to the ASN or BSN program or consent of instructor. Offered spring semester, second 8 weeks.	3 hours
NUR 373	Bioethics Focuses on principles and theories of ethics in healthcare, examining the ethical issues raised by modern advances in healthcare and biological research. Both philosophical and theological approaches to ethics are discussed. Attention is given to the study of cases likely to be encountered by today's health care providers. Prerequisite: Admission to the ASN or BSN program or consent of instructor. Offered summer term.	3 hours
NUR 383	Nursing Informatics Focuses on the use of technology in the healthcare setting, including patient safety, system development life cycle, workflow analysis, gaming, simulation, and bioinformatics. Prerequisite: Admission to the ASN or BSN program or consent of instructor. Offered fall semester, first 8 weeks.	3 hours
NUR 423	Client Education Develops an understanding of factors affecting health education. Special emphasis is placed on health promotion, disease prevention, and providing best evidence based practice to diverse individuals, groups, and communities across the lifespan. Prerequisite: Admission to the ASN or BSN program or consent of instructor. Offered fall semester, second 8 weeks.	3 hours
NUR 434	Leadership and Management Explores basic organization and systems leadership for quality care and patient safety in nursing and healthcare settings. Emphasizes servant leadership, effective communication skills, professionalism and professional values, and effectively managing change. Topics include quality improvement, interprofessional collaboration, delegation, conflict negotiation, standards of practice and professional responsibility, decision making, and workplace motivation. Prerequisite: Admission to the ASN or BSN program or consent of instructor. Offered spring semester, first 8 weeks.	3 hours

- NUR 436 Introduction to Research & Analytical Methods** **3 hours**
 Introduces the main concepts and methods nurses use in research and statistics. Includes selection, application, and evaluation of research and statistical analysis techniques, as well as evaluation and clinical application of the results derived from that analysis. Prerequisite: Admission to the ASN or BSN program or consent of instructor. Offered fall semester, first 8 weeks.
- NUR 440 Pathophysiology (same as BIO 440)** **4 hours**
 Focuses on disease processes involving the major body systems. Includes fluid and electrolyte balance/imbalance as an important aspect of understanding disease processes. Prerequisites: BIO 324 and admission to the ASN or BSN program or consent of instructor. Offered spring semester.
- NUR 443 Community Health Nursing** **3 hours**
 Focuses on individuals, families, groups, communities, and populations across the lifespan as recipients of care. Diverse multicultural, social, and environmental factors that influence population health are studied. Focuses on health promotion, disease prevention, health protection, health teaching and counseling, and coordination of care applied across the lifespan to patients with multidimensional health needs in a variety of community settings. Prerequisite: Admission to the ASN or BSN program or consent of instructor. Offered spring semester, second 8 weeks.
- NUR 453 Evidence-Based Practice** **3 hours**
 Develops an understanding of the research process to acquire beginning skills in identification of researchable problems and to become intelligent consumers of research findings. Emphasis is placed on the critical review of research studies, evidence-based practice, and their application to clinical practice. Prerequisite: NUR 436 and admission to the ASN or BSN program or consent of instructor. Offered fall semester, second 8 weeks.
- NUR 483 Senior Nursing Capstone** **3 hours**
 Culminates the learning experiences, synthesizes the knowledge gained during the curriculum, and applies it to a strategic change opportunity. Students use leadership and change theories to develop a project proposal with a focus on the resolution of an issue or problem significant to professional nursing practice. The student will work with a mentor, typically at their place of employment, to implement the project. The student also develops a professional portfolio which will include a collection of individual work samples illustrating the student's competencies related to individual student learning outcomes. Prerequisites: NUR 301, 353, 434, and admission to the BSN program or consent of instructor. Offered fall and spring semesters, and summer term.



NUR 491	Advanced Topics Courses providing opportunities for students to explore select healthcare topics. Prerequisites: Consent of instructor; NUR 483 may also be required for research-oriented topics. Offered as needed.	1-3 hours
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PHYSICAL EDUCATION

PHE 107	Aerobic Fitness Provides aerobic fitness routines adaptable to either high or low impact aerobics; emphasizes principles of fitness along with complete body workouts. Designed for beginning and advanced students. Activity course. Offered fall and spring semesters.	1 hour
PHE 109	Weight Training Provides weight training routines that use both free and fixed weights. Designed for beginning and advanced weight trainers. Activity course. Offered fall and spring semesters.	1 hour
PHE 113 PHE 114	Beginning and Advanced Swimming Classes are taught separately for the beginning and advanced swimmers at the YMCA. Lab fee. Activity course. Offered fall and spring semesters.	1 hour
PHE 118 PHE 119	Cheerleading Provides credit for students who are selected as varsity cheerleaders. Activity course. Offered fall and spring semesters.	1 hour
PHE 121 PHE 221 PHE 321 PHE 421	Shotgun Sports Provides credit for students who are part of the University's shotgun sports team. Activity course.	1 hour
PHE 131	Lifetime Sports I Emphasizes fundamental skills and practice. Stresses individual skill development. Sports covered include Pickle Ball, Racquetball, Golf, Bowling. Activity course. Offered fall semester.	1 hour
PHE 141	Lifetime Sports II Emphasizes fundamental skills and practice. Stresses individual skill development. Sports covered include Table games, Disc Golf, Shuffle Board, Horseshoes, Softball. Activity course. Offered spring semester.	1 hour
PHE 151	Archery Covers basic archery rules, skills, terminology, and equipment. Techniques of shooting include stance, draw, aim, release and follow through of a compound bow are introduced. Lab Fee. Activity course. Students will be required to travel to an off-campus location. Offered fall semester.	1 hour

PHE 191	Special Topics Courses offered to meet special needs of students. Prerequisite: Consent of instructor.	1-3 hours
PHE 212	First Aid & CPR Provides practical training in first aid, taught by a certified Heart Association instructor; adult, child, and infant CPR certifications available. Lab fee. Offered fall and spring semesters.	2 hours
PHE 213	Outdoor Recreational Activities Focuses on developing skills conducive to the enjoyment of outdoor activities. Emphasizes backpacking, canoeing, campground cooking, angling, and survival and safety skills. Requires a three-day camping practicum. Lab fee. Offered spring semester.	3 hours
PHE 219	Lifeguarding Stresses self-rescue skills and extensive rescues. The student will develop a positive attitude toward safety while in or about water environment. Lab fee. Activity course. Prerequisites: PHE 113, 114. Offered fall and spring semesters.	1 hour
PHE 220	Folk Movement Exploration Emphasizes the origin and history of dance steps and movements. Skill acquisition in square dance, folk dance, and clogging. Activity course. Offered spring semester.	1 hour
PHE 233	Musical Theatre Dance I Emphasizes theatrical dance, technique and ballet balance work, swing partner work, and audition tactics. Designed for physical education educators and theatre majors. Activity course. Offered fall semester.	1 hour
PHE 234	Musical Theatre Dance II Emphasizes advanced theatrical dance, technique and ballet balance work, swing partner work, and audition tactics. Designed for theatre majors. Activity course. Offered fall semester.	1 hour
PHE 291	Special Topics Courses offered to meet special needs of students. Prerequisite: Consent of instructor.	1-3 hours
PHE 313	Kinesiology Investigates and analyzes human movement. Prerequisites: BIO 105 and BIO 314 or consent of instructor. Offered spring semester.	3 hours
PHE 323	Movement and Rhythms Rhythmical activities emphasizing basic movement and movement exploration. Offered fall semester.	3 hours

PHE 333	Motor Development & Performance An in-depth study of the conceptual and functional properties of the human motor system, how skills operate, and their application in performance. Offered spring semester.	3 hours
PHE 363	Team and Individual Sports Instruction Presents techniques, fundamentals, strategies, and skills of team and individual sports. The course addresses the instruction of sports in the educational, recreational, and competitive settings. Offered spring semester.	3 hours
PHE 373	Theories of Coaching Presents principles of coaching. Emphasizes philosophies, organization, administration, coaching strategies, management, and unique responsibilities involved. Offered fall semester.	3 hours
PHE 391	Advanced Topics Courses offered to meet special needs of students. Prerequisite: Consent of instructor.	1-3 hours
PHE 483	Practicum in Coaching Offers practical experience coaching in a middle or secondary school setting; requires 90 hours. Duties and responsibilities determined by the supervising coach. Offered fall and spring semesters.	3 hours
PHE 491	Advanced Topics Courses offered to meet special needs of students. Prerequisite: Consent of instructor.	1-3 hours

PHILOSOPHY

PHL 213	Introduction to Philosophy (same as THE 213) Surveys the basic problems, procedures, and systems of philosophy aimed at assisting the student in the development of a critical and constructive attitude toward knowledge. Prerequisite: Sophomore standing. Offered spring semester, odd years.	3 hours
PHL 253	Introduction to Logic Examines basic principles of critical thinking. Gives special attention to forming proper arguments, the detection of fallacies, and the use of Venn diagrams to assess the validity of categorical syllogisms. Offered fall semester.	3 hours
PHL 291	Special Topics Courses offered to meet special needs of students. Prerequisite: Consent of instructor.	1-3 hours
PHL 313	Christian Ethics (same as THE 313) Studies Biblical principles for personal and societal conduct. Examines contemporary cultural issues like abortion, capital punishment, sexual	3 hours

relationships, and war in the light of Biblical teachings. Prerequisites: BIB 113 and 123 or BIB 143. Offered fall semester, even years.

