



Hannibal-LaGrange University

**ACADEMIC CATALOG
2020-2021**



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Table of Contents

Statements of Compliance	3
Academic Calendar	4
Introducing Hannibal-LaGrange University	8
Admissions	15
Financial Information	22
Financial Aid	29
Academic Policies	37
Programs of Study	60
General Education	62
Special Programs of Study	69
Craigmiles School of Nursing	77
Division of Business and Computer Information Systems	92
Division of Christian Studies	105
Division of Exercise and Sport Science	112
Division of Fine Arts & Communication	122
Division of Humanities	151
Division of Natural Science and Mathematics	159
Division of Social Science	170
Division of Teacher Education	181
Division of Adult and Graduate Studies	205
Course Descriptions	231
Graduate Course Descriptions	325
Personnel	334



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 veteran 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 Josh Pierce at HLGU, 2800 Palmyra Road, Hannibal, Missouri, 63401 or via email at joshua.pierce@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 Jordahn Leonard in the Office of Business Services, 2800 Palmyra Road, Hannibal, Missouri, 63401 or via email at jordahn.leonard@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 Office of Academic and Career Services (academicservices@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 Office of Academic and Career Services (academicservices@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 (Joshua.pierce@hlg.edu or 573-629-3260), and employee-related inquiries should be directed to the Payroll Accountant/HR Benefits Coordinator (jordahn.leonard@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 (publicsafety@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

2020 FALL SEMESTER (August 24 - December 17)

August	20	Thursday	Dormitories open to new students
	20-23	Thursday - Sunday	Orientation of new students
	23	Sunday	Dormitories open to returning students
	24	Monday.....	Semester Begins; Traditional Semester-long Classes Begin
September	4	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 (Deadlines for other courses can be found on pg 7)
	7	Monday.....	<i>Labor Day - No Classes</i>
October	16	Friday.....	RECOMMENDED date to apply for January-June graduation (The last day to apply for graduation is two months before a conferral date or a late fee will be assessed.)
	19-23	Monday - Friday	<i>Fall Break for Students - No Classes</i>
	26	Monday.....	Second 8-week Classes Begin
November	2	Monday.....	Registration opens for spring semester and summer term
	20	Friday.....	DEADLINE to drop a semester-long course and receive a W (Deadlines for other course lengths can be found on pg 7)
	25-27	Wednesday - Friday	<i>Thanksgiving Holidays - No Classes</i>
December	14-17	Monday-Thursday	Final Exams
	17	Thursday	Semester Ends
	21	Monday.....	I-Term Begins

2021 SPRING SEMESTER (January 19 - May 13)

January	17	Sunday	Dormitories open; I-Term Ends
	18	Monday	<i>Martin Luther King Day - No Classes</i>
	19	Tuesday	Semester Begins; Traditional Semester-long Classes Begin
	29	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 (Deadlines for other courses can be found on pg 7)
March	12	Friday.....	RECOMMENDED date to apply for July-December graduation (The last day to apply for graduation is two months before a conferral date or a late fee will be assessed.)
	15-19	Monday - Friday	<i>Spring Break Week - No Classes</i>
	22	Monday	Second 8-week Classes Begin
	29	Monday	Registration opens for fall semester and interim term
April	1-2	Thursday - Friday.....	<i>Easter Holiday - No Classes</i>
	16	Friday.....	DEADLINE to drop a semester-long course and receive a W (Deadlines for other course lengths can be found on pg 7)
May	10-13	Monday - Thursday	Final Exams
	13	Thursday	Semester Ends
	15	Saturday	Commencement, 10 a.m.

ADDITIONAL 2020-2021 ACADEMIC TERM DATES

Traditional Program	Interim (I-Term) 2020	December 21, 2020 - January 17, 2021
	Summer 2021	May 17, 2021 - August 22, 2021
Adult Programs	Fall 2020	September 21, 2020 - March 21, 2021
	Spring 2021	March 22, 2021 - September 19, 2021
Graduate Programs	Fall 2020	September 21, 2020 - January 10, 2021
	Spring 2021	January 11, 2021 - April 25, 2021
	Summer 2021	April 26, 2021 - September 19, 2021

2021 FALL SEMESTER (August 23 – December 16)

August	19	Thursday	Dormitories open to new students
	19-22	Thursday – Sunday	Orientation of new students
	22	Sunday	Dormitories open to returning students
September	23	Monday.....	Semester Begins; Traditional Semester-long Classes Begin
	3	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 (Deadlines for other courses can be found on pg 7)
October	6	Monday.....	<i>Labor Day – No Classes</i>
	15	Friday.....	RECOMMENDED date to apply for January-June graduation (The last day to apply for graduation is two months before a conferral date or a late fee will be assessed.)
	18-22	Monday – Friday	<i>Fall Break for Students – No Classes</i>
November	25	Monday.....	Second 8-week Classes Begin
	1	Monday.....	Registration opens for spring semester and summer term
	19	Friday.....	DEADLINE to drop a semester-long course and receive a W (Deadlines for other course lengths can be found on pg 7)
December	24-26	Wednesday – Friday	<i>Thanksgiving Holidays – No Classes</i>
	13-16	Monday-Thursday	Final Exams
	16	Thursday	Semester Ends
	20	Monday.....	I-Term Begins

2022 SPRING SEMESTER (January 18 – May 12)

January	16	Sunday.....	Dormitories open; I-Term Ends
	17	Monday	<i>Martin Luther King Day – No Classes</i>
	18	Tuesday	Semester Begins; Traditional Semester-long Classes Begin
	28	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 (Deadlines for other courses can be found on pg 7)
March	11	Friday.....	RECOMMENDED date to apply for July-December graduation (The last day to apply for graduation is two months before a conferral date or a late fee will be assessed.)
	14-18	Monday – Friday	<i>Spring Break Week – No Classes</i>
	21	Monday	Second 8-week Classes Begin
April	28	Monday	Registration opens for fall semester and interim term
	13	Wednesday	DEADLINE to drop a semester-long course and receive a W (Deadlines for other course lengths can be found on pg 7)
May	14-15	Thursday – Friday.....	<i>Easter Holiday – No Classes</i>
	9-12	Monday - Thursday	Final Exams
	12	Thursday	Semester Ends
	14	Saturday	Commencement, 10 a.m.

ADDITIONAL 2021-2022 ACADEMIC TERM DATES

Traditional Program	Interim (I-Term) 2021	December 20, 2021 – January 16, 2022
	Summer 2022	May 16, 2022 – August 21, 2022
Adult Programs	Fall 2021	September 20, 2021 – March 20, 2022
	Spring 2022	March 21, 2022 – September 18, 2022
Graduate Programs	Fall 2021	September 20, 2021 – January 9, 2022
	Spring 2022	January 10, 2022 – April 24, 2022
	Summer 2022	April 25, 2022 – September 18, 2022

2022 FALL SEMESTER (August 22- December 15)**

August	18	Thursday	Dormitories open to new students
	18-21	Thursday - Sunday	Orientation of new students
	21	Sunday	Dormitories open to returning students
	22	Monday.....	Semester Begins; Traditional Semester-long Classes Begin
September	2	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 (Deadlines for other courses can be found on pg 7)
	5	Monday.....	<i>Labor Day - No Classes</i>
October	14	Friday.....	RECOMMENDED date to apply for January-June graduation (The last day to apply for graduation is two months before a conferral date or a late fee will be assessed.)
	17-21	Monday - Friday	<i>Fall Break for Students - No Classes</i>
	24	Monday.....	Second 8-week Classes Begin
	31	Monday.....	Registration opens for spring semester and summer term
November	18	Friday.....	DEADLINE to drop a semester-long course and receive a W (Deadlines for other course lengths can be found on pg 7)
	23-25	Wednesday - Friday	<i>Thanksgiving Holidays - No Classes</i>
December	12-15	Monday-Thursday	Final Exams
	15	Thursday	Semester Ends
	19	Monday.....	I-Term Begins

2023 SPRING SEMESTER (January 17 - May 11)**

January	15	Sunday	Dormitories open; I-Term Ends
	16	Monday	<i>Martin Luther King Day - No Classes</i>
	17	Tuesday	Semester Begins; Traditional Semester-long Classes Begin
	27	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 (Deadlines for other courses can be found on pg 7)
March	10	Friday.....	RECOMMENDED date to apply for July-December graduation (The last day to apply for graduation is two months before a conferral date or a late fee will be assessed.)
	13-17	Monday - Friday	<i>Spring Break Week - No Classes</i>
	20	Monday	Second 8-week Classes Begin
	27	Monday	Registration opens for fall semester and I-term
April	6-7	Thursday - Friday.....	<i>Easter Holiday - No Classes</i>
	14	Friday.....	DEADLINE to drop a semester-long course and receive a W (Deadlines for other course lengths can be found on pg 7)
May	8-11	Monday - Thursday	Final Exams
	11	Thursday	Semester Ends
	13	Saturday	Commencement, 10 a.m.

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

ADDITIONAL 2022-2023 ACADEMIC TERM DATES

Traditional Programs	Interim (I-Term) 2022	December 19, 2022 - January 15, 2023
	Summer 2023	May 15, 2023 - August 20, 2023
Adult Programs	Fall 2022	September 19, 2022 - March 19, 2023
	Spring 2023	March 20, 2023 - September 17, 2023
Graduate Programs	Fall 2022	September 19, 2022 - January 8, 2023
	Spring 2023	January 9, 2023 - April 23, 2023
	Summer 2023	April 24, 2023 - September 17, 2023

Important Deadlines for Semester-Long Courses

Last day to add/drop a course*	End of 2 nd week
Last day to drop a course with a W grade	End of 13 th week (including any breaks)

Important Deadlines for Other Course Lengths**

Four-Week Courses

Last day to add/drop a course*	First day of class
Last day to drop a course with a W grade	End of 3 rd week

Five-Week and Six-Week Courses

Last day to add/drop a course*	First day of class
Last day to drop a course with a W grade	End of 4 th week

Seven to Ten-Week Courses

Last day to add/drop a course*	End of 1 st week
Last day to drop a course with a W grade	End of 6 th week

Eleven to Fourteen-Week Courses

Last day to add/drop a course*	End of 1 st week
Last day to drop a course with a W grade	End of 9 th week

*If you drop a course in this time period it will not appear on the transcript.