PHL 323	Comparative Religions (same as THE 323) Provides a historical and descriptive introduction to the major religions of the world. Attention is given to comparing major non-Christian religions to orthodox Christianity. Prerequisite: Junior standing or consent of instructor. Offered spring semester, even years.	3 hours
PHL 391	Advanced Topics Courses offered to meet special needs of students. Prerequisite: PHL 213 or consent of instructor.	1-3 hours
PHL 491	Advanced Topics In-depth studies to meet special needs of students. Prerequisites: PHL 213 and junior standing or consent of instructor.	1-3 hours

PHYSICAL SCIENCE

PHS 103	Survey of Physical Science This course introduces the non-science major to a survey of chemistry, physics, and earth science. Emphasis is placed on basic principles with applications to modern society and everyday experiences. Includes in-class activities, demonstrations, and other laboratory experiences. 4 hours including lab credit. Prerequisite: MTH 123 or higher. Offered spring semester, even years.	4 hours
PHS 133	Earth Science I Focuses on the solid earth, its mineral makeup, its interior structure, and the processes which act to shape the earth. Offered fall semester.	3 hours
PHS 143	Earth Science II Focuses on the oceans, the atmosphere, and on astronomy; special emphasis on meteorology. Offered spring semester.	3 hours
PHS 153	Introductory Astronomy Presents an overview of astronomy. Focuses on the earth's place in the universe; the solar system, stars, and galaxies; and observational techniques. Offered fall semester.	3 hours
PHS 291	Special Topics Select topics to meet special needs.	1-3 hours
PHS 491	Advanced Topics Select topics to meet special needs.	1-3 hours

PHYSICS

PHY 214	General Physics I Principles of physics focusing on mechanics and thermodynamics.	4 hours
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Includes a lab for conducting experiments based on topics discussed in the lectures. Lab fee. Prerequisites: MTH 153. Offered fall semester.

PHY 224	General Physics II Principles of physics focusing on vibrations and waves, electricity and magnetism, and light and optics. Includes a lab for conducting experiments based on topics discussed in the lectures. Lab fee. Prerequisite: PHY 214. Offered spring semester.	4 hours
PHY 291	Special Topics Select topics to meet special needs.	1-4 hours

POLITICAL SCIENCE

PLS 113	Introduction to Government Presents the organization, principles, and administration of the United States' federal and state governments with special emphasis on the Constitution of Missouri as an example of a state constitution. Gives special attention to the relations between the federal government and the states and between states. Offered spring semester.	3 hours
PLS 131	U.S. and Missouri Constitutions Provides a fundamental awareness and understanding of the Constitution of the United States and the Constitution of the State of Missouri. Offered fall and spring semesters.	1 hour
PLS 191	Special Topics Courses offered to meet special needs of students.	1-3 hours
PLS 291	Special Topics Courses offered to meet special needs of students.	1-3 hours
PLS 463	The American Presidency Examines the office of president, from George Washington to the present, with a focus on the evolution of presidential power, those men who were influential in setting precedents, and the modern-day functions of the office. Prerequisites: HST 213 or PLS 113. Offered fall semester, odd years.	3 hours
PLS 491	Advanced Topics Courses offered to meet special needs of students.	1-3 hours

PRACTICAL NURSING

PNE 104	Anatomy & Physiology Acquaints students with the normal basic structure and function of the human body. The student will acquire knowledge of the various body systems and their individual organs, and gain an understanding of the relationship of the parts which enables the body to function as an integrated whole. Offered fall semester and summer term.	6 hours
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PNE 105	Nursing Fundamentals Introduces the basic concepts and practices underlying all nursing care. Learning is applied in both classroom and laboratory settings. The student will demonstrate proficiency in the laboratory and continued proficiency in clinical practice. Offered fall semester.	6 hours
PNE 109	Human Growth & Development/Nutrition Provide an understanding of the various stages of normal growth and development in the human life cycle as applied to nursing care. Individual, family, and community health care will be addressed. Focuses on the fundamentals of good nutrition and its relationship to human health. The course covers the science of man's food requirements, the nutritional value of foods, and the specific nutrient requirements for all age groups under varying conditions. Food fads, safe guarding the food supply, and water balance are covered. Offered fall and spring semesters, and during summer term.	3 hours
PNE 110	Contributory/Selective Experiences I Helps students understand the vocation of practical nursing, as well as the roles and responsibilities of the Licensed Practical Nurse. Provides information regarding the ethical treatment of patients and professional relationships within the healthcare team. Provides students with various vocation-related experiences: chapel, business meetings, seminars, CPR, assessment testing, and special clinical opportunities. Introduces students to basic math skills needed to calculate dosage requirements in clinical practice. Offered fall semester.	5 hours
PNE 111	Pharmacology/Introduction to Medical Surgical Nursing Covers dosage calculation, basic principles of pharmacology, administration of medication, the effect of drugs on body systems, and the Practical Nurse's responsibilities and limitations in the care of patients receiving drug therapy. The study of specific drugs is integrated into specific pathophysiology courses. Introduces the fundamental processes of health and illness, fluid and electrolyte balance, pre - and post-operative care, care of the patient with cancer, care of the patient in pain, and care of the patient with an infection. It is confined to basic information that prepares the students for the more advanced medical-surgical courses. Offered fall semester.	6 hours
PNE 120	Contributory/Selective Experiences II Provides students with various vocation-related experiences. Offered spring semester.	3 hours
PNE 122	Geriatric Nursing Presents the holistic approach to the care of the mature to aging person. Explores the aging process with its many challenges and compensations. Problems related to role change and completions of developmental tasks are investigated. Students will care for the aging	3 hours

individual in extended care facilities, hospitals, and other health care settings. Offered spring semester.

PNE 126	<p>Intravenous Therapy Prepares the practical nursing student to perform venipuncture, monitor and regulate intravenous fluids, add parenteral solutions to existing IV lines, change IV tubing, monitor transfusions of blood initiated by the RN, and increase knowledge of IV solutions used in IV therapy. This skill is integrated in the clinical rotations under the direction of an approved preceptor. Offered fall and spring semesters.</p>	2 hours
PNE 128	<p>Medical Surgical Nursing I/Intravenous Therapy Focuses on the care of the medical-surgical patient experiencing diseases and disorders of various body systems. Emphasis is placed on utilizing nursing care skills, nursing knowledge, the nursing process, and adapting each to the individual patient in the clinical area. Recognized medical and surgical treatments including diet and pharmacological therapies are integrated throughout the medical-surgical content. Prepares the practical nursing student to perform venipuncture, monitor and regulate intravenous fluids, add parenteral solutions to existing IV lines, change IV tubing, monitor transfusions of blood initiated by the RN, and increase knowledge of IV solutions used in IV therapy. This skill is integrated in the clinical rotations under the direction of an approved preceptor. Offered spring semester.</p>	6 hours
PNE 129	<p>Maternal-Child/Pediatric/Mental Health Nursing Provides students with the basic knowledge necessary to care for maternal and newborn clients at the entry level of practical nursing. Also provides basic instruction and skill development in the assessment and care of the maternal client in the areas of prenatal care, labor and delivery, and postpartum. Also provides basic knowledge and skill development in the area of newborn nursing. Provides an understanding of the pediatric disease processes. Covers nursing care for the child and its family with an emphasis on disease process, health teaching, prevention of illness, and promotion of optimal physical, developmental, and emotional health. The course will illustrate health care in the hospital, home, school, clinic, and physician's office. Acquaints students with a group of health problems that derive primarily from problems in emotional adjustment and maturity. Raises awareness of public health issues related to mental disorders and points out the needs of the mentally ill and the care required to cope with related health issues in society. Offered spring semester.</p>	8 hours
PNE 130	<p>Contributory/Selective Experiences III Provides students with various vocation-related experiences. Offered summer term.</p>	5 hours
PNE 133	<p>Medical Surgical Nursing II</p>	4 hours

	Provides further instruction in the care of the medical-surgical patient. Offered summer term.	
PNE 134	Medical Surgical Nursing III Provides further instruction in the care of the medical-surgical patient. Offered summer term.	5 hours
PNE 135	Team Leading in Nursing Introduces practical nursing students to leadership techniques and skills. Provides a basic management foundation on which to build through instruction and clinical experiences. Offered summer term.	2 hours

PSYCHOLOGY

PSY 113	General Psychology Introduces the field of psychology. Gives attention to important psychological concepts, research, and basic principles of human behavior and experience as exhibited in a social and cultural context. Offered fall and spring semesters.	3 hours
PSY 211	Sophomore Seminar Focuses on acquiring skills in performing scientific literature reviews and writing in APA style. Prepares students for internships and entering graduate programs. Also provides an introduction to employment options within the student's prospective field. Offered fall semester.	1 hour
PSY 223	Psychology of Learning (same as EDU 223) Focuses on the learning process and related ideas, such as development, student diversity, cognition, critical thinking, problem solving, effective learning environments, and motivation. Emphasis is placed on teaching and learning theories. Prerequisites: Sophomore standing, or consent of instructor. Offered fall and spring semesters.	3 hours
PSY 233	Psychological Tests and Measurements Focuses on the assessment of individuals by using psychometric instruments. Includes the theory, design, administration, interpretation, and ethical use of psychological testing. Prerequisite: PSY 113. Offered fall semester, even years.	3 hours
PSY 253	Human Diversity Examines diversity as an individual and as a social phenomenon. Gives attention to gender, race, ethnic, religious, socioeconomic, age, and disability variables. Offered spring semester, odd years.	3 hours
PSY 263	Child & Adolescent Psychology Examines the physical, mental, social, and emotional development of persons from birth through 18 years. Prerequisite: PSY 113 or EDU 223. Offered fall and spring semesters.	3 hours

PSY 273	Psychology and Education of the Exceptional Child (same as EDU 273) Studies the physical, social, mental, and emotional characteristics of the exceptional child from birth through high school. Includes an overview of assessment measures. Requires classroom observation hours. Prerequisites: PSY 113 and 223 or PSY 333, or consent of instructor. Offered fall and spring semesters.	3 hours
PSY 303	Psychology of Addictions Studies physiological, social, emotional, and psychological factors affecting the development and treatment of addiction. Application of Biblical principles provides a foundation for providing effective help. Prerequisite: PSY 113. Offered spring semester, odd years.	3 hours
PSY 323	Abnormal Psychology Examines the symptoms, classification, etiology, treatment, and prognosis of abnormal behavior. Prerequisite: PSY 113. Offered spring semester.	3 hours
PSY 333	Lifespan Developmental Psychology Examines the growth and development of the person across the lifespan from conception to death. Emphasizes physical, intellectual, emotional, social, and spiritual dimensions including normative life and developmental tasks and expectations. Prerequisite: PSY 113 or consent of instructor. Offered fall and spring semesters.	3 hours
PSY 343	Introduction to Counseling (same as SCS 343 and SWK 343) Introduces the field of professional counseling. Includes the nature of counseling relationships, major theories, techniques, and applications of counseling. Prerequisite: PSY 113 or consent of instructor. Offered fall semester.	3 hours
PSY 353	Physiological Psychology Examines the biological bases of behavior. Prerequisite: PSY 113. Offered fall semester, odd years.	3 hours
PSY 356	Health Psychology Provides an overview of the educational, scientific, and professional contributions of psychology to the promotion and maintenance of health and the prevention and treatment of illness. Explores the biopsychosocial model of health in relation to how people stay healthy, why they become ill, and how they respond to illness. Prerequisite: PSY 113. Offered spring semester, even years.	3 hours
PSY 363	Social Psychology Examines the interactions of individuals and groups in social context with attention to practical issues of relationships, influence, and control. Prerequisites: PSY 113 or SOC 113. Offered fall semester, even years.	3 hours

PSY 373	Psychology of Personality Focuses on personality assessment and development with an emphasis on major theories of personality. Prerequisite: PSY 113. Offered fall semester, odd years.	3 hours
PSY 391	Advanced Topics Courses offered to meet special needs of students. Prerequisites: PSY 113, junior or senior standing, and consent of instructor.	1-3 hours
PSY 403	Data Analysis & Research Methods I This is the first semester of a two-semester sequence which presents the methods and principles of research methodology, experimental design, and statistical analysis. Quantitative and qualitative methods will be covered. Minitab will be incorporated throughout the course. Students will design, implement and present their own research project during this two course sequence. Students majoring in psychology should complete this course sequence in their junior year. Prerequisites: MTH 127. Offered fall semester.	3 hours
PSY 413	Data Analysis & Research Methods II Presents principles of research design, methodologies, and data analysis techniques; requires students to complete a research project. Prerequisites: PSY 403. Offered spring semester.	3 hours
PSY 433	Psychology of Aging Examines the developmental characteristics (physical, mental, emotional, social, and spiritual) and developmental tasks of aging. Addresses the needs and interests along with the problems of personal and social adjustments. Prerequisite: PSY 333. Offered spring semester, odd years.	3 hours
PSY 451	Senior Seminar Reviews and integrates the student's major coursework with an application to career planning and to professional and ethical issues. Prerequisites: Senior standing. Offered fall semester.	1 hour
PSY 452	Thesis I Guides students in advanced research by having students design a research study and begin preparing it for submission to the IRB. Involves reading appropriate literature, preparing the literature review, developing the methodology, choosing the appropriate statistics, writing a proposal, and preparing the IRB proposal. Prerequisite: PSY 403. Offered fall semester or with advisement from academic advisor.	2 hours
PSY 462	Thesis II Continues development of the project initiated in PSY 452. Involves finalizing the research design and conducting the study, writing an APA-style paper, creating an APA-style poster, and presenting findings in a presentation on campus. Students are encouraged to	2 hours

submit their research for inclusion in a national, regional, or student research conference. Prerequisite: PSY 452. Offered fall semester or with advisement from academic advisor.

PSY 483	Psychology Internship Provides for supervised field experience through placement in an agency, institutional, or business setting. Prerequisite: Junior or Senior standing as a psychology major. Offered fall and spring semesters; summer terms.	1-4 hours
PSY 491	Advanced Topics Through reading and/or research, students explore a topic not covered in other course offerings. Prerequisites: PSY 113, junior or senior standing, and consent of instructor.	1-3 hours

GENERAL SCIENCE

SCI 303	History and Philosophy of Science Presents the historical and philosophical development in selected areas of the natural sciences, from antiquity to the modern age. Addresses how people from various cultures and societies have contributed to the body of knowledge encompassed by the natural sciences and how this knowledge is beneficial to people over a broad range of disciplines. Prerequisite: Junior standing or consent of instructor. Offered spring semester, even years.	3 hours
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SOCIAL SERVICES – Adult Degree Completion Program

SCS 306	Family Social Services Examines the structure and functions of the family unit. This course identifies and centers on the skills needed to direct the family unit strengths and address family unit weaknesses.	3 hours
SCS 313	Introduction to Social Services This module is a study of the social work field with an introduction to social welfare delivery systems.	3 hours
SCS 343	Introduction to Counseling (same as PSY 343 and SWK 343) This course is designed to introduce students to the field of counseling. It is for learners who are anticipating a career in the human service field (psychology, social work, human services, probation, counseling, and ministry) but is also applicable for anyone who desires better listening and interaction skills. A major focus will be developing an effective helping relationship. Other areas of focus include counseling theories, strategies and interventions, cultural and personal values, and ethics.	3 hours
SCS 353	Social Issues This module is intended to help learners better understand, identify,	3 hours

and analyze contemporary social issues, both globally and in the United States. The issues reviewed and discussed will be examined from the conflict, functionalist, and symbolic interactionist perspectives.

SCS 356	<p>Crisis Intervention (same as ADJ 356, and CRJ 356)</p> <p>This module is a study of the principles of crisis intervention generally, with a special emphasis on the types of precipitating events frequently seen by social work practitioners. Events often leading to individual or group/community crisis behavior may include, but not need to be limited to: grief/loss; suicide and homicide; family violence; sexual assault; substance abuse; accidents (shootings, motor vehicle and airline crashes, etc.); and natural disasters (storms, floods, earthquakes, tornados, hurricanes, etc.). While much crisis intervention is done in a clinical setting by professional counselors, this module is intended to equip law enforcement, first responders, correctional officers, and other social work practitioners with a basic knowledge of how to effectively and safely intervene when they come into contact with people operating in “crisis mode.”</p>	3 hours
SCS 413	<p>Casework Methods</p> <p>The Casework Methods course examines the methods of casework, interviewing, verbal and nonverbal communication, recording, and basic intervention techniques in individual, group, and community application.</p>	3 hours
SCS 424	<p>Research Methods in Behavioral Science</p> <p>The purpose of this course will be to help learners learn the process of conducting behavior science research. It will also provide them with actual experience as each student will conduct their own research and write an APA-style research article suitable for publication. Prerequisite: MTH 127.</p>	3 hours
SCS 436	<p>Family Violence (same as CRJ 436)</p> <p>This module analyzes family, legal, and intervention dynamics related to domestic assault, child abuse, and elder abuse. It presents methods of recognizing victims of violence, abuse, neglect, exploitation, sexual exploitation, and sexual assault. A special emphasis is on intervention strategies in the context of human services and criminal justice.</p>	3 hours
SCS 443	<p>Ethics in Social Services</p> <p>This module is intended to help learners better understand their personal values and ethical principles and how such values and ethical principles influence how they function. This module is also intended to help learners acquire a thorough knowledge of the NASW Code of Ethics, which is a necessity in their future career opportunities as a social worker.</p>	3 hours
SCS 453	<p>Social Services in Communities and Groups</p> <p>This module is a study of the social work field and the current</p>	3 hours

prospective of the practice of social work in demographic, social, political, and economic current and emerging trends in groups, communities, organizations, and institutions. It is designed to provide a foundation of understanding the implications of the Micro-, Meso-, and Macro- systems in the field of social work practice.

SCS 466	Social Services Internship I Provides students with supervised field experience through placement in area agencies and institutions.	6 hours
SCS 476	Social Services Internship II A continuation of SCS 466.	6 hours

SECONDARY EDUCATION

SED 336	Reading and Writing in the Content Areas Focuses on enabling the preservice teacher to facilitate reading and writing in content areas. Prerequisite: admission to the Teacher Education Program. Offered spring semester.	3 hours
SED 366	Implementing Vocational Business Education Programs Enables preservice teachers to acquire the knowledge, skills, and abilities necessary for the implementation and administration of vocational business education programs. Prerequisite: admission to the Teacher Education Program. Offered spring semester.	3 hours
SED 376	Coordination of Cooperative Education Programs Surveys practices and procedures of cooperative business education programs with emphasis on program development, operation, and assessment. Prerequisite: admission to the Teacher Education Program. Offered fall semester.	3 hours
SED 403	Classroom Management for Secondary Classrooms Explores the administrative structure of secondary schools, including concepts, principles, and strategies for establishing an orderly classroom environment. Emphasis is placed on promoting student engagement and involvement in academic work as an essential component of preventive classroom management. Discipline concepts for effectively managing student behaviors through supportive and corrective strategies are also covered. Prerequisite: admission to the Teacher Education Program. Offered spring semester.	3 hours
SED 423	Secondary Education Methods in Content Area Specialty Focus on the theoretical models, instructional methods, curriculum designs, and self-reflective practices that promote student learning and development in the secondary content classroom area from grades 7-12. Candidates complete modules specific to their content area specialty. Must be taken concurrently with EDU 301 Content Area Field Experience or EDU 300/400 Field Experience III/IV (Art, Music,	3 hours

P.E. majors). Prerequisite: EDU 203 and admission to the Teacher Education Program. Offered fall semester.