**For the purposes of adding and dropping courses end of the week means the last business day of that 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

All degree programs at Hannibal-LaGrange University are accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 800-621-7440. <https://www.hlcommission.org/>

The associate degree program in nursing at Hannibal-LaGrange University is accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326, 404-975-5000. www.acenursing.org

The baccalaureate degree program in nursing at Hannibal-LaGrange University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. <http://www.ccnaccreditation.org/>

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 Science.

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 Science (9-12); and Speech and Theatre (9-12).

Special Education (K-12)

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.

University FERPA Policy

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The University FERPA Policy can be found on the Office of the Registrar's webpage: <https://www.hlg.edu/academics/registrar/ferpa/>.

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.

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 Rheyima 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, classrooms, and a prayer room.

Carroll Science Center: Completed in August 2015, the Carroll Science Center is named for Kenneth A. and Rheyima 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: The Pearl Bonner Prince Memorial House was named after past president Prince's wife. She assisted in many aspects of campus during her husband's presidential appointment. It was 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. 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 computer classrooms/labs, a conference room, private and group study rooms, audio and video editing stations, a children's reading area, as well as 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 Trojan Days scheduled regularly from September through May.

Students and families are welcome on campus at any time. For information about Trojan Days, or for personal 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 apply.hlg.edu.

Admission Standards

Degree-seeking applicants for the freshman class at Hannibal-LaGrange University must present a final high school transcript showing the date of graduation. Those who have not completed high school will be considered for admission upon successful completion of the 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 ACT, SAT, or CLT (Classical Learning Test). Hannibal-LaGrange University accepts “superscores” of ACT and SAT. A “superscore” is the highest average of your highest individual section scores across different test dates. Henceforth, any reference to composite score is a reference to the composite score derived from a “superscore”. A composite score of 20 on the ACT, 1030 on the SAT (reading and math scores only), or 66 on the CLT along with a 2.0 or above cumulative GPA is required to achieve standard admission.

Applicants with a composite ACT score of 16-19, a combined reading and math score of 880-1020, or a CLT score of 55-65 who have met all other standard admission requirements may be admitted, but only on a conditional basis. Conditionally admitted 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.

Applicants transferring from an accredited college or junior college will be required to submit transcripts from all institutions they've attended. Transfer applicants with a minimum 2.0 GPA who are eligible to continue studies at the institution from which they are transferring may be admitted.

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, SAT, or CLT or who have successfully completed 24 or more hours at another institution post-high school and who have shown a clear educational objective for earning a degree.

Standard admission is granted to degree-seeking students who have met the requirements listed in the Admission Standards section above.

Honors admission is granted to degree-seeking students with an ACT of 26 or above. This makes them eligible to apply for the University's honors program.

Conditional Admission is granted to degree-seeking students who have met the requirements listed in the Admission Standards section above. If granted conditional admission, the following will be required:

1. The student is required to participate in a weekly Student Success Lab during their first semester.
2. The student is limited to a maximum of 15 credit hours for

their first two semesters. Upon successful completion of the first two semesters with at least a 2.0 CGPA, the student is no longer limited to 15 hours.

3. The student is required to achieve a term GPA of 1.5 or higher their first semester in order to continue on to a second semester.

Students who do not comply with these requirements are subject to removal from University-sponsored activities. A student who earns a term 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 cumulative GPA of a 2.0 by the end of the second semester to continue at the University.

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:** Submit a completed application for admission accompanied by the nonrefundable \$25 fee (international students: \$150). The application is available online at apply.hlg.edu.
2. **High School Transcript:** Submit an official transcript of all high school work completed to date with a minimum of six semesters completed. Transcripts may be mailed or sent electronically 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:** Submit ACT, SAT, or CLT test scores. Applicants who have not taken the ACT, SAT, or CLT 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. **Tuition Deposit:** Submit payment of an tuition 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:** Submit 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.

General Admission Requirements for Transfer Students

Students transferring with fewer than 24 hours post-high school will be admitted according to the General Admission Requirements for Freshmen as listed above and requirements listed here specifically for transfer students.

Students transferring with 24 or more hours post-high school 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:** Submit a completed application for admission accompanied by the nonrefundable \$25 fee (international students: \$150). The application is available online at apply.hlg.edu.

2. **Transcripts:** Submit an official paper or electronic transcript from every college or university attended, including a statement of good standing. Applicants with fewer than 24 credit hours must also submit a high school transcript and an official report of ACT, SAT, or CLT scores. Applicants with 24 or more hours who have not completed English Composition I and College Algebra must submit test scores for placement. As an alternative to the math test subscore, the student may take an [online mathematics placement exam](#).
3. **Student History Form:** Submit a release form 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. **Tuition Deposit:** Submit payment of a tuition 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:** Submit 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.
- 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. See [Transfer Policies](#) for more information about how transfer coursework will be treated.

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 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.

3. Native English speakers are required to submit an SAT or ACT official score sheet.
4. Furnish reference letters from school officials, teachers, or religious leaders.
5. 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.
6. 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).
7. Provide financial documentation and financial form evidencing funds for the cost of one full year of studies, after scholarships are applied.
8. Meet all requirements of the U.S. Immigration Service for enrollment as a college/university student in the United States.
9. Provide a copy of the passport with photo.
10. Tuition Deposit: Submit payment of an tuition deposit in the amount of \$100. This deposit is refundable through May 1.
11. Housing Form: For applicants desiring on-campus housing, submit a housing form with a \$100 dorm deposit.

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.

Early admission: High school students may enroll in HLGU courses during the summer following their sophomore year through 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, jking@hlg.edu.

Veterans

Hannibal-LaGrange University is approved for the education of veterans and their dependents under Chapters 30, 31, 32, 33, 35, and 1606. According to the recommendations of the American Council of Education, credit may be granted for courses completed in military services.

Veterans should contact the Veterans Administration representative on campus at registrar@hlg.edu for information related to using benefits at HLGU.

Auditors

To audit a course at HLGU, individuals must complete an application for admission to the University (apply.hlg.edu) 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 enrolling in the course.

Readmission

Former Hannibal-LaGrange University students (those who were not enrolled during the preceding academic year) must apply for readmission at apply.hlg.edu. Official transcripts from all colleges or universities attended since their last enrollment at HLGU must be sent to the Office of the Registrar. 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 returning to HLGU after an absence of at least two years may apply for an academic fresh start if desired. See the [Academic Fresh Start](#) policy.

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

See [Transfer Policies](#) for more information about advanced standing credit.

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 work with the Office of Admissions to assist them in arranging an appointment to meet with the director of the program in which they are interested.

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.

Proxy Access

Students may grant access to FERPA protected information through the proxy feature in Self-Service. Granting proxy access will generate a username and password combination providing access to information the student selects such as, financial aid, grades, etc. The student is waiving their FERPA protected rights to the information to anyone who has the username and password. Students can remove this proxy access through Self-Service at any time.

Directory information

A student's name, address, telephone number, email address, student ID number, date and place of birth, academic major, advisor, 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.

Financial Information

Expenses 2020-2021

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	\$11,250.00
Over 17 hours, per credit hour	750.00
Less than 12 hours per credit hour	750.00
Online Courses, per credit hour in fall/spring	350.00
Online Courses, per credit hour in summer	249.00
RN to BSN Online Courses, per credit hour	350.00
Adult Degree Program, per credit hour	350.00
TRC Education Program, per credit hour	350.00
PN Program	15,000.00
PN Program, per semester	7500.00
PN Program, per credit hour	334.00
Dual Credit Courses, per credit hour	80.00
Early Enrollment (E ²), per credit hour	95.00

Graduate Tuition

MSE, per credit hour	\$475.00
MEd, per credit hour	475.00

Graduate EDU Guest Student, per credit hour; summer only with special approval	100.00
MAL, per credit hour	475.00

Room and Board, per semester

Semi-Private	\$4,150.00
Lewis-Brown Hall	4,500.00
Fletcher Dorm	4,575.00

(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.)

Married Housing, 2 bedrooms per month	700.00
<i>(Requires a \$250 cleaning deposit)</i>	

Commuter Meal Plan*, 80 meals	450.00
Commuter Meal Plan*, 120 meals	625.00

**Cannot carry over to next academic year.*

Undergraduate General Fees, per semester

Full-time students, 12 hours or more	\$750.00
Part-time students, .5-11 hours	375.00

(Covers cost for registration, library use, recreational use of the sports complex, and student activities, but does not include fees associated with specific courses.)

Early Enrollment (E ²)	40.00
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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 credit hour	50.00
Audit Fee, nursing courses per credit hour	150.00
Cap and Gown Fee <i>(late order only)</i>	35.00
CLEP Exam and Administrative Fee	89.00
Curriculum Fee, Adult Degree Completion Program	35.00
Graduation Application Fee, undergraduate	150.00
Graduation Application Fee, Graduate Program	200.00
Housing Deposit	100.00
Late Official Registration Fee <i>(for returning students)</i>	250.00
Malpractice Insurance, per year	30.00
Nursing Deposit Fee	150.00
Nursing Student Fee	1200.00
Returned-Check Fee, each	25.00
Transcript Fee Official <i>(requested online)</i>	10.25
Official <i>(requested in office)</i>	15.00
Transcribing Fee, per credit hour for Prior Learning Experience	50.00
Tuition Deposit Fee	100.00
Vehicle Parking Permit, per semester, and all summer	50.00

Laboratory and Special Course Fees

Adult Degree Program	\$50.00
Bkgd. Chk. for Social Services major	
Art Courses, lab fee per course:	15.00
ART 101, 102, 201, 202, 210, 211, 240, 260, 280, 300, 330, 331, 340, 400, 430	
Art Courses, lab fee per course:	40.00
ART 104, 112, 220, 230, 231, 250, 253, 310, 311, 320, 350, 351, 410, 420, 451	
Art Courses, computer lab fee per course:	45.00
ART 261, 233, 333, 433	
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
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 Courses	
PSY 353	20.00
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

Tuition	
12 to 17 hours	\$11,250.00
Over 17 hours, per hour	750.00
Less than 12 hours, per hour	750.00
Online, per hour	249.00
Housing	
Deposit	100.00
All Summer	1500.00
3-Week Term	400.00
4-Week Term	500.00
8-Week Term	1000.00

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.

Tuition 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. Tuition deposits are refundable until May 1 for the fall semester and December 1 for the spring semester by submitting a written request to the student's admissions counselor. Tuition 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 submitting their housing application. Housing deposits are refundable until May 1 for the fall semester and December 1 for the

spring semester by submitting a written request to the student's admissions counselor.