SOCIOLOGY

SOC 113	Introduction to Sociology Introduces the basic concepts of sociology and their impact on the study of the development of society. Offered fall and spring semesters.	3 hours
SOC 123	Marriage and the Family Examines sociological and historical research that focuses on the institutions of marriage and the family. Topics include such issues as ethnicity, composition, diversity, roles, socialization, and the place of these institutions in modern societies. Offered fall and spring semesters.	3 hours
SOC 233	Social Issues Identifies and analyzes contemporary social issues, both globally and in the United States. Examines these issues from the conflict, functionalist, and symbolic interactionist perspectives. Offered fall semester.	3 hours
SOC 253	Human Diversity (same as PSY 253) Examines diversity as an individual and as a social phenomenon. Gives attention to gender, race, ethnic, religious, socioeconomic, age, and disability variables. Prerequisites: PSY 113, SOC 113. Offered spring semester, odd years.	3 hours
SOC 323	Juvenile Delinquency (same as ADJ 323 and CRJ 323) Investigates the nature and extent of delinquency; competing models and theories; and evaluation of prevention, control, treatment, and research programs. Offered fall semester.	3 hours
SOC 346	Corrections (same as CRJ 346) Explores the formation, operation, and management of correctional facilities, with particular attention given to the life of both convicted offenders and prison staff. Offered spring semester.	3 hours
SOC 356	Crisis Intervention (same as ADJ 356, CRJ 356, and SCS 356) Examines the nature of crises in personal, group, and community settings, particularly as it relates to the first responder. Includes information about the physical, emotional, and behavioral effects of the response to crisis; tactical considerations in responding to and in managing the crisis; and patterns of after-care for victims and communities. Offered spring semester.	3 hours
SOC 363	Social Psychology (same as PSY 363) Examines the interactions of individuals; studies groups in social context. Gives attention to practical issues of relationships, influence,	3 hours

and control. Prerequisites: PSY 113 and SOC 113. Offered fall semester, even years.

SOC 388	Civil Liability (same as CRJ 388) Focuses on principles of state and federal laws pertaining to the liability of agencies and individuals in practice of emergency and social services. Offered fall semester.	3 hours
SOC 391-3	Advanced Topics Through reading and/or research, students explore a topic not covered in other course offerings. Prerequisites: SOC 113, junior or senior standing, and consent of instructor.	1-3 hours
SOC 426	Domestic Terrorism and Homeland Security (same as ADJ 426 and CRJ 426) Focuses on domestic terrorism. Includes an examination of law enforcement techniques and strategies for dealing with various hate groups, as well as the impact of these groups on the U.S. criminal justice system, national security, and quality of life. Offered fall semester.	3 hours
SOC 436	Family Violence (same as CRJ 436 and SCS 436) Analyzes family, legal, and intervention dynamics related to domestic assault, child abuse, and elder abuse. Presents methods of recognizing victims of violence, abuse, neglect, exploitation, sexual exploitation, and sexual assault. Focuses on intervention strategies. Offered fall semester.	3 hours
SOC 491-3	Advanced Topics Through reading and/or research, students explore a topic not covered in other course offerings. Prerequisites: SOC 113, junior or senior standing, and consent of instructor.	1-3 hours

SPORT AND RECREATION MANAGEMENT

SRM 302	Leadership in Sport and Recreation Examines the theory, principles, and processes of leadership in sport and recreational settings. Introduces group processes and explores applications to everyday situations. Offered fall semester.	2 hours
SRM 313	Sport and Recreation Programming Studies the purpose and functions of program planning and the principles, objectives, organizational behaviors, and evaluation of sport management and recreation. Offered spring semester.	3 hours
SRM 333	Managing Sporting Events/Intramurals Provides strategies and tactics for the event planning, implementation, and follow-up processes. The management of sporting facilities will be explored. Participation in facilitation of intramurals and sporting events will be involved. Offered fall semester.	3 hours

SRM 373	Practicum in Sport and Recreation Management Provides observation and learning experiences in the fields of sport and or recreation. Provides insight into the field of sport and recreation as a career. Assignment and evaluation will be under the direction of a faculty instructor. Offered fall and spring semesters.	3 hours
SRM 476	Professional Internship in Sport and Recreation Provides prospective majors in the field of recreation opportunities to perform recreation skills under the supervision of trained personnel. Assignment and evaluation will be under the direction of a faculty instructor. Offered fall and spring semesters.	6 hours
SRM 491	Advanced Topics Courses offered to meet special needs of students. Prerequisite: Consent of instructor.	1-3 hours

SOCIAL WORK

SWK 343	Introduction to Counseling (same as PSY 343 and SCS 343) Introduces the field of professional counseling. Includes the nature of counseling relationships, major theories, techniques, and applications of counseling. Prerequisite: PSY 113 or consent of instructor. Offered fall semester.	3 hours
SWK 391	Advanced Topics Courses designed to meet special needs and interests of the student. Prerequisite: HUS 313, junior or senior standing, and consent of instructor.	1-3 hours
SWK 413	Casework Methods Examines the methods of casework, interviewing, verbal and nonverbal communication, recording, and basic intervention techniques in individual, group, and community applications. Prerequisite: HUS 313 or consent of the instructor. Offered spring semester, even years.	3 hours
SWK 491	Advanced Topics Through reading and/or research, students explore a topic not covered in other course offerings. Prerequisites: HUS 313, junior or senior standing, and consent of instructor.	1-3 hours

THEOLOGY

THE 213	Introduction to Philosophy (same as PHL 213) Surveys the basic problems, procedures, and systems of philosophy. Assists students in developing a critical and constructive attitude toward knowledge. Prerequisite: Sophomore standing. Offered spring semester, odd years.	3 hours
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THE 291	Special Topics Courses to meet special needs of students. Prerequisite: Consent of instructor.	1-3 hours
THE 313	Christian Ethics (same as PHL 313) Studies Biblical principles for personal and societal conduct. Examines contemporary cultural issues like abortion, capital punishment, sexual relationships, and war in the light of Biblical teachings. Prerequisites: BIB 113 and 123, or BIB 143. Offered fall semester, even years.	3 hours
THE 323	Comparative Religions (same as PHL 323) Provides a historical and descriptive introduction to the major religions of the world. Attention is given to comparing them with orthodox Christianity. Prerequisite: Junior standing or consent of instructor. Offered spring semester, even years.	3 hours
THE 332	Baptist History & Heritage Examines the history and heritage of Baptists, with special attention given to Southern Baptists and their organizational structure and work. Offered fall semester, odd years.	2 hours
THE 343	History of Christianity (same as CMN 343) Surveys the history of Christianity from the time of Christ to the present. Attention is given to Christianity's social, institutional, and theological developments. Offered fall semester, even years.	3 hours
THE 373	Christian Doctrine (same as CMN 373) Presents a systematic study of the classical categories of Christian theology, employing the tools of Biblical theology, historical theology, systematic theology, and an inductive approach to Biblical interpretation. Prerequisite: Junior standing or consent of instructor. Offered fall semester, odd years.	3 hours
THE 391	Advanced Topics Courses in theology to meet special needs of students. Prerequisite: THE 373 or consent of instructor.	1-3 hours
THE 491	Advanced Topics In-depth studies to meet special needs of students. Prerequisites: THE 373 and junior standing or consent of instructor.	1-3 hours

THEATRE

THR 100	Theatre Appreciation Introduces play analysis, character analysis and interpretation, and theatrical production. Christian theatre and theatre students may not take this appreciation course to meet their fine arts General Education requirement. Offered fall and spring semesters.	3 hours
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THR 101	Introduction to Christian Theatre Studies the values, methods of organization, planning, budgeting, scheduling, and utilization of all the dramatic arts in a local church ministry. Prerequisite: THR 100. Offered fall semester, even years.	3 hours
THR 103	Acting I Provides basic instruction in acting; focuses on students discovering themselves and using their physical, emotional, psychological, and spiritual qualities in drama. Offered fall semester, odd years.	3 hours
THR 107 THR 207 THR 307 THR 407	Theatrical Production Provide students with studio credit for participating in a department production as a member of the cast or crew. One hour credit per production. Activity course. Offered fall and spring semesters.	1 hour
THR 109 THR 209 THR 309 THR 409	The New Edition Provide credit for participating in a repertory group specializing in Christian theatre and balletic-mime. An evangelical and exhortatory ministry of Hannibal-LaGrange University. Activity course. Prerequisites: THR 103, audition, and consent of instructor. Offered fall and spring semesters.	1 hour
THR 110 THR 210 THR 310 THR 410	Theatre Activity Provide students with activities credit for participating in the current semester's production. Activity course. Prerequisite: Previous level or consent of instructor. Offered fall and spring semesters.	1 hour
THR 201	Stagecraft, Lighting, and Scene Design Studies the theory and techniques involved in the design and development of basic theatrical staging elements. Students will be required to participate in the current semester's production. Prerequisite: THR 100. May not be taken concurrently with THR 202. Offered spring semester, odd years.	3 hours
THR 202	Stage Makeup and Costume Design Studies the theory and techniques involved in the design and application of makeup and costumes in theatrical production. Students will be required to participate in the current semester's production. Prerequisite: THR 100. May not be taken concurrently with THR 201. Offered fall semester, odd years.	3 hours
THR 291	Special Topics Courses offered to meet special needs of students.	1-3 hours
THR 302	Theatrical Directing I Focuses on script analysis and the principles, methods, and techniques of directing. Students direct class assignments. Prerequisites: THR 103, 201, 202. Offered spring semester, even years.	3 hours
THR 303	Acting II Focuses on developing acting techniques and character development	3 hours

on stage. Prerequisite: THR 103. Offered spring semester, even years.

THR 304	Creative Dramatics Examines the philosophy and structure of dramatic composition; emphasizes the selection of appropriate materials, types of dramatic structures, styles of dramatic composition, and the visual nature of dramatic material. Offered spring semester, odd years.	3 hours
THR 333	History of the Theatre Studies significant developments in the history of theatre. Offered fall semester, odd years.	3 hours
THR 343	Drama as Literature (same as LIT 343) Provides an introductory study of drama from its classical beginning through its contemporary development. Prerequisites: ENG 104 and 106 or consent of instructor. Offered fall semester, even years.	3 hours
THR 391	Advanced Topics Courses offered to meet special needs of students.	1-3 hours
THR 401	Advanced Christian Theatre/Senior Performance Provides practical experiences in utilizing and producing dramatic presentations in and for a church. Apprenticeship work in local church as fine arts specialist; minimum of 150 hours during the semester. Prerequisites: THR 100, 101, 103, 201, 202. Offered by arrangement.	3 hours
THR 402	Theatrical Directing II Provides practical experience in directing. Concepts studied in THR 302 will be tested in directing a one-act production. Prerequisites: THR 103, 201, 202, 302. Offered fall semester, even years.	3 hours
THR 403	Seasonal Repertory Theatre Involves seminar participation; laboratory on seasonal repertory theatre. May be repeated for credit. Prerequisite: Consent of instructor. Offered during summer term.	3 hours
THR 404	Senior Performance Seminar Provides advanced independent study and performance in various selected areas of theatre, such as theatre directing, acting, designing, playwriting, educational theatre, theatre management, church drama, or critical research. Prerequisite: Senior theatre major or consent of instructor. Offered by arrangement.	3 hours
THR 491	Advanced Topics Courses offered to meet special needs of students.	1-3 hours

VARSITY SPORTS

NOTE: For the second and third semesters of a varsity sport, sign up for the 200- and 300-level. The 400-level may be repeated for credit. They must be taken in numerical succession. A maximum of 1 credit hour per semester may be received for participation in varsity sports. Activity course.

VAR 121, VAR 221, VAR 321, VAR 421	Men's Wrestling I, II, III, IV	1 hour
VAR 131, VAR 231, VAR 331, VAR 431	Men's Track and Field I, II, III, IV	1 hour
VAR 132, VAR 232, VAR 332, VAR 432	Women's Track and Field I, II, III, IV	1 hour
VAR 141, VAR 241, VAR 341, VAR 441	Men's Cross Country I, II, III, IV	1 hour
VAR 142, VAR 242, VAR 342, VAR 442	Women's Cross Country I, II, III, IV	1 hour
VAR 151, VAR 251, VAR 351, VAR 451	Men's Baseball I, II, III, IV	1 hour
VAR 152, VAR 252, VAR 352, VAR 452	Women's Softball I, II, III, IV	1 hour
VAR 161, VAR 261, VAR 361, VAR 461	Men's Basketball I, II, III, IV	1 hour
VAR 162, VAR 262, VAR 362, VAR 462	Women's Basketball I, II, III, IV	1 hour
VAR 172, VAR 272, VAR 372, VAR 472	Women's Volleyball I, II, III, IV	1 hour
VAR 181, VAR 281, VAR 381, VAR 481	Men's Soccer I, II, III, IV	1 hour
VAR 182, VAR 282, VAR 382, VAR 482	Women's Soccer I, II, III, IV	1 hour
VAR 191, VAR 291, VAR 391, VAR 491	Men's Golf I, II, III, IV	1 hour
VAR 192, VAR 292, VAR 392, VAR 492	Women's Golf I, II, III, IV	1 hour

WORSHIP

WOR 103	Survey of Worship Provides an overview of worship leadership in the local church. Surveys the history of worship in the church, examines the Biblical mandates and implications for worship leadership, and studies practical aspects of worship leadership within the local church. Offered fall semester.	3 hours
WOR 333	Music Media and Technology (same as MUS 303) Offers a practical introduction to and experience with technology used in music settings, including modern worship. Includes: visual media, sound systems, lighting systems, presentation software, video production, web production, and computer technologies. Pre-requisite: WOR 103, or consent of instructor. Offered spring semester, odd years.	3 hours

- WOR 343 Corporate Worship Ministry** **3 hours**
Examines the definition and theology of worship. Incorporates materials on the call to ministry; planning and leading rehearsals (praise band, choirs, and orchestra); worship leadership procedures; and personal spiritual disciplines necessary for worship leadership. Provides practical experience in worship leadership. Prerequisites: WOR 103, or consent of instructor. Offered fall semester, even years.
- WOR 413 Biblical Foundations of Worship** **3 hours**
Focuses on principles and patterns of worship in the Old and New Testaments. Addresses scriptural, theological, and historical foundations of corporate worship and their relationship to culture. Includes information on the history of Christian worship, with emphasis on developing a Biblical methodology of congregational worship. Prerequisites: WOR 103 and at least one BIB course, or consent of instructor. Offered fall semester, odd years.
- WOR 433 Church Music Administration** **3 hours**
Presents the principles of leading a worship and music ministry apart from corporate worship times. Covers the topics of budgeting, programming, staff and pastoral relations, conflict resolution, and general organizational and leadership concerns. Prerequisite: WOR 103. Offered spring semester, even years.
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GRADUATE COURSE DESCRIPTIONS

BUSINESS MANAGEMENT

BMN 5113	Organizational Behavior & Emotional Intelligence Provides an understanding of practical implications of various theories of human workplace behavior. Examines key aspects of organizational behavior and workplace-related aspects of emotional intelligence.	3 hours
BMN 5123	Managerial Leadership & Executive Communication Prepares leaders for the cross-functional complexities inherent in organizational life. Helps students develop skills for more effective leadership in the major organizational functions, as well as in the areas of decision making, problem solving, and organizational communication. Addresses the issue of integrating current information technologies.	3 hours
BMN 5133	Legal Issues in Managerial Leadership Provides students with a foundational knowledge of the legal issues facing both start-up and established business enterprises in the areas of contracts, corporations, employment, insurance, intellectual property, international trade, leases, limited liability organizations, partnership, and homeland security concerns.	3 hours
BMN 5143	Managerial Finance Discusses elements of business financial decision making, including financial forecasting and development of performance, management of working capital, capital budgeting, capital structure, and raising funds in capital markets.	3 hours
BMN 5153	Organizational Development & Strategic Planning Examines techniques that help organizations improve effectiveness and enhance personal development. Helps students clarify organizational goals and develop and evaluate action plans. Investigates change processes and helps students identify and overcome personal and organizational barriers to change.	3 hours
BMN 5163	Human Resources Management-Employee Development Examines methods and technologies for developing corporate human resources to enhance workplace effectiveness and improve overall organizational success.	3 hours

CHRISTIAN MINISTRY

CML 5213	Old Testament Foundations of Leadership Presents an overview of the entire Old Testament, with a focus on key personalities of the Old Testament world. Focuses on the content of the 39 books and the role key leaders played in the history and	3 hours
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thought of ancient Israel.

CML 5223	New Testament Foundations of Leadership Presents an overview of the entire New Testament, with a focus on its key personalities. Focuses on its 27 books, with special emphasis on the life and teachings of Jesus Christ, the life of the Apostle Paul, and the spread of Christianity in the first-century Roman world.	3 hours
CML 5233	Essentials of the Christian Faith Provides an overview of Christianity, including its history, beliefs, and practices. Examines the personal and corporate dimensions of the Christian life and the role of spiritual disciplines within the Christian life.	3 hours
CML 5243	Organizational Administration for Ministry Leaders Prepares ministry leaders for the cross-functional complexities inherent in administrative decision-making. Focuses on various organizational functions, including finance, operations management, marketing, and human resource management.	3 hours
CML 5253	The Effective Christian Witness Examines the Biblical "Great Commission" and its fulfillment by the Christian community throughout history, including the present. Provides students with an opportunity to evaluate different methodologies and philosophies in Christian witnessing and to develop their own philosophy and methodology of witnessing.	3 hours
CML 5263	Christian Counseling Examines counseling as Christian ministry. Presents contemporary counseling theories related to familial and individual crisis, conflict, and encouragement, utilizing a Christian viewpoint.	3 hours

EDUCATION ADMINISTRATION

EAD 5013	Foundations of Educational Administration and Special Services from a Biblical Worldview Considers foundational theory of education and its implications to the entire educational system, including leading in special services, collaboration with families and the community, and with personnel. Uses Biblical worldview as the foundation on which values, morality, and ethical practice considerations will be formulated.	3 hours
EAD 5113	Elementary Curriculum and Instruction Applies the teaching process, state and national standards, technology, learning objectives, scope and sequence, and assessment to create, implement, and instruct effective elementary curriculum in an instructional management system. 20 hours of field experience is included in this course.	3 hours

EAD 5123	Secondary Curriculum and Instruction Applies the teaching process, state and national standards, technology, learning objectives, scope and sequence, and assessment to create, implement, and instruct effective secondary curriculum in an instructional management system. 20 hours of field experience in included in this course.	3 hours
EAD 5213	Elementary Administration Links leading and managing within a school and the community where elementary principals use various methods and theories to problem solve and make decisions. Developing, articulating, implementing, and stewarding the vision, mission, and goals is also covered, along with managing the organizational structure of the school.	3 hours
EAD 5223	Secondary Administration Links leading and managing within a school and the community where secondary principals use various methods and theories to problem solve and make decisions. Developing, articulating, implementing, and stewarding the vision, mission, and goals is also covered, along with managing the organizational structure of the school.	3 hours
EAD 5233	School Supervision Focuses on the theories, skills, and application of effective instruction in the educational setting and the role of the principal as the educational leader. The course also entails the principal's position in supervision and evaluations and the application of these roles in schools. Student discipline is also covered in the course. 20 hours of field experience is required with this course.	3 hours
EAD 5313	School Business Management and School Facilities Examines financial policies that govern Missouri schools and the fiscal resources of the United States and Missouri. This course will also provide strategies and skills to plan and effectively maintain facilities. Emphasis in the course is space evaluation, adequate space for instruction, maintaining and modernizing facilities, and planning for the future. Management of the school's public relations is also discussed in this course. 20 hours of field experience is required with this course.	3 hours
EAD 5323	Educational Administration Practicum Provides the opportunity to engage in the daily management and leadership as a principal with a veteran administrator. 170 hours are required for this course.	3 hours
EAD 5333	Educational Administration Research School Improvement Plan Provides the opportunity to engage in data collection and decision-making by focusing on one school improvement issue that can be effectively changed for the betterment of the school. Students will	3 hours

complete this project after all other coursework in the MEd in Administration is complete.