Room and Board

The charges for room and board are for actual academic sessions (fall and spring semesters) and do not include holidays – Fall Break, 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.

Veteran Affairs Benefit Payment Delays

HLGU complies with Section 103 of the Veterans Benefits and Transition Act of 2018. HLGU does not impose any penalty due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or require that students receiving benefits under Chapter 31 or 33 borrow additional funds to cover the financial obligations due to the institution to be paid by the Department.

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 through Self-Service.

Financial Aid Disbursements and Refunds

Disbursements

University, state, federal, and any additional financial aid will be disbursed to a student's account no sooner than the second day after the last day to add or drop a course for the term.

Refunds

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.

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

To officially withdraw from the university, the student must complete the university withdrawal form and notify the Office of the Registrar. For withdrawals to be official, students must complete the procedures set forth on the form. Your withdrawal date will be the date you notify the Office of the Registrar of your intent to withdraw or the latest date of academically related activity (whichever is later).

NOTE: No refunds will be made in cases of disciplinary dismissal or suspension.

Unofficial Withdrawal from HLGU

If the student ceases attendance without providing official notification to the Office of the Registrar of his or her withdrawal, it will be considered an unofficial withdrawal. If the student receives all Fs for the semester, the mid-point of the payment period (or period of enrollment, if applicable) will be used as the unofficial withdrawal date unless the school has evidence the student attended past that date (i.e., faculty submit a last date of attendances/academically related activity that is later than the mid-point).

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 Ten- to Sixteen-Week Courses

Withdrawal Date:	Refund
1 st day of class	100%
2 nd day of class – end of 2 nd week	90%
3 rd week of class – end of 4 th week	50%
5 th week of class – end of 8 th week	25%

Refunds for Six- to Eight-Week Courses

Withdrawal Date:	Refund
1 st day of class	100%
2 nd day of class – end of 1 st week	90%
2 nd week of class – end of 2 nd week	50%
3 rd week of class – end of 4 th week	25%

Refunds for Four- to Five-Week Courses

Withdrawal Date:	Refund
1 st day of class	100%
2 nd day of class	90%
3 rd day of class – end of 1 st week	50%
2 nd week of class – end of 2 nd week	25%

Refunds for Three-Week Courses

Withdrawal Date:	Refund
1 st day of class	100%
2 nd day of class	90%
3 rd day of class – 4 th day of class	50%
5 th day of class – 8 th day of class	25%

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/>. 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 federal financial assistance is based on information provided by the applicant on the FAFSA (Free Application for Federal Student Aid). For complete information on types of financial assistance, students may contact the University's Office of Financial Aid or access the following website:
<https://studentaid.gov/>.

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

1. Submit a FAFSA at www.fafsa.gov. 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.

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, 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's Degrees

<u>Grade Level</u>	<u>Hours Completed</u>	
	<u>From</u>	<u>To (Not Including)</u>
1 st year	0	24
2 nd year	24	48
3 rd year	48	72
4 th year	72	96
5 th year	96	completion

Associate Degrees

<u>Grade Level</u>	<u>Hours Completed</u>	
	<u>From</u>	<u>To (Not Including)</u>
1 st year	0	24
2 nd year	24	48
3 rd year	48	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 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 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. 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 appeal will be reviewed and a determination will be made regarding the appeal. The student will be notified of the 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 it is determined 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 it is determined 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, certificate programs, 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, 2.0; President's Scholarship, 2.0; Trustees Scholarship, 2.0. One-semester grace period is given to all first-time students. Eligibility is determined at the end of each semester.

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 2.0. One-semester grace period is given to all first-time students. Eligibility is determined at the end of each semester.

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.

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 2.0 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.

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.

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), cross-country, men's basketball (varsity and junior varsity), golf, shotgun sports, soccer, track and field, and wrestling; for women: basketball, 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. Eligibility is determined at the end of each semester.

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 2.0. Eligibility is determined at the end of each semester.

The HLGU Christian Heritage 50% Tuition Scholarship

The HLGU Christian Heritage 50% Tuition Scholarship is available to students currently enrolled in a Christian High School or Homeschool. Eligible students must meet all admissions guidelines, be a residential student at HLGU, enrolled as a full time, degree seeking student and pay tuition and housing deposits. The HLGU Christian 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 2.0. Eligibility is determined at the end of each semester.

Minister's Dependent Scholarship

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

minimum CGPA of 2.0. Eligibility is determined at the end of each semester.

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 \$1000 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, Concert Band, media communication, music, theatre arts, and visual arts. Renewable: Based on audition, full-time enrollment, and maintaining a minimum CGPA of 2.0. Eligibility is determined at the end of each semester.

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 2.5 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. To be eligible a FAFSA must be filed by January 31. Contact the Office of Financial Aid for details. Additional information is available at <http://dhe.mo.gov/ppc/grants/accessmo.php>. Renewable: Based on eligibility and maintaining a minimum CGPA of 2.5. Eligibility is determined at the end of each semester.

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 a minimum CGPA of 2.5. Additional information on the Bright Flight program is available at <http://dhe.mo.gov/ppc/grants/brightflight.php>. Eligibility is determined at the end of each semester.

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 employment page of the HLGU website. Students may apply online via the HLGU website.

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

Some university policies concerning academics are found in the *Student Handbook* (<http://www.hlg.edu/studenthandbook>), produced by the Office of Student Life.

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 transfer credit.

1. When Are Transcripts Transcribed?

Once a student has registered for courses and all transcripts have been received, credit will be posted to the HLGU transcript.

2. How Are Credits Transcribed?

a. Generally, courses passed at other regionally accredited colleges and universities will be transferred in full, regardless of whether or not those same courses are offered at HLGU. Some courses may not be accepted if they are not applicable to a student's program, if they exceed the total number of hours accepted from a two-year school, or if they are vocational, technical, or career courses. Courses from nationally accredited or non-accredited institutions are evaluated on an individual basis and may be accepted using PLA guidelines (see below).

NOTE: HLGU may offer courses through an online consortium partnership with other schools. Students will register for the courses through HLGU and will be treated as institutional credit and not transfer credit.

b. Transfer credits are transcribed with the same number of credit hours and grades, but with a notation that grades from other institutions are not used in calculation of HLGU's GPA.

c. Students who change programs may request a reevaluation of their transfer credit to accept additional hours that may not have been applicable to the

previous program. The reevaluation must be requested in writing to the Office of the Registrar. The reevaluation will not remove courses that have been previously accepted.

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 is accepted as meeting all general education requirements, except for Bible. An AA or AS from John Wood Community College is also accepted as meeting general education requirements except for math and 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 maximum of 45 semester hours will be accepted from these methods below combined with a maximum of 30 hours from any one source. A maximum of 30 hours will be accepted for all combined examinations (AP, CLEP, DANTEs, challenge tests, etc.).

- 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) - 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) with the exception of foreign languages which allow 12 semester credit hours. 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 standardized 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 Examinations - 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 beginning courses 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
- HLGU accepts credit from that institution, and
 - That the equivalent course is included in the HLGU current catalog.
10. Credit Conversion - HLGU follows best practice guidelines provided by AACRAO.

NOTE: Transfer course grades are not calculated into the GPA for courses starting on or after the start of the traditional fall 2019 undergraduate semester (8/19/2019). No transfer course grades will calculate into the GPA for students entering the university on or after the same date.

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	ENG 013 English Fundamentals
18 and above	New SAT: 510 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 using the chart below.

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 Conferral Dates

HLGU confers certificates and degrees upon verification that all program requirements are complete. This conferral typically happens on the last business day of each month and the date of the May commencement ceremony. The University has only one commencement ceremony per year, held in May.

Students completing work after a designated conferral date may have to wait until the next available conferral date. Students who need verification that program requirements have been completed before the next conferral date may request a letter from the Office of the Registrar.

NOTE: Students must apply for graduation through Self-Service prior to the deadline. Please see the [Academic Calendar](#) at the front of this catalog for the application due date.

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 application 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.

Diplomas Printed

Diplomas are mailed within 10 weeks after degree conferral and all financial obligations are met.

NOTE: 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 or emails of all decisions that modify restrictions, requirements, or programs of study should be retained by the student as documentation if there are any questions.

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

1. Complete the General Education requirements for the four-year degree or the Required Courses for the two-year degree as listed in the chosen program including chapel (Chapel requirements are found in the *Student Handbook*).
2. 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.
3. Complete the specific requirements for the chosen program. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).
4. Complete the minimum semester hours required for the chosen degree with an overall grade point average of 2.0 or higher. The minimum semester hours for undergraduate programs are:

Associate of Applied Science	60
All other associate degrees	64
All bachelor's degrees	124

NOTE: Some majors may require coursework that surpasses the minimum semester hours.
5. 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.

 - 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.
 - In associate degrees other than the AAS, a maximum of 4 hours of activity courses (ART, CAM, MUA, MUE, PHE, THR, VAR) are permitted.
 - In the AAS degree, no activity courses are permitted.
6. 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](#).

7. Submit an Application for Graduation electronically through Self-Service. The last day to apply for graduation is two months before a conferral date. Recommended dates are shown in the academic calendar. Students seeking a bachelor's degree should not apply until earning at least 90 credit hours. Students who apply for graduation before the deadline will receive a Statement of Graduation Requirements from the Office of the Registrar verifying the remaining degree requirements.

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

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.

Master's-Level Graduation Requirements

1. Complete the course requirements for the chosen program.
2. Complete all courses in the program with at least a B- or higher. One C- is allowed.
3. Complete all requirements within five years of the admission to the graduate program, not counting transfer credit.
4. Complete any additional specific requirements for the chosen program.

See the Division of Adult and Graduate Studies section of this catalog for more information regarding graduation requirements.

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 for the academic year 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 the Registrar 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.

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, Associate of Science, and Associate of Applied Science degrees are designed to be completed in two years. The Associate of Science in Nursing 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. All baccalaureate degree programs at Hannibal-LaGrange University are designed to be completed in four years.

Adult Degree Completion Program

Hannibal-LaGrange University offers three baccalaureate degrees in the adult undergraduate degree completion program: Bachelor of Science, Bachelor of Science in Education, 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. Adult Degree Completion Program degrees at Hannibal-LaGrange University are designed to be completed in a total of four years.

Master’s Degree Programs

Hannibal-LaGrange University offers three master’s degrees: Master of Education, Master of Science, and Master of Arts. HLGU master’s level programs are designed to be completed in one year. Master’s degrees with initial teacher certification are designed to be completed in two to three years.

Academic Classification

The student's class level is determined by the number of credit hours completed toward the degree using the chart below.

<u>Class Level</u>	<u>Hours Completed</u>	
	<u>From</u>	<u>To (Not Including)</u>
Freshman	0	24
Sophomore	24	60
Junior	60	90
Senior	90	completion

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.

Maximum credit load per semester is determined by classification. See the chart below.

Classification	Max. Hours	Approval Needed
Freshman	17	Advisor
Sophomore	18	Advisor
Junior or above	19-21	Advisor

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 course with three hours weekly classroom time may require six hours of additional weekly study time. Lab courses may vary from this norm.

Class Attendance & Participation

Since class participation is a vital part of the learning process, regular and punctual attendance and/or participation 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.

If a course is taught online or another non-lecture format, course participation is required. If a student is not participating in the learning activities, the instructor may petition to remove the student from the course.

When absent or unable to participate, students are responsible to make up resulting deficiencies to the satisfaction of the instructor, regardless of the reason for the absence. If an absence or a gap in participation is planned, students should notify the instructor in advance. If it occurs unexpectedly, students can confer with the instructor as soon as possible.

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.

Student Identity Verification

HLGU requires students enrolled in online courses to verify their identity in accordance with The Higher Education Opportunity Act (Public Law 110-315). This governance states

there should be "...processes to establish that the student who registers for a distance education course or program is the same student who participates in and completes the program and receives academic credit." All online courses require students to verify or authenticate their identity through a syllabus quiz that requires the use of a web-based proctoring service. Students are required to have a computer available that has a camera and microphone that can be made use of for this verification. This proctoring service confirms a match between the student's face and their government issued identification card. Other examples of verification include but are not limited to video recording, video assignments, or video conferencing.

All services that are used by HLGU to verify student identity meet the Family Educational Rights and Privacy Act federal law (20 U.S.C. § 1232g; 34 CFR Part 99). Students in online courses are not charged any additional fees for proctoring services that are utilized for student identity verification.

Students who misrepresent their identity during an online course are violating the academic integrity policies and will be held accountable according to policies regarding plagiarism as they are articulated in the Student Handbook.

Registration

Students may register for courses online through Self-Service or with their advisor. Students who add or drop courses 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.

Registration dates are published in the Academic Calendar. After completing registration, students must either pay their

bill in full or make payment arrangements with the Office of Business Services.

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

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 are typically 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 for application to graduate schools.
6. 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. Additional planning features are available in Self-Service. 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 encouraged 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. 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: Returning students should complete the financial aid process in a timely fashion in order to meet the deadline.

Changing the Academic Program (Major/Minor/Concentration/Track/etc.)

To change any academic program complete the Change of Program form available on the Office of the Registrar's webpage. The student will be assigned to a faculty advisor as appropriate. Faculty advisors are available to students during posted office hours or by appointment.

Final Responsibility

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

1. The selection of his/her program.
2. The selection of courses to meet program requirements and prerequisites.
3. The fulfillment of all graduation or certification requirements.
4. The timely completion of registration each semester.

NOTE: Registration for the upcoming semester should be completed at least one week before the final exams begin.

Changing the Personal Class Schedule

Add/Drop Procedure

To add or drop courses:

1. Complete the [Add/Drop Class Form](#) available from the Office of the Registrar or the HLGU website.
2. Stay within the course load requirements listed above.
3. Secure signatures from the instructor(s) involved, faculty advisor, and athletic coach (if applicable).

Dates Affecting Course-Schedule Changes

Various deadlines affect the add/drop procedure.

1. Before the first day of the semester schedule changes can be made through Self-Service or a paper registration form. After that, schedule changes must follow the designated add/drop procedure.
2. 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 drop a course without having any transcribed record of being enrolled in the course.
 - c. For students to drop a course and receive W (Withdraw) on the permanent record so that the grade is not calculated 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

To officially withdraw from the university, the student must complete the university withdrawal form and notify the Office of the Registrar. For withdrawals to be official, students must complete the procedures set forth on the form. Your withdrawal date will be the date you notify the Office of the Registrar of your intent to withdraw or the latest date of academically related activity (whichever is later). Students will receive a grade of W for all incomplete courses not past the last day to withdraw for terms that have started. Withdrawing from the university after the last day to withdraw from a particular course will result in the grade earned for the course.

Procedure:

1. Obtain and complete the [University Withdrawal Form](#) from the Office of the Registrar or from the HLGU website.
 2. Submit the completed form to the Office of the Registrar to provide official notification of your intent to withdraw.
- NOTE:** Any refunds will be calculated according to the refund policy. See the [Financial Information](#) section for more details.

Unofficial Withdrawal

If the student ceases attendance without providing official notification to the Office of the Registrar of his or her withdrawal, it will be considered an unofficial withdrawal. Faculty will submit the grade earned for courses and a last date of attendance/academically related activity. If the student receives all Fs for a semester, the Office of Financial Aid will treat it as an unofficial withdrawal for financial aid purposes. See the [Financial Information](#) section for more details.

Administrative Withdrawal

Hannibal-LaGrange University reserves the right to administratively withdraw 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. See [Transfer Policies](#) for more information about advanced standing credit.

Non-Standard Course

Independent study and directed study courses are considered to be non-standard courses. An independent study is a course normally taught in a classroom, but taken outside of regular class meeting times due to special student circumstances. A directed study is a course not in the established curriculum usually a Special or Advanced Topics course.

Policies

Students petitioning to take a non-standard course are to comply with the following guidelines:

1. Pay the fee for each independent study (See [Financial Information](#) section for fee amount).
2. Complete the non-standard course form with instructor and advisor's approval including an appropriate rationale.
3. Enroll in no more than two (2) independent studies in a semester.

NOTE: Enrolling in non-standard courses is not recommended for students with a CGPA below 2.5 or students who have not completed at least 60 credit hours.

Course Requirements

Non-standard courses require 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. 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 a non-standard course 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).

Although not required to attend regular classes, the student will be required to meet with the instructor at specified intervals for guidance and evaluation. Non-standard courses 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.

Some courses may not be approved as a non-standard course because:

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 a Non-Standard Course

To enroll in a non-standard course, the student must do the following:

1. Propose the non-standard course to the instructor for approval.
2. Complete the [Request for a Non-Standard Course Form](#) with required signatures.
3. Submit the form to the Office of the Registrar.

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+	Excellent	4.0
A	Excellent	4.0
A-	Excellent	3.7
B+	Above Average	3.3
B	Above Average	3.0
B-	Above Average	2.7
C+	Average	2.3
C	Average	2.0
C-	Average	1.7
D+	Passing, but unsatisfactorily	1.3
D	Passing, but unsatisfactorily	1.0
D-	Passing, but unsatisfactorily	0.7
F	Failure	0

A grade with an * denotes that the grade is not calculated into the GPA.

NOTE: The values above went into effect for courses grades in semesters that began on or after the start of the traditional fall 2019 undergraduate semester (8/19/2019).

Previously, grade values for grades with +/- were not differentiated.

NOTE: Transfer course grades are not calculated into the GPA for courses starting on or after the start of the traditional fall 2019 undergraduate semester (8/19/2019). No transfer course grades will calculate into the GPA for students entering the university on or after the same date.

2. Transcript Notations Not Used in Calculating the GPA

AU	Audit	Indicates auditor completed course but no credit is earned
AW	Audit Withdrew	Indicates auditor withdrew after add/drop period
CR	Credit	Credit is recorded but no grade points are given
I	Incomplete	Required coursework not yet completed
NC	No Credit	Indicates auditor failed to complete course
P	Pass	Occasionally courses receive grades of P or F. Credit is recorded but no grade points are given
W	Withdrew	Withdrew after add/drop period
*	Excluded from GPA	Grades with an asterisk indicate that the grade is not calculated into the GPA

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 submit a final grade of I with a completion date not to exceed six weeks after the course has ended. The instructor and student should complete a written contract to complete all coursework by the date agreed upon. A copy of this contract should be kept by both the instructor and student for reference if any questions arise. If a grade change is not submitted by the completion date, the Office of the Registrar will change the grade from I to F. Completion dates beyond six weeks after the course ends must be approved by the Office of Academic Administration.

Calculating the Grade Point Average

1. To calculate the term GPA, total all grade points earned during the term and all GPA hours for the term. Divide the grade points by the GPA hours to find the term GPA.
2. To calculate the cumulative GPA, total all grade points earned and all GPA hours for all semesters excluding grade points or GPA hours for courses marked as repeats. Divide the grade points by the GPA hours to find the cumulative GPA.

Distribution of Grades

All final grades for all students are available on Self-Service.

Academic Fresh Start

The academic fresh start policy (sometimes referred to as academic forgiveness) excludes all grades earned at HLGU from being used in the computation of a student's undergraduate cumulative grade point average. Students who have not been enrolled at HLGU for a period of two years may apply for an academic fresh start. If approved, a notation on the transcript indicates that coursework is not included in

the GPA calculation. This academic fresh start would erase GPA but would not erase any previously earned credit.

Students may request an academic fresh start by writing to the academic affairs committee (AAC). This letter should be delivered to the Office of the Registrar or emailed to registrar@hlg.edu. The AAC or a committee designated by AAC shall review the request and either approve or deny it. The request should demonstrate why applying academic forgiveness would help the student and explain how the student plans to be successful at HLGU in the future. An academic fresh start may be granted only one time.

Academic Honors Recognition**Semester Honors**

Undergraduate 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 is used for the determination of eligibility to receive the honors *cum laude*, *magna cum laude*, and *summa cum laude*. 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>	$3.50 \leq \text{CGPA} < 3.70$
<i>Magna Cum Laude</i>	$3.70 \leq \text{CGPA} < 3.90$
<i>Summa Cum Laude</i>	$\text{CGPA} \geq 3.90$

Academic Achievement Award

The Academic Achievement Award is given to students who meet the following criteria who have a CGPA of at least 3.50 upon graduation who have completed a bachelor's degree in a program designed specifically for adult learners (e.g., the degree completion programs) or who have completed a bachelor's degree with less than half of the hours completed 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 withdraw after the add/drop deadline will receive an AW (audit withdrew) 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.