EDUCATION

EDU 5013	Counseling & Collaboration Techniques with Children, Families, and Teachers from a Biblical Worldview Considers counseling and collaboration with children, families, and professional colleagues from the perspective of a Biblical worldview. Prepares practitioners to implement diversity issues into their literacy lessons. Utilization of counseling theory, techniques, and advocacy will be presented in the course. Provides application in group interaction, navigating relational conflict, and focusing on the individual. Uses the Biblical worldview as the foundation on which values, morality, and ethical practice considerations will be formulated.	3 hours
EDU 5023	Psychology of Learning Provides an introduction to theories of learning, the mental process of knowing, and ways for structuring information-delivery so that instruction is enhanced in the classroom. Explores current neurological research on pattern-recognition, memory, concept formation, knowledge, imagery, language, decision-making, problem-solving, and creativity.	3 hours
EDU 5033	Behavior Management Focuses on research-based guidance and discipline concepts for effectively managing student behaviors and solving discipline problems. Emphasis is placed on theories and techniques of behavior management to effectively apply preventive, supportive, and corrective strategies in the school environment.	3 hours
EDU 5043	Class Action Research Facilitates the development of the educated person who can interpret and evaluate research literature, distinguish between qualitative, quantitative, and mixed method research studies, and begin to formulate research topics and questions for use in their own studies.	3 hours
EDU 5053	Assessment and Evaluation in Education Provides knowledge of methods of assessing student achievement, aptitude, and performance. Emphasis is placed on formative and summative assessments, as well as the use of informal to standardized assessments to engage in data-based decision making. Statistical terms and methods are also studied. 20 hours of field experience is required for MEA students.	3 hours
EDU 5063	Literacy for Diverse Learners Prepares practitioners to meet the literacy needs of diverse populations. Examines social, cultural, ethnic, socioeconomic,	3 hours

religious, age, gender, and linguistic diversity in order to gain a better understanding, to identify risks related to learning, and to plan provisions for student success. Focuses on instructional literacy strategies that meet the academic and functional needs of diverse learners, including struggling readers and English-language learners. Explores the skills used in literacy-based instruction in the classroom with a broad range of student abilities. Includes strategies for teaching students with reading deficits and explores theories of first- and second-language acquisition.

EDU 5083	Capstone Project Provides an opportunity for students to examine educational practices and to apply research principles for designing, conducting, and analyzing an approved action research project or a curriculum analysis design. Their findings will be presented in a public forum. To be taken at the conclusion of the graduate program.	3 hours
EDU 5113	Differentiated Learning Examines the challenges that educators face in creating inclusive classrooms for all students. Studies theory and practice to help educators design effective strategies for working with gifted students and for supporting IEP goals for students with disabilities. Identifies assessment instruments, both group and individual, along with a variety of methods for measuring student growth and understanding.	3 hours
EDU 5123	Curriculum & Instruction Includes an exploration of the teaching process, state and national standards, utilization of technology, development of learning objectives, and alignment of lesson plans and assessments. Studies theory and practice to help educators design effective strategies for working with all students.	3 hours
EDU 5133	School Law Examines local, state, and federal laws impacting public and private educational institutions. Considers current trends, issues, landmark cases, and governance which influences the professional work of school personnel. 20 hours of field experience is required for MEA students.	3 hours
EDU 5143	Teaching Mathematics in Elementary School I Develops pre-service elementary teachers' understanding of the content, processes, pedagogy, and differentiated instruction needed for teaching mathematics to culturally diverse students. Focuses on theories of cognitive development as applied to mathematics and best practices in the process of problem solving, number sense, algebra, geometry, measurement, data, and technology as applied to mathematics.	3 hours
EDU 5153	Teaching Mathematics in Elementary School II Develops pre-service elementary teachers' understanding of the	3 hours

content, processes, pedagogy, and differentiated instruction needed for teaching mathematics to culturally diverse students. Emphasizes the need for, and the framework of, a balanced math program. Students develop mathematical units of instruction demonstrating the components of the balanced math philosophy.

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| EDU 5213 | Advanced Methods of Teaching Reading
Examines methods and materials for reading instruction for emerging and developing readers with emphasis on the reading process, reading strategies, and assessing reading progress. Presents and applies approaches to reading in phonemic awareness, phonics, comprehension, vocabulary, and fluency. | 3 hours |
| EDU 5223 | Reading & Writing Across the Curriculum
Links reading and writing skills across the curriculum through the use of instructional strategies and assessments. Examines ways to design an effective learning environment by integrating reading and writing to increase and assess literacy skills, develop critical thinking, and improve written communication. Focuses on the implementation of instructional interventions for students with reading deficits. | 3 hours |
| EDU 5233 | Analysis & Correction of Reading Disabilities
Studies the causes of reading and writing disabilities, diagnostic procedures, and methods for correction. Presents principles and techniques for analyzing, diagnosing, and correction of reading difficulties in the area of literacy at the elementary, secondary, and special education levels. Provides instruction and experience in diagnosing reading and writing performance and in prescribing and implementing teaching strategies that remediate weaknesses and encourage an appreciation for reading and writing as means of personal growth, enjoyment, and lifelong learning. | 3 hours |
| EDU 5243 | Language Acquisition and Development
Focuses on the various factors involved in children's acquisition and development of oral and written language. Deals with language and subsequent literacy issues experienced by children who are at-risk or have disabilities. Covers specific strategies to increase vocabulary and language and to use augmentative systems. | 3 hours |
| EDU 5253 | Literacy Practicum K-6
Provides in-depth experience with teaching and assessment of literacy in an elementary setting supported by on-site faculty guidance and supervision. All students must have a complete fingerprint and background check completed by the Missouri Highway Patrol and/or the Federal Bureau of Investigations (FBI). Professional fee. <i>Practicum Courses are required to be eligible for the Department of Elementary and Secondary Education Certification (DESE) in Special Reading K-12. Practicums are not needed if the student is seeking a Master of Science in Teaching in Special Reading K-12 and does not need Missouri specific certification.</i> | 3 hours |

EDU 5263	Literacy Practicum 7-12 Provides in-depth experience with teaching and assessment of literacy in a secondary setting supported by on-site faculty guidance and supervision. All students must have a complete fingerprint and background check completed by the Missouri Highway Patrol and/or the Federal Bureau of Investigations (FBI). Professional fee. <i>Practicum Courses are required to be eligible for the Department of Elementary and Secondary Education Certification (DESE) in Special Reading K-12. Practicums are not needed if the student is seeking a Master of Science in Teaching in Special Reading K-12 and does not need Missouri specific certification.</i>	3 hours
EDU 5303	Psychology and Education of the Exceptional Child Studies the physical, social, mental, and emotional characteristics of the exceptional child from birth through high school. Includes an overview of assessment measures, legal issues, the diagnosis and the characteristics of exceptionalities, support services, management of individualized education plans (IEPs), and other current topics in special education.	3 hours
EDU 5313	Child & Adolescent Psychology Examines the physical, mental, social, and development growth of persons from birth to 18 years. Facilitates the development of the educated person who can interpret and evaluate research literature, distinguish between qualitative, quantitative, and mixed method research studies, and begin to formulate research topics and questions for use in their own studies.	3 hours
EDU 5323	Elementary Education Methods in the Content Area Specialty Focus on the theoretical models, instructional methods, curriculum designs, and self-reflective practices that promote student learning and development in the secondary content classroom area. Students complete modules specific to their content area specialty: Art, Music, and Physical Education.	3 hours
EDU 5333	Middle School and Secondary Education Methods in the Content Area Specialty Focuses on the theoretical models, instructional methods, curriculum designs, and self-reflective practices that promote student learning and development in the middle school and secondary content classroom area. Students complete modules specific to their content area specialty: Art, Music, Physical Education, Biology, Unified Science, Mathematics, Business, English, Social Sciences, and Speech/Theatre.	3 hours
EDU 5391	Topical Studies in Education Enables structured literature study groups to focus on a curricular topic, examining current research for best practices and their implementation in today's classrooms.	1-3 hours

EDU 5901	Field Experience I Provides field experience (20 clock hours) for students desiring early childhood, elementary, or secondary certification. All students must have a complete fingerprint and background check completed by the Missouri Highway Patrol and/or the Federal Bureau of Investigations (FBI). Professional fee.	.5 hour
EDU 5902	Field Experience II Provides field experience (20 clock hours) for students desiring early childhood, elementary, or secondary certification. All students must have a complete fingerprint and background check completed by the Missouri Highway Patrol and/or the Federal Bureau of Investigations (FBI).	.5 hour
EDU 5903	Field Experience III-Content Area Practicum Provides field experience (45 clock hours) for students desiring early childhood, elementary, or secondary certification. Must be taken concurrently with content area methods course. Students seeking K-12 certification need to complete 22.5 hours at the K-6 level and 22.5 hours at the 7-12 level. All students must have a complete fingerprint and background check completed by the Missouri Highway Patrol and/or the Federal Bureau of Investigations (FBI). Professional fee.	1 hour
EDU 5908	Student Teaching Seminar Provides opportunities for students to participate in classroom practices, preparation and practice for whole group student teaching, and engage in items for state teacher certification. Candidates are placed in the appropriate grade-level and subject-area classroom according to their certification track. Sessions on educational topics are required throughout the semester. See TEP Website for enrollment deadlines. Professional fee. Prerequisites: Admission to the Teacher Education Program. Offered summer semester.	0 hours
EDU 5909	Student Teaching Provides for students teaching under supervision for one semester. Candidates are placed in an appropriate grade-level and subject-area classroom according to their certification track. Sessions on educational topics are required throughout the semester. See TEP Website for enrollment deadlines. Professional fee. Prerequisites: Admission to the Teacher Education Program.	9 hours