Conditionally Admitted Students

Students who do not meet regular admission standards may be admitted on a conditional basis for two semesters. The student is limited to a maximum of 15 credit hours each semester. Upon successful completion of the first two semesters with at least a 2.0 CGPA, the student is no longer limited to 15 hours. See the [Admissions](#) section of the catalog for more information.

Academic Standing

At the end of each fall and spring 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.

Students who complete I-term or summer term course(s) that would allow them to meet SAP can appeal to request a recalculation of their most recent academic standing.

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	CGPA
From	To (not including)		
0	24	1.5	1.5
24	60	1.5	1.75
60	90	1.5	2.0
90	completion	1.5	2.0

NOTE: Conditionally admitted students are required to achieve a term GPA of 1.5 or higher their first semester in order to continue on to a second semester. A student

who earns a term 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 cumulative GPA 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, the SAP policy above will apply.

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, requires participation in a weekly Student Success Lab, and makes them ineligible to represent the University in any official University-sponsored activity, on or off campus. Students who do not comply with these requirements are subject to administrative withdrawal. 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 may gain readmission by completing additional coursework in an I-term or summer term and then requesting

a recalculation of their most recent academic standing. If granted readmission, the student would be assigned the academic standing they achieved.

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 may be calculated differently for financial aid purposes. See the [Financial Aid](#) section for further details.

Repeating a Course

Undergraduate students with a grade below C-, or graduate students with a grade below a B-, 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 CGPA – although both grades will remain on the permanent record. To enroll a third time requires special written permission from the Office of Academic Administration.

Undergraduate students seeking to repeat a course in which they previously earned a C- or higher, or graduate students seeking to repeat a course in which they previously earned a B- or higher, 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 [FERPA](#), the Office of the Registrar may not legally release a university transcript without a written and signed request by the student. HLGU utilizes the

National Student Clearinghouse to collect requests and signatures. For each official transcript, there will be a charge, payable in advance (see [Financial Information](#) section). The Office of the Registrar sends only official transcripts. Unofficial transcripts are available through Self-Service. 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.

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 Fresh Start	The academic fresh start policy (sometimes referred to as academic forgiveness) excludes all grades earned at HLGU from being used in the computation of a student's undergraduate cumulative grade point average.
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 has enrolled or has received grades, even if not completed or passed.
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 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	See <i>Degree Completion Program</i> .
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.
Conditionally Admitted Students	Conditionally admitted students are non-transfer 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. Continuing beyond the second semester requires a CGPA of 2.0 or higher.
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 must 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 Name	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 not less than 15 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.

Degree 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.)
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	An undergraduate student who has earned passing grades for less than 24 credit hours.
Full-Time Student	An undergraduate student who takes 12 or more credit hours in a semester or a graduate student who takes 9 or more credit hours in a semester.
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	Letters and/or symbols indicating a student's level of performance within a class. 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.
Graduate Student	A student taking graduate-level 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	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	An undergraduate student who has earned passing grades for at least 60 but less than 90 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	A group of courses outside the student's major that can be added to a bachelor's degree. Typically requires 18 or more credit hours from the academic discipline.
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.
Non-standard Course	Independent study and directed study courses are considered to be non-standard courses.
Orientation	A series of meetings designed to familiarize new students with the campus facilities, procedures, and expectations.
Part-Time Student	An undergraduate student who takes less than 12 credit hours in a semester or a graduate student who takes less than 9 credit hours in a semester.
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> .
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 Semester Hour	When a student is meeting the University's standards for grade point average and accumulation of credits. See <i>Credit Hour</i> .
Semester	A period of instruction that lasts at least 15 weeks.
Senior	An undergraduate student with passing grades in at least 90 credit hours.
Sophomore	An undergraduate student with passing grades in at least 24 but less than 60 credit hours.
Special Student	Any nondegree-seeking student and/or those who have not met the admission standards. See Admissions section.
Specialization	A concentration in undergraduate programs or a track in graduate programs. See <i>Concentration</i> or <i>Track</i> .
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> .
Term	A period of instruction during which courses are offered.
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: Craigmiles School of Nursing, Business and Computer Information Systems, Christian Studies, Exercise and Sport Science, Fine Arts and Communication, Humanities, Natural Science and Mathematics, Social Science, Teacher Education, and Adult and Graduate Studies. In addition to programs of study in these divisions, HLGU offers special programs: Foundations, ESL, 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 (0 for developmental courses or practical nursing courses, 1 for freshman, 2 for sophomore, 3 for junior, 4 for senior, 5 for master's).

Certificate Program

Practical Nursing Program (PN)

Associate Degrees

Associate of Arts (AA)

Associate of Applied Science (AAS)

Associate of Science (AS)

Associate of Science in Nursing (ASN)

Baccalaureate Degrees

Art (BA)

Biblical Studies (BS)

Biology (BA, BS)

Business Administration (BA, BS) –

Concentrations in General Business, Data Analysis, Entrepreneurship, Management, and Marketing

Business Management – Adult Degree (BA, BS, BAS)

Christian Ministry – Adult Degree (BA, BS, BAS)

Christian Studies (BA BS) –

Concentrations in Bible and Christian Ministry

Computer Information Systems (BS)

Criminal Justice (BAS, BS)

Graphic Design (BS)

Early Childhood and Elementary Education (BSE)

Offered as a double major leading to Missouri Teacher Certification Birth-Grade 6

Elementary Education (BSE)

Leading to Missouri Teacher Certification Grades 1-6

English (BA)

Exercise Science (BS)

Tracks for students pursuing exercise-related careers or continuing to graduate schools for physical therapy or athletic training

History (BA)

Interdisciplinary Studies (BA, BS)

Life Sciences (BS)
 Mathematics (BS)
 Media Communication (BA, BS)
 Middle School Education (BSE)
Leading to Missouri Teacher Certification Grades 5-9 in English, Mathematics, or Social Science
 Music (BMus)
Concentrations in instrumental or vocal performance
 Nursing (BSN)
 Psychology (BA, BS)
Tracks for students pursuing social/human services careers or continuing to graduate school
 Public Relations (BA, BS)
 Secondary Education (BSE)
Leading to Missouri Teacher Certification Grades K-12 in Art, Music [instrumental or vocal], or Physical Education
Leading to Missouri Teacher Certification Grades 9-12 in Biology, Business, English, mathematics, Social Science, or Speech & Theatre
 Social Services - Adult Degree (BS)
 Special Education (BSE)
Leading to Missouri Teacher Certification Grades K-12
 Sport and Recreation Management (BS)
 Theatre (BA, BS)
 University Studies (BA, BS)
 Worship Arts (BA, BS)

Minors

Art	Graphic Design
Bible	History
Biblical Languages	Mathematics
Biology	Media Communication
Business Administration	Music
Chemistry	Philosophy
Christian Ministry	Pre-Law
Christian Studies	Psychology
Coaching	Public Relations
Computer Information Systems	Sociology
Criminal Justice	Special Education
Education	Sport and Recreation Management
English	Theatre
Exercise Science	

Master's Degrees

Master of Education in Education Administration (MED)
Leads to Missouri School Leader Principalship (K-12) Certification
 Master of Science in Education (MSE)
Tracks in Special Reading Certification (K-12), Teaching and Learning, and Teaching & Learning with Initial Missouri Teacher Certification
 Master of Arts in Leadership (MAL)
Tracks in Business Management and Christian Ministry

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: 55-56 Hours
Bachelor of Science/Music Degree Credits: 49-50 Hours

Foundations	HLG 011 Freshman Seminar..... Credits: 1 <i>Required for all undergraduate degree-seeking students 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	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 <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 non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.</i>
Fine Arts	Select courses meeting the requirements below..... Credits: 4 <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 103, ART 271, ART 272, MUS 103, MUS 353, MUS 373, and THR 100. Any music, theatre, or art course can be used to fulfill the remaining credits needed including activity courses (art activity, private music lessons, theatre activity/production). This course must be from a different department than the appreciation course.</i>
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>

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Physical Education	PHE/VAR Activity Courses..... Credits: 2 <i>One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)</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. 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
	*Successfully completing PLS 399 or HON 301 and HON 309 will satisfy this requirement.

Associate of Arts Degree (AA)

I. General Education Requirements	Credits: 49-50 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>Required for all undergraduate degree-seeking students 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 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 <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 non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.</i></p> <p>Fine Arts Select courses meeting the requirements below Credits: 4 <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 103, ART 271, ART 272, MUS 103, MUS 353, MUS 373, and THR 100. Any music, theatre, or art course can be used to fulfill the remaining credits needed including activity courses (art activity, private music lessons, theatre activity/production). This course must be from a different department than the appreciation course.</i></p> <p>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></p> <p>Physical Education PHE/VAR Activity Courses..... Credits: 2 <i>One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)</i></p>	

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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
	*Successfully completing PLS 399 or HON 301 and HON 309 will satisfy this requirement.	

II. Electives	Credits: 14-15 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 for all undergraduate degree-seeking students 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
Natural Sciences	Life & Non-Life Science Courses	Credits: 4
	<i>Students must take at least one course with a lab.</i>	

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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>One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (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 *Successfully completing PLS 399, HON 301, or HON 309 will satisfy this requirement.

II. Electives	Credits: 37-38 Hours
<hr/>	
Total Hours Required for Graduation	Credits: 64 Hours

Associate of Applied Science Degree (AAS)

I. General Education Requirements	Credits: 22-23 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>Required for all undergraduate degree-seeking students 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 <i>*Successfully completing PLS 399 or HON 301 and HON 309 will satisfy this requirement.</i></p>	
II. Electives	Credits: 37-38 Hours
Total Hours Required for Graduation	Credits: 60 Hours

SPECIAL PROGRAMS OF STUDY

Interdisciplinary Programs and Other Special Programs/Courses of Study

There are some majors at HLGU that fall under the guidance of more than one academic division or department and these are known as interdisciplinary programs. Additionally, HLGU has some special programs and courses of study that serve students in all academic divisions or departments. Details about each of these programs are included in this portion of the catalog.

INTERDISCIPLINARY PROGRAMS

Bachelor of Arts Degrees: Majors - Interdisciplinary Studies (Design Your Own Degree), University Studies

Bachelor of Science Degree: Majors - Interdisciplinary Studies (Design Your Own Degree), University Studies

Interdisciplinary Studies Major (Design Your Own Degree)

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

Purpose

The Interdisciplinary 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 Interdisciplinary Studies major (either BA with language or BS without language) is an integrative program which allows more flexibility than other majors. This major is designed by the student, but must be approved by the Interdisciplinary 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 to form a double major.

Objectives for the Interdisciplinary Studies Program

The Interdisciplinary Studies major will:

1. create a proposal for an interdisciplinary project.
2. complete an interdisciplinary studies capstone project.

Requirements

1. meet the General Education requirements for the chosen degree (BA or BS) and use none of the required General Education courses to meet the major requirements for the Interdisciplinary Studies major. (This is an exception to the rule in some majors.)
2. meet the Graduation Requirements (see Academic Policies).
3. include at least three courses, and at least 15 credit hours, from each of three different academic disciplines. A minimum of 6 credit hours in each discipline must be 300 level or above. A limit of one academic discipline not offered at HLGU is allowed in transfer.
4. in addition, complete HLG 411 Interdisciplinary Studies Capstone course.

A student who desires to major in Interdisciplinary Studies must:

1. apply for acceptance into the Interdisciplinary Studies major. The application requires the following:
 - a. a rationale for not pursuing one of the traditional academic majors listed in the catalog
 - b. a proposed plan for the major, including a specified list of courses from each academic discipline chosen
 - c. a timeline for completion of the proposed coursework
 - d. submission prior to completion of 90 semester hours of coursework (students who have completed more than 90 semester hours should consider the University Studies major).
2. receive written approval from an Interdisciplinary Studies advisor for acceptance into the major. Acceptance into the major includes a mutually agreed upon plan of study which is submitted to the Office of the Registrar by the advisor. Advisors will consult with academic departments for guidance on selected courses. Once the plan has been approved, any change must be approved in writing by the advisor and submitted again to the Office of the Registrar.

University Studies Major

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

Purpose

The University 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 University Studies major (either BA with language or BS without language) is a multidisciplinary program created to accomplish a range of goals by incorporating differing fields of interest into a college degree. This major prepares students to succeed in a wide variety of careers.

Objectives for the University Studies Program

The University Studies major will:

1. create a proposal for an interdisciplinary project.
2. complete a community-engaged interdisciplinary scholarship project.

Requirements

1. meet the General Education requirements for the chosen degree (BA or BS) and use none of the required General Education courses to meet the major requirements for the University Studies major. (This is an exception to the rule in some majors.)
2. meet the Graduation Requirements (see Academic Policies).
3. include at least three courses, and at least 8 credit hours, from each of three different academic disciplines from at least two different departments. A limit of one academic discipline not offered at HLGU is allowed in transfer. Please note: developmental ENG, ESL, and MTH courses will not count towards the major.
4. include at least 30 semester hours in the University Studies major with at least ten semester hours of the major courses taken from the 300 level or above.

5. in addition, complete HLG 301 Knowledge for Service Proposal and HLG 401 Knowledge for Service Project.

A student who desires to major in Interdisciplinary Studies must:

1. submit a curriculum plan documenting completion of the major requirements to the University Studies major advisor prior to applying for graduation. Advisors will consult with academic departments for guidance on selected courses within the curriculum plan.
2. receive written approval from a University Studies advisor of the submitted curriculum plan. The curriculum plan is submitted to the Office of the Registrar by the advisor. Once the plan has been approved, any change must be approved in writing by the advisor and submitted again to the Office of the Registrar.

OTHER SPECIAL PROGRAMS

Concurrent Enrollment Program

Jake 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. 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.

ESL Course of Study

Jake King, *Director*

Purpose

The purpose of the English as a Second Language (ESL) course of study is to provide international students the opportunity to become competent in the conversation, reading, writing, grammar, and of the English language through experience, practice, and guided assistance. ESL classes are designed to prepare students with a basic knowledge of English for success in further university study.

Admission Requirements for International Studies

HLGU 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 outlined in the Admissions portion of the catalog.

Course Sequence

Students qualify for ESL courses based on TOEFL scores. Upon qualification, students will take the following sequence of courses in their first semester of coursework at HLGU.

HLG 011	Freshman Seminar	(1 credit)
ESL 011	English Conversation	(3 credits)
ESL 012	Reading and Writing	(3 credits)
ESL 013*	American Culture	(3 credits)
ESL 014	English Grammar	(3 credits)

*International students who are eligible for standard University courses based on their TOEFL scores may be required to take American Culture if they have never studied in the United States.

Honors Program

Miles S. Mullin II, *Director*

Amanda L. Henry, *Assistant Director*

Purpose

The Honors Program has been designed to provide gifted, curious, and highly-motivated students opportunities to continue to develop their intellectual acumen both inside and outside the classroom, approaching each and every subject from a distinctively Christian perspective and building a community of like-minded students along the way.

The honors program is comprised of 24 semester hours of coursework, much of which replaces General Education classes. Students who complete the 24 semester hours of honors courses and who maintain the required GPA will receive a special certificate at the time of graduation.

Requirements for Admission

1. Have a minimum composite score of 26 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 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.

Note: It is strongly recommended that students 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 301*	HON 309*
Sophomore Year	HON 305, 306, 463	HON 304, 305, 306, 309*, 463
Junior Year	HON 305, 306, 463	HON 304, 305, 306, 309*, 463
Senior Year	HON 305, 306, 463	HON 401 Honors Research Colloquium Presentation

*Required for all Freshman or incoming transfer students as the initial honors courses taken at HLGU. HON 309 may be repeated provided the seminar focuses on a different subject.

NOTE: Honors courses may be used to satisfy General Education requirements as follows: HON 301 and 309, 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. Honors students may also take one or more upper-level courses 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.

Jefferson City Correctional Center Program

Rodrick Sweet, *Director*

In cooperation with the Missouri Department of Corrections, Hannibal-LaGrange University offers a Bachelor of Science in Biblical Studies at the Jefferson City Correctional Center (JCCC), a maximum-security prison located in Jefferson City, Missouri. This program, also known as Freedom on the Inside, aims to train offenders to use the Bible to promote moral rehabilitation in the offender population. Students graduating from this program will become field ministers, ministering and promoting moral rehabilitation within the prison system.

Bachelor of Science Degree: Major – Biblical Studies (*NOTE: this degree is only offered at the Jefferson City Correctional Center campus.*)

Objectives for the Biblical Studies Major

The Biblical Studies major 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/or to prepare and deliver biblically based expositional sermons.
5. demonstrate knowledge of the historical and theological content, as well as critical issues, associated with the Old and New Testament books.
6. demonstrate understanding of how to teach effective Bible lessons.
7. demonstrate an understanding of the unique opportunities and challenges of ministering in the prison context.

Requirements for the BS Degree in Biblical Studies

1. Complete the general education requirements listed below. While most HLGU programs offer options in General Education courses, the BS in Biblical Studies has a set group of general education classes which must be completed while in the program.
2. Complete the other the Graduation Requirements as articulated in this catalog and program specific documentation.
3. Earn a grade of C- or higher in all Support Course Requirements and Major Course Requirements.
4. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).

General Education Requirements for Biblical Studies Major

I. General Education Requirements	Credits: 56 Hours
Foundations	HLG 100 Academic Skills for College Students..... Credits: 2
Bible	BIB 113 Old Testament Survey Credits: 3
	BIB 123 New Testament Survey Credits: 3
Writing	ENG 104 English Composition I Credits: 3
	ENG 106 English Composition II..... Credits: 3
Literature	LIT 233 American Literature I Credits: 3
	LIT 243 American Literature II..... Credits: 3
Communication	CAS 101 Introduction to Speech Communication..... Credits: 3
Historical Studies	HST 153 World History I..... Credits: 3
	HST 163 World History II Credits: 3
	HST 233 Survey of U.S. History Credits: 3
Natural Sciences	BIO 143 Contemporary Environmental Science Credits: 3
	PHS 133 Earth Science I..... Credits: 3
Fine Arts	MUS 103 Music Appreciation Credits: 3
	ART 103 Art Appreciation Credits: 3
Mathematics	MTH 131 Introduction to Contemporary Mathematics..... Credits: 3
Physical Education	HLT 183 Personal Health & Fitness..... Credits: 3
General Ed Options	PLS 113 Introduction to Government..... Credits: 3
	THE/PHL 213 Introduction to Philosophy Credits: 3
II. Biblical Studies Core Requirements	Credits: 69 Hours
	BIB 101 Introduction to Christianity & College Life Credits: 3
	BIB 143 Biblical Interpretation..... Credits: 3
	BIB 313 Old Testament I: The Torah..... Credits: 3
	BIB 323 New Testament I: The Life of Christ Credits: 3
	BIB 353 Old Testament II: Joshua-Esther Credits: 3
	BIB 363 New Testament II: Acts & Pauline Epistles..... Credits: 3
	BIB 413 Old Testament III: Job-Malachi Credits: 3
	BIB 423 New Testament III: General Epistles-Revelation..... Credits: 3
	CED 123 Discipleship & Spiritual Formation..... Credits: 3
	CED 313 Church Administration & Leadership Credits: 3
	CED 383 Teaching the Bible..... Credits: 3
	CMS 303 Introduction to Evangelism & Missions..... Credits: 3
	CMS 383 Introduction to Preaching Credits: 3
	CMS 423 Christian Counseling Credits: 3

Continued on next page.

CMS 442 Senior Colloquium	Credits: 3
CMS 451 Supervised Prison Ministry Foundations	Credits: 2
CMS 461 Supervised Prison Ministry Internship	Credits: 4
THE 313 Christian Ethics	Credits: 3
THE 332 Baptist History & Heritage	Credits: 3
THE 343 History of Christianity	Credits: 3
THE 371 Christian Doctrine I	Credits: 3
THE 372 Christian Doctrine II	Credits: 3
THE 381 Apologetics	Credits: 3

Graduation in this program requires completion of all of the courses indicated above, which is 125 total hours.

Total Hours Required for Graduation

Credits: 125 Hours

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.

Certificate in Practical Nursing

Associate of Science in Nursing Degree (ASN)

Bachelor of Science in Nursing Degree for RNs (RN to BSN)

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 associate degree program in nursing at Hannibal-LaGrange University is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 404-975-5000. www.acenursing.org

The associate degree program in nursing at Hannibal-LaGrange University has full Missouri State Board of Nursing approval.

The baccalaureate degree program in nursing at Hannibal-LaGrange University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. <http://www.ccnaccreditation.org/>

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 Admissions Coordinator and Director of the School of Nursing 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).

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 10 ½ month 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-hlgu/consumer-disclosures/pn/>.