LEADERSHIP CORE

LDR 5013	Foundations in Leadership Theory and Practice Considers the development of leadership theory and contemporary thought in leadership as well as the practice of leadership theory. Surveys models, methods, and skills in leadership and their application in diverse settings and cultures.	3 hours
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LDR 5023	Ethical Leadership in a Biblical Worldview Considers ethical practices and behavior from the perspective of the leader as it relates to decision-making, planning, moral dilemmas, and the ability to lead. Uses the Biblical world view as the foundation on which values, morality, and ethical practice considerations will be formulated. Also examines concept of ethical leadership power.	3 hours
LDR 5033	Organizational Leadership Identifies, connects, and evaluates organizational issues and practices related to effective leadership in organizations; focuses on leading and influencing innovation and change.	3 hours
LDR 5093	Leadership Capstone Project Examines case studies of leadership theory/style or individual leaders.	3 hours

Personnel

2018 Board of Trustees

Officers:

Dwight Blankenship, *Chairman*

Sonia Vicars, *Vice Chairman*

Tom Rains, *Secretary*

Glenn Miller, *Treasurer*

Board

Members:

<u>Term Expiring</u>	<u>Name</u>	<u>Vocation</u>	<u>Residence</u>
2018	*Mark Anderson	Pastor	Cape Girardeau, MO
2018	*Dwight Blankenship	Pastor	St. Louis, MO
2018	*Mitchell Jackson	Pastor	Sikeston, MO
2018	*Glenn Miller	Businessman	Kansas City, MO
2018	Girard Secker	Businessman	Hannibal, MO
2019	Joseph Bean	Medical Doctor	Hannibal, MO
2019	Doug Hamilton	Businessman	Shawnee, KS
2019	*Rod Martin	Businessman	Destin, FL
2019	Matthew Tanner	Pastor	LaPlata, MO
2019	*Sonia Vicars	Businesswoman	St. Peters, MO
2020	*Brad Collier	Businessman	Stillwater, OK
2020	*Phil Bray	Pastor	Macon, MO
2020	*James Freeman	Attorney	Lee's Summit, MO
2020	*Tom Rains	Pastor	Quincy, IL
2020	*Joel Russell	Retired Army Chaplain	Bettendorf, IA
2020	*Tim Smith	Pastor	Eldon, MO
2021	*Carey Casey	Minister & Businessman	Chicago, IL
2021	*Tyler Foster	Businessman	Springfield, MO
2021	Randy Klocke	Businessman	Ewing, MO
2021	Randall Sharpe	Businessman	Lewistown, MO
2021	Adam Mallette	Pastor	Brookline, MO
2021	*Michael Atherton	Pastor	Cottleville, MO
2022	*Gary Shultz	Pastor	Fulton, MO
2022	Loretta Bringer	Retired Businesswoman	Maywood, MO
2022	Bobbie Crane	Businesswoman	St. Peters, MO
2022	Leo Endel	Pastor	Rochester, MN
2022	Bryan Gruber	Businessman	Mexico, MO
2022	Ilda Kennon	Retired Educator	Pevely, MO
	*Executive Committee		

2018-2019 Administration

Year Hired	Name	Title(s)
2012	Anthony W. Allen	President; Associate Professor of Christian Education <i>BA, Duke University; MATH, MTh (Ethics), Southeastern Baptist Theological Seminary; EdD, North Carolina State University</i>
1999	Betty L. Anderson	Vice President for Business and Finance <i>BS, Hannibal-LaGrange College; MS, MBA, Liberty University</i>
2001	Jeffrey D. Brown	Dean of Students; Professor of Christian Studies; Director of Missions <i>BA, Hannibal-LaGrange College; MDiv, PhD, The Southern Baptist Theological Seminary</i>
1984	Raymond W. Carty	Vice President for Institutional Effectiveness <i>AA, Hannibal-LaGrange College; BS, Southwest Baptist University; MA, Liberty University; EdD, University of Missouri-Columbia</i>
2015	Miles S. Mullin, II	Vice President for Academic Administration; Dean of the Faculty; Professor of Religious History <i>BA, University of Virginia; MDiv, Southeastern Baptist Theological Seminary; MA, PhD, Vanderbilt University</i>

2018-2019 Full-Time Faculty

Year Hired	Name	Title(s)
2003	Julie J. Albee	Professor of Education; Student Learning Improvement Director <i>BS, Missouri Western State College; MS, Iowa State University; PhD, University of Missouri-Kansas City.</i>
1990	Julie A. Andresen	Library Director; Assistant Professor <i>BA, Missouri Baptist College; MS, University of Illinois at Urbana Champaign</i>
2008	Jill M. Arnold	Director of Graduate and Online Programs; Associate Professor of Education <i>BS, Truman State University; MA, Columbia College; EdD, Liberty University</i>
2002	Clayton C. Biggs	Assistant Professor of Exercise and Sport Science; Chair, Exercise and Sport Science Division <i>BS, MAE, Truman State University</i>
2004	Christina L. Brennemann	Assistant Professor of Media Communication; Chair, Department of Media Communication <i>BS, Pensacola Christian College; MA, University of West Florida; PhD, Regent University</i>
2005	Sabrina A. Brookshire	Assistant Professor of Theatre; Chair, Theatre Department <i>BA, Hannibal-LaGrange College; MA, Lindenwood University</i>
2012	Bruce K. Capp	Assistant Professor of Administration of Justice; Chair, Division of Social Science <i>BS, Northeast Missouri State University; MA, Western Illinois University.</i>

- 2006 Michael J. Chlebanowski Associate Professor of Art; Chair, Division of Fine Arts; Chair, Department of Art
AA, College of DuPage; BA, North Central College; MA, MFA, Northern Illinois University
- 2003 Donald R. Colborn Professor of Biology; Chair, Natural Science Department
AS, Hannibal LaGrange College; BS, MS, University of Missouri-Columbia; PhD, Louisiana State University; further study, postdoctoral fellow, Department of Physiology, West Virginia University
- 2013 Laura R. Davis-Maas Associate Professor of Nursing
BSN, Blessing-Rieman College of Nursing; MS, University of Missouri-Columbia; further study, University of Illinois-Springfield, University of Missouri-Columbia
- 2008 Larinee B. Dennis Professor of Education; Director of Teacher Education Division; Assistant Dean for Academic Administration
BSE, Hannibal-LaGrange College; MEd, University of Missouri-Columbia; PhD, New Mexico State University
- 2003 Jason W. Durst Assistant Professor of Exercise and Sport Science; Head Coach: Men's Basketball
BA, Culver-Stockton College; MEd, William Woods University
- 1998 David P. Erskine Assistant Professor of Exercise and Sport Science; Head Coach: Men's Soccer
BS, Bryan College; MEd, University of Tennessee
- 2014 John L. Francis Assistant Professor of Music and Worship; Director of Chapel
BA, Eastern Kentucky University; MA, Southwestern Baptist Theological Seminary
- 1988 L. Jane Griffen Assistant Professor of Music; Chair, Department of Music
AA, Hannibal-LaGrange College; BM, Culver Stockton College; MEd, University of Missouri Columbia
- 2004 Kathy A. Gunn Associate Professor of Nursing; Assistant Director, Craigmiles School of Nursing
BSN, MSN, DNP University of Missouri-Columbia
- 2016 S. Scott Hall Assistant Professor of Business; Chair, Department of Business
BA, Vanderbilt University, MBA, Wake Forest University
- 2010 Amanda L. Henry Assistant Professor of English; Chair, Department of English
BS, Hannibal-LaGrange College; MA, University of Missouri-St. Louis
- 2001 Jaynalee Hively Assistant Professor of Mathematics
BS, BSE, Hannibal-LaGrange College; MS, Western Illinois University
- 2017 Jordan Hosmer Instructor of English
BS, Hannibal-LaGrange University; MFA, Lindenwood University

- 2001 Daniel L. Hurst Assistant Professor of Exercise and Sport Science;
Head Coach: Softball
BS, Culver-Stockton College; MEd, Northwest Missouri State University
- 2015 Courtney Janes Instructor of Education
BSE, Hannibal-LaGrange College; MEd, Grand Canyon University
- 2017 Lanett Jauss Assistant Professor of Education
BSE, Concordia University; MAT, Indiana University; EdS, University of Missouri-Columbia, PhD, University of Missouri-Columbia
- 2009 Christy L. Jung Assistant Professor of Speech and
Communications
BS, Hannibal-LaGrange College; MA, Webster University
- 2017 Ben Kendall Instructor of Music
BSE, Southwest Baptist University; MM, Southwestern Baptist Theological Seminary
- 2015 Andrew Lemons Instructor of Exercise and Sport Science; Head
Coach: Track and Field, Cross Country
BA, Lindenwood University; MEd. William Woods University
- 2000 Lonnie R. Nelson Professor of Philosophy
BSBA, University of Missouri-Columbia; MDiv, New Orleans Baptist Theological Seminary; MA, PhD, Tulane University
- 2014 Lynn Ogle Instructor of Practical Nursing
ASN, John Wood Community College; BSN, Chamberlain College
- 2005 Donna J. Pirc Associate Professor of Education;
Poplar Bluff Extension Coordinator: Teacher
Education & Adult Degree Completion Program
BS, MA, Southeast Missouri State University; MA, Arkansas State University; further study, St. Louis University
- 2012 Kelly Quigle Instructor of Exercise and Sport Science; Head
Coach: Women's Basketball; Assistant Coach:
Softball
BA, Judson College; MS, Western Illinois University
- 2004 Mark S. Quintanilla Professor of History
BS, Wingate University; MA, East Carolina University; PhD, Arizona State University; further study, Johns Hopkins University
- 1996 Karry D. Richardson Associate Dean of Academic and Career Services;
Student Title IX Coordinator
BS, Northeast Missouri State University; MA, Northeast Missouri State University
- 2004 A. Anne Riggs Associate Professor of Nursing; Director,
Craigmiles School of Nursing
BSN, Hannibal-LaGrange College; MSN, University of Missouri-Columbia; DNP University of Missouri-Columbia
- 1997-1998, Louis W. Riggs Assistant Professor of English
2004
BA, Westminster College; JD, University of Missouri-Columbia