Objectives for the Practical Nursing (PN) Program

The PN student will:

1. exhibit and apply knowledge in biological and physical sciences.
2. exhibit and apply knowledge in social and behavioral sciences to include communication, interpersonal relations, culturally and spiritually sensitive care, patient involvement in care, and promotion of healthy lifestyles.
3. exhibit and apply knowledge of human growth and development.
4. facilitate safe and effective practice as a practical nurse, which includes clinical decision making, leadership, and management.
5. will achieve a first-time NCLEX-PN pass rate that is equal to or greater than the state passing average.
6. will achieve successful program completion.

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. Have a sincere interest in nursing as a career.
5. Meet established criteria regarding criminal background check.
6. Consent to drug and alcohol screening.
7. 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. Submit HLGU application & fee (\$25.00) to the Office of Admissions.
3. Submit official transcripts from all post-secondary institutions attended to the Office of the Registrar.
4. Submit official high school transcript to the Office of Admissions if less than 24 credit hours from transfer institutions.
5. 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. The exam is limited to 3.5 hours.
 - b. The exam may be retaken up to two times (3 attempts total).
6. Interview with the Nursing Admissions Coordinator.
7. Complete PN admission packet.

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 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 Anatomy & Physiology (PNE 001 or BIO 254/264) and Growth & Development (PNE 002 or PSY 333) during the summer term, before starting the PN program. Students must meet PN admission requirements to be eligible for these courses and the courses must be passed to be eligible to continue into the PN program. **NOTE:** Science courses will only be accepted if taken within the last 5 years. The material from these courses is fundamental to students' success in nursing school.

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

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.

Requirements for ASN Degree

Earn a grade of C- or higher in all Support Course Requirements and earn a grade of B- or higher in all Nursing Core Requirements.

Required Courses for Practical Nursing Certificate

I. Practical Nursing Support Requirements	Credits: 8 Hours
PNE 001 Anatomy & Physiology Credits: 6 or BIO 254/264 Essentials of A & P I and II (8 credits)	
PNE 002 Human Growth & Development Credits: 2 or PSY 333 Lifespan Developmental Psychology (3 credits)	
II. Practical Nursing Core Requirements	Credits: 45 Hours
NUR 102 Clinical Calculations Credits: 2	
PNE 010 Fundamentals of Nursing Credits: 4	
PNE 011 Skills Lab Credits: 2	
PNE 012 Nursing of Adults I Credits: 6	
PNE 013 Clinical I Credits: 2	
PNE 014 PVC I Credits: 1	
PNE 015 Pharmacology Credits: 2	
PNE 019 Clinical II Credits: 1.5	
PNE 022 Nursing of Adults II Credits: 6	
PNE 023 Clinical III Credits: 5.5	
PNE 024 PVC II Credits: 1	
PNE 025 Nursing of Children Credits: 2	
PNE 026 Nursing of the Elderly Credits: 2	
PNE 027 Maternal & Newborn Nursing Credits: 2	
PNE 028 Mental Health Concepts Credits: 2	
PNE 032 Nursing Seminar Credits: 2	
PNE 033 Clinical IV Credits: 2	
Total Hours Required for Completion	Credits: 53 Hours

ASN PROGRAM

Associate of Science in Nursing

The Associate of Science in Nursing (ASN) requires a minimum of 64 semester hours and completion of the program requirements. Program requirements include 41 semester hours of nursing coursework. 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 on ACT composite score, GPA of nursing support course requirements, 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 end-of-program student learning objectives of the Hannibal-LaGrange University ASN program are 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.

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 (20 or higher) or SAT (940 or higher) or have more than 24 credit hours at or above a 2.75 CGPA.
NOTE: Contact the Nursing Admissions Coordinator for specific details.
5. Have a minimum grade point average (GPA) of at least 2.75 on a 4.0 scale in Nursing Support Requirements.
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. Applicants who are initially accepted into the program will be considered on conditional status until the following items have been uploaded to CastleBranch, the online platform for managing important requirements throughout nursing education and clinical experiences.
 - a. Proof of Vaccinations (copies)
 - i. Measles, Mumps, & Rubella (MMR)
 - ii. Tetanus, Diphtheria & Pertussis (Tdap)
 - iii. Hepatitis B
 - iv. Varicella (Chicken Pox)
 - v. TB Skin Test (2-step)
 - vi. Influenza (to be completed in the Fall)
 - b. CPR Certification (American Heart Association)
 - c. LPN License (if applicable)
 - d. The following signed documents (enclosed in welcome packet):
 - i. Functional Abilities Policy
 - ii. Student Criminal History Records Disclosure Consent
 - iii. Missouri State Board of Nursing Disclosure
 - iv. Immunization Requirements for Hannibal Regional Healthcare System
 - v. Hannibal Regional Healthcare System Confidentiality Statement
 - vi. Employee Disqualification List (EDL) Consent

- e. Criminal background check
- f. Drug and alcohol screening required by affiliation agreement between the HLGU Craigmiles School of Nursing and Hannibal Regional Hospital (performed by Hannibal Regional Hospital prior to first clinical experience)

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 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, NUR 114, and/or NUR 214 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. Employed in the field of nursing or have completed PN coursework within the last two years.
4. Provide evidence of an active, valid, unencumbered license to practice as an LPN.

NOTE: Students who meet these requirements are eligible for six credits of Anatomy & Physiology, two credits of Human Growth & Lifespan Development, two credits of Clinical Calculations, and six credits of Nursing Fundamentals in accordance with Prior Learning Assessment policies. Transcribing Fees will apply.

NOTE: Students may also be able to obtain advanced standing for NUR 214 by examination.

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

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.

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. All ASN support courses, with the exception of Microbiology, must be completed prior to taking any BSN support or nursing courses.
4. Student has not previously withdrawn from more than one BSN online course.
5. 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 earn a grade of B- or higher in all Nursing Core Requirements.
2. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).
3. 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: 26-31 Hours
HLG 011 Freshman Seminar.....	Credits: 1
<i>See course description for HLG 011 Freshman Seminar.</i>	
HLG 010 Chapel	Credits: 0
<i>See Chapel Attendance Requirements in the HLGU Student Handbook.</i>	
Bible (Choose 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>	
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
Human Anatomy & Physiology with Lab.....	Credits: 6-8
<i>Recommended course sequence is BIO 254LL Essentials of Human A & P I and BIO 264LL Essentials of Human A & P II. LPN license fulfills this requirement.</i>	
BIO 344 Microbiology	Credits: 3-4
Human Growth & Lifespan Development	Credits: 2-3
<i>Recommended course is PSY 333 Lifespan Developmental Psychology.</i>	
Behavioral Science.....	Credits: 6
<i>(Courses must come from two different academic areas. Recommended courses include: PSY 113 General Psychology and SOC 113 Introduction to Sociology)</i>	
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: 64 Hours*

* This degree requires coursework that surpasses the minimum semester hours necessary for graduation.

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 for RN to BSN Degree Completion

1. Complete the online application, available on the HLGU website: apply.hlg.edu, and select the RN to BSN program.
2. Send official transcripts of all previously earned university and/or nursing credit to the HLGU Office of the Registrar.
3. Meet General Admission Requirements for admittance to Hannibal-LaGrange University. (Refer to Admissions section of the catalog.)
4. Provide evidence of possessing an active, valid, unencumbered license to practice as an RN

Entry Requirements for 3+1 Pathway (ASN + BSN)

This path is designed for students who want to seamlessly begin working on BSN classes while still completing their ASN.

1. Make application for the 3+1 Pathway or complete Change of Program form available on the Office of the Registrar's webpage www.hlg.edu/academics/registrar, and select the nursing 3+1 pathway.
2. Admission to the ASN program is required before students are allowed to register for NUR courses. (See ASN Entry Requirements)

ASN + BSN registration guidelines

1. Students are limited to 18 credits per semester.
2. Students should take any available BSN support courses prior to taking any 300/400 level NUR classes.
3. Students are limited to one NUR 300/400-level course every eight-week session.

Curriculum Requirements

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.

Requirements for BSN Degree

1. 124 credit hours are required to graduate from the RN to BSN program – the RN License will be awarded a block credit totaling the current ASN Nursing Core Requirement total credit hours; Support and Major courses comprise the remaining 82 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 earn a grade of B- or higher in all Nursing Core Requirements.
4. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).
5. 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. General Education Requirements	Credits: 32 Hours
<p>Behavioral Sciences Behavioral Science..... Credits: 12 <i>(Courses must come from two different academic areas. Recommended courses include: PSY 113 General Psychology, PSY 323 Abnormal Psychology, PSY 333 Lifespan Developmental Psychology, SOC 113 Introduction to Sociology)</i></p> <p>Bible Bible (Choose 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></p> <p>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</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>	
II. Nursing Support Requirements	Credits: 13 Hours
<p>Natural Sciences BIO/NUR 440 Pathophysiology Credits: 4 Natural Science..... Credits: 12 <i>(Recommended courses: BIO 314 Human Anatomy & Physiology I, BIO 324 Human Anatomy & Physiology II, BIO 344 Microbiology)</i></p>	
III. ASN Nursing Core Requirements or RN License	Credits: 41 Hours
<p>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></p> <p>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</p>	
IV. BSN Nursing Core Requirements	Credits: 36 Hours
<p>NUR 301 Healthcare Today Credits: 3 NUR 303 Health Assessment..... Credits: 3 NUR 353 Nursing Theory Credits: 3 NUR 363 Geriatric Nursing Credits: 3</p>	

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

V. Electives	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation	Credits: 125 Hour
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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: Business Administration

Business Certification: Offers courses leading to Missouri teacher 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, data analysis, entrepreneurship, 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 Administration Major

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. Select the major in Business Administration, choosing one concentration.

3. Earn a grade of C- or higher in all Support Course Requirements, Major Course Requirements, and Concentration Requirements.
4. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).
5. Successfully complete a nationally normed exit exam.

General Education Requirements for Business Administration Major

I. General Education Requirements	Credits: 49-56 Hours
Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>See course description for HLG 011 Freshman Seminar.</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 <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 non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.</i>	
Fine Arts Select courses meeting the requirements below Credits: 4 <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 103, ART 271, ART 272, MUS 103, MUS 353, MUS 373, and THR 100. Any music, theatre, or art course can be used to fulfill the remaining credits needed including activity courses (art activity, private music lessons, theatre activity/production). This course must be from a different department than the appreciation course.</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 Courses..... Credits: 2 <i>One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (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 (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 Business Administration Major Concentration in General Business

I. General Education Requirements	Credits: 49-56 Hours
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Refer to the General Education Requirements for Business Administration Major

(Some General Education courses may also count as support or major/core requirements.)