- 1999 W. Dean Schoonover Assistant Professor of Sociology and Human Services
AA, Hannibal LaGrange College; BA, William Jewell College; MA, Central Missouri State University
- 2013 Amelia Seiler Instructor of Nursing
BSN, Culver-Stockton College; MSN, Blessing-Rieman College of Nursing
- 2014 Melanie Smith Assistant Professor of Education
BSE, MEd, University of Missouri-Columbia; Specialist of Education, William Woods
- 2009 Amanda St. Juliana Assistant Professor of Nursing
BSN, Culver-Stockton College; MSN-Ed, Western Governor's University
- 2015 Ben Strother Instructor of Business; Head Coach: Varsity Baseball
BSE, Hannibal-LaGrange University; MEd. William Woods University.
- 2014 Janet Stuckman Associate Professor of Nursing
Graham Hospital School of Nursing; BSN, Quincy University; MSN, University of Missouri-Columbia
- 1996 Samuel J. Swisher, Jr Professor of History; Chair, Division of Humanities; Chair, Department of History and Political Science; Director, Honors Program
BA, University of Texas at Austin; MDiv, Western Conservative Baptist Seminary; PhD, University of North Texas
- 1999 Michelle R. Todd Associate Professor of Computer Information Systems; Chair, Division of Business and Computer Information Systems; Chair, Department of Computer Information Systems
BSE, Hannibal-LaGrange College; MA, Webster University; further study, Northcentral University
- 2014 C. Eric Turner Assistant Professor of New Testament & Greek; Chair, Division of Christian Studies
BS, William Jewell College; MDiv, PhD, Midwestern Baptist Theological Seminary
- 2009 Steven L. Voss Associate Professor of Psychology; Chair, Department of Behavioral Science
BA, Buena Vista College; MA, MARE, Southwestern Baptist Theological Seminary; MS, New Mexico Highlands University; further study, Chicago School of Professional Psychology, New Orleans Baptist Theological Seminary
- 2011-2015, 2018 Michelle K. Wallace Assistant Professor of Nursing
BS, Truman State university; MS, University of Missouri-Columbia
- 2011 Rachel E. Wallace Assistant Professor of English
BA, Hannibal-LaGrange College; MA, Bowling Green State University
- 2011 Donna White Associate Professor of Online Nursing
RN, Blessing Hospital School of Nursing; BSN, Culver-Stockton College; MSN Independence University; MSN Ed., American Sentinel University; DNP, University of Southern Indiana

1987	David C. Ziegler	Professor of Chemistry; Chair, Department of Chemistry <i>BS, Carson Newman College; PhD, Purdue University; further study, Arizona State University, Princeton University</i>
1988	Deborah G. Ziegler	Assistant Professor of Mathematics; Chair, Division of Natural Science and Mathematics; Chair, Department of Mathematics <i>BS, Westminster College (Pa.); MS, Purdue University</i>

Emeriti

Year Hired	Name	Title(s)
1987	Martha S. Bergen	Professor of Christian Education Emeritus (2018) <i>BA, Gardner Webb University; MDiv, MRE, PhD, Southwestern Baptist Theological Seminary</i>
1986	Robert D. Bergen	Distinguished Professor of Old Testament Emeritus (2018) <i>BA, Hardin Simmons University; MDiv, PhD, Southwestern Baptist Theological Seminary</i>
1976	Paul E. Brown	President Emeritus (1998) <i>BA, Mississippi College; ThM, New Orleans Baptist Theological Seminary; MA, PhD, University of Mississippi; further study, University of Southern Mississippi; served as HLGU president, 1987-1994</i>
1976	Woodrow W. Burt	President Emeritus (2012) <i>AA, Clarke College; BA, MEd, Mississippi College; EdSp, PhD, University of Missouri-Columbia; further study, University of Southern Mississippi, Northeast Missouri State University, New Orleans Baptist Theological Seminary; served as HLGU president, 1994-2012</i>
1986	David J. Pelletier	Vice President for Academic Administration Emeritus (2015) <i>BA, Union College; MDiv, Westminster Theological Seminary; MRE, PhD, The Southern Baptist Theological Seminary</i>

2018-2019 Staff

(Maintenance, Housekeeping, and Grounds personnel are employed through National Resources Management. Cafeteria personnel are employed through Fresh Ideas).

Silas Acuff	Assistant Coach, Men's Soccer; International Student Admissions Representative
Mary J. Bailey	Audio-Visual Cataloger, Library
Brice D. Baumgardner	Director of Financial Aid
Susan A. Booth	Manager, Campus Store
Matt Brennan	Residence Director, Fletcher North, Fletcher South, and Quad 305; Mabee Sports Complex Director
Thomas Brennan	Head Coach: Men's and Women's Golf
Kyle R. Brennemann	Chief Public Safety and Compliance Officer
Elise Burch	Office Manager, Office of Registrar
Brian Clark	Web Portals/Intranet Developer
Dori Colborn	Payroll Accountant; HR Benefits Coordinator; Employee Title IX Coordinator
Darrin DeLaPorte	Public Safety Officer
Sarah Earls	Assistant Director of Financial Aid
Shelby Echelmeier	Women's Residential Director; Residential Life Coordinator
Carissa Eichmeyer	Assistant Coach: Track & Field and Cross Country
Catherine (Kay) Ellis	Cataloging Assistant, Library
Cherise Endres	Assistant Athletic Trainer
Jason Farr	Director of Sports Information; Athletic Development Officer
Tim Fenton	Campus Sound Coordinator
Tasha Flynn	Head Coach: Women's Soccer
Sean Freeman	Director of Admissions
Michelle Gibson	Office Manager, Office of Academic Administration; Special Assistant to Vice President for Academic Administration
Jesse Graham	Periodicals Assistant, Library
Virginia Gray	Director of Center for International Students
Cindy Hammock	Accounts Payable Clerk
Nathan Hammock	Head Coach: Shotgun Sports
Scott L. Hawes	Head Coach: Wrestling; Spring Game Administrator
Sheri Haye	Controller, Office of Business Services
Albert L. Higdon	Director of Public Safety
David J. Hutchison	Office Manager and Public Services Technician, Library
Jay Johnson	Public Safety Officer
Virginia K. Johnson	Office Manager and Special Events Coordinator, Office of Admissions
Jacob M. King	Director of Concurrent Programs and Institutional Compliance
Marilyn F. Lehenbauer	Mailroom Supervisor and Central Receiving Coordinator
Cary M. Lieurance	Director of Computer Services
Kathryn Martin	Nursing Admissions Coordinator, Craigmiles School of Nursing
Kayla McBride	Director of Adult Degree Completion Programs
Lee McBride	Public Safety Officer
Karla K. McDonald	Student Accounts Manager, Perkins Loan Administrator
Josh Miley	Head Athletic Trainer

Lindsay Mosher	Receptionist, Admissions
Kaleb Mosely	Admissions Representative
Jason D. Nichols	Athletic Director
Mark W. Nowak	Computer and Acquisitions Technician, Library
Joshua L. Pickett	Assistant Coach: Men's Varsity Basketball; Head Coach: Men's JV Basketball; Fall Game Administrator
Josh Pierce	Associate Dean of Students, Director of Student Life
Darla D. Power	Office Manager, Adult and Graduate Studies Division
Charles Rapp	Assistant Coach: Baseball
Stephanie Reece	Facilities Coordinator, Campus Communications, Financial Aid Student Advocate
Christina Ruiz	Women's Residential Director; Administrative Assistant to Dean of Student Life
Martin Sartin	Head Coach: Men's JV Basketball; Assistant Coach: Men's Varsity Baseball; Grounds Keeper for Athletic Field Maintenance
Caren Sheputis	Administrative Assistant to the President
Mary Shirley	Financial Aid Counselor
Kyle Smith	Head Coach: Women's Volleyball
Rebecca Sneed	Institutional Advancement & Public Relations Assistant
Carla Steinbeck	Advancement Coordinator
Pamela Stewart	Education Division Office Manager
Sarah Sullivan	Work Control Coordinator
Mikayla Todd	Admissions Representative
Rebecca L. Turner	Graphic Artist/Print Coordinator, Public Relations
Sarhea Vandiver	Head Coach: Cheerleading
Jeremy Wallace	Registrar
Tyler Williams	Men's Residence Director; Assistant Director of International Students
Jeremy Worcester	Help Desk Manager
Lauren Youse	Director of Alumni Services & Development

HLGU @ A GLANCE

LOCATION Hannibal, Missouri
2 hours north of St. Louis

HISTORY 1858 - A four-year Christian university affiliated with the Southern Baptist Convention

ENROLLMENT 1000+ total enrollment
24+ states, & 16+ countries represented

FINANCIAL AID 93% of students receive financial aid {Average package - \$21,450}

STUDENT-TO-FACULTY RATIO 13:1
{Average class size - 22}

ATHLETICS NAIA Athletics {16 teams}

UNIVERSITY MOTTO Knowledge for Service

SCHOOL COLORS Scarlet & Blue

MASCOT Trojan {AKA: "Theologian the Trojan" or "Theo"}

SOCIAL MEDIA



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