II. Business Support Requirements	Credits: 6 Hours
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ECO 213 Macroeconomics	Credits: 3
<i>(This course can fulfill three credit hours of the General Education Option requirement.)</i>	
Mathematics (Choose one from the following).....	Credits: 3
MTH 143 College Algebra	Credits: 3
MTH 153 Precalculus.....	Credits: 5
MTH 185 Analytic Geometry & Calculus I	Credits: 5

III. Business Core Requirements	Credits: 39 Hours
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ACC 243 Principles of Financial Accounting	Credits: 3
ACC 263 Principles of Managerial Accounting	Credits: 3
BUS 253 Ethics & Leadership	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
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
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Controlled Electives upper-level Business courses.....	Credits: 18
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V. Electives	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Business Administration Major Concentration in Data Analysis

I. General Education Requirements Credits: 49-56 Hours

Refer to the General Education Requirements for Business Administration Major
(Some General Education courses may also count as support or major/core requirements.)

II. Business Support Requirements Credits: 6 Hours

ECO 213 Macroeconomics	Credits: 3
<i>(This course can fulfill three credit hours of the General Education Option requirement.)</i>	
Mathematics (Choose one from the following).....	
MTH 143 College Algebra	Credits: 3
MTH 153 Precalculus.....	Credits: 5
MTH 185 Analytic Geometry & Calculus I	Credits: 5

III. Business Core Requirements Credits: 39 Hours

ACC 243 Principles of Financial Accounting	Credits: 3
ACC 263 Principles of Managerial Accounting	Credits: 3
BIS 353 Business Information Systems.....	Credits: 3
BUS 253 Ethics & Leadership	Credits: 3
BUS 273 Business Statistics	Credits: 3
BUS 313 Organizational Communication.....	Credits: 3
BUS 363 Business Law	Credits: 3
BUS 499 Business Strategy	Credits: 3
ECO 223 Microeconomics	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. Concentration in Data Analysis Requirements Credits: 18 Hours

BUS 333 Applied Calculus	Credits: 3
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

V. Electives As Needed

Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation Credits: 124 Hours

Required Courses for Business Administration Major Concentration in Entrepreneurship

I. General Education Requirements Credits: 49-56 Hours

Refer to the General Education Requirements for Business Administration Major

(Some General Education courses may also count as support or major/core requirements.)

II. Business Support Requirements Credits: 6 Hours

ECO 213 Macroeconomics Credits: 3

(This course can fulfill three credit hours of the General Education Option requirement.)

Mathematics (Choose one from the following)..... Credits: 3

MTH 143 College Algebra Credits: 3

MTH 153 Precalculus..... Credits: 5

MTH 185 Analytic Geometry & Calculus I Credits: 5

III. Business Core Requirements Credits: 39 Hours

ACC 243 Principles of Financial Accounting Credits: 3

ACC 263 Principles of Managerial Accounting Credits: 3

BIS 353 Business Information Systems..... Credits: 3

BUS 253 Ethics & Leadership Credits: 3

BUS 273 Business Statistics Credits: 3

BUS 313 Organizational Communication..... Credits: 3

BUS 363 Business Law Credits: 3

BUS 499 Business Strategy Credits: 3

ECO 223 Microeconomics 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. Concentration in Data Analysis Requirements Credits: 18 Hours

BUS 333 Applied Calculus Credits: 3

ENT 301 Entrepreneurship Credits: 3

ENT 321 Small Business Management..... Credits: 3

ENT 401 New Venture Management Credits: 3

ENT 421 Social Entrepreneurship..... Credits: 3

Controlled Electives upper-level Business courses Credits: 3

V. Electives As Needed

Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation Credits: 124 Hours

Required Courses for Business Administration Major Concentration in Management

I. General Education Requirements Credits: 49-56 Hours

Refer to the General Education Requirements for Business Administration Major
(Some General Education courses may also count as support or major/core requirements.)

II. Business Support Requirements Credits: 6 Hours

ECO 213 Macroeconomics	Credits: 3
<i>(This course can fulfill three credit hours of the General Education Option requirement.)</i>	
Mathematics (Choose one from the following)..... Credits: 3	
MTH 143 College Algebra	Credits: 3
MTH 153 Precalculus.....	Credits: 5
MTH 185 Analytic Geometry & Calculus I	Credits: 5

III. Business Core Requirements Credits: 39 Hours

ACC 243 Principles of Financial Accounting	Credits: 3
ACC 263 Principles of Managerial Accounting	Credits: 3
BIS 353 Business Information Systems.....	Credits: 3
BUS 253 Ethics & Leadership	Credits: 3
BUS 273 Business Statistics	Credits: 3
BUS 313 Organizational Communication.....	Credits: 3
BUS 363 Business Law	Credits: 3
BUS 499 Business Strategy	Credits: 3
ECO 223 Microeconomics	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. Concentration in Management Requirements 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 As Needed

Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation Credits: 124 Hours

Required Courses for Business Administration Major Concentration in Marketing

I. General Education Requirements Credits: 49-56 Hours

Refer to the General Education Requirements for Business Administration Major
(Some General Education courses may also count as support or major/core requirements.)

II. Business Support Requirements Credits: 6 Hours

ECO 213 Macroeconomics	Credits: 3
<i>(This course can fulfill three credit hours of the General Education Option requirement.)</i>	
Mathematics (Choose one from the following).....	
MTH 143 College Algebra	Credits: 3
MTH 153 Precalculus.....	Credits: 5
MTH 185 Analytic Geometry & Calculus I	Credits: 5

III. Business Core Requirements Credits: 39 Hours

ACC 243 Principles of Financial Accounting	Credits: 3
ACC 263 Principles of Managerial Accounting	Credits: 3
BIS 353 Business Information Systems.....	Credits: 3
BUS 253 Ethics & Leadership	Credits: 3
BUS 273 Business Statistics	Credits: 3
BUS 313 Organizational Communication.....	Credits: 3
BUS 363 Business Law	Credits: 3
BUS 499 Business Strategy	Credits: 3
ECO 223 Microeconomics	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. Concentration in Marketing Requirements 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 As Needed

Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

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
BUS 253 Ethics & Leadership	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: 3

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 Major

The CIS major will:

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 261 is preferred to *partially* fulfill the General Education option requirement.
2. Earn a grade of C- or higher in all Support Course Requirements and Major Course Requirements.
3. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).

General Education Requirements for Computer Information Systems Major

I. General Education Requirements	Credits: 49-50 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>See course description for HLG 011 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 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 <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 non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.</i></p> <p>Fine Arts Select courses meeting the requirements below Credits: 4 <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 103, ART 271, ART 272, MUS 103, MUS 353, MUS 373, and THR 100. Any music, theatre, or art course can be used to fulfill the remaining credits needed including activity courses (art activity, private music lessons, theatre activity/production). This course must be from a different department than the appreciation course.</i> ART 261 Computer Graphics (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, 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>One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)</i></p> <p>General Ed Options Select General Education Options Credits: 6 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: 49-50 Hours
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Refer to the General Education Requirements for Computer Information Systems
(Some General Education courses may also count as support or major/core requirements.)

II. Computer Information Systems Core Requirements	Credits: 52 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 Senior Project	Credits: 1
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	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

MTH 210 Discrete Mathematics <i>(Recommended)</i>	Credits: 3
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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, missions and other 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

Statement of Mission and Purpose for the Christian Studies Division

The mission of the Christian Studies Division 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.

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.

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 Support Course Requirements and Major Course Requirements.
3. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).

General Education Requirements for Christian Studies Major

I. General Education Requirements	Credits: 49-55 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>See course description for HLG 011 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 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></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 <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 non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.</i></p>	
<p>Fine Arts Select courses meeting the requirements below Credits: 4 <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 103, ART 271, ART 272, MUS 103, MUS 353, MUS 373, and THR 100. Any music, theatre, or art course can be used to fulfill the remaining credits needed including activity courses (art activity, private music lessons, theatre activity/production). This course must be from a different department than the appreciation course.</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>One-credit-hour PHE or VAR courses designated as an activity course in the course description 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>	
<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. See Concentration Requirements for additional language requirements.</i></p>	

Required Courses for Christian Studies Major Concentration in Bible

I. General Education Requirements Credits: 49-55 Hours

Refer to the General Education Requirements for Christian Studies
(Some General Education courses may also count as support or major/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: 34 Hours

BIB 143 Biblical Interpretation..... Credits: 3
CED 123 Discipleship & 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: 3
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: 3
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 As Needed

Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation Credits: 124 Hours

Required Courses for Christian Studies Major Concentration in Christian Ministry

I. General Education Requirements Credits: 49-55 Hours

Refer to the General Education Requirements for Christian Studies

(Some General Education courses may also count as support or major/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: 34 Hours

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

CED 123 Discipleship & 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: 3

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: 3

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 As Needed

Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

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
Controlled Electives: (Choose from the following)	Credits: 6
BLN 413 Intermediate Greek I.....	Credits: 3
BLN 423 Intermediate Greek II	Credits: 3
BLN 491 Advanced Topics	Credits: 1-3
<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
Controlled Electives: (Choose from the following)	Credits: 6
CED 303 Foundations of Christian Education	Credits: 3
CED 313 Church Administration & Leadership.....	Credits: 3
CED 383 Teaching the Bible.....	Credits: 3
CED 291 Special Topics	Credits: 1-3
CED 391/491 Advanced Topics.....	Credits: 1-3
Electives from BIB, BLN, CED, CMS, ICM, or THE	Credits: 9
<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.	

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 Missouri teacher 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 teacher 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 Support Course Requirements and Major Course Requirements.
6. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).

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)
2. Take HLT 183 in fulfillment of the physical education requirement and earn a grade of C-or higher.
3. Take PSY 113 and MAN 243 in fulfillment of the general education options requirement.
4. Earn a grade of C- or higher in all Support Course Requirements and Major Course Requirements.
5. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).

General Education Requirements for Exercise Science

I. General Education Requirements	Credits: 49-50 Hours
Foundations HLG 011 Freshman Seminar.....	Credits: 1
<i>See course description for HLG 011 Freshman Seminar.</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
<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 non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.</i>	
Fine Arts Select courses meeting the requirements below	Credits: 4
<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 103, ART 271, ART 272, MUS 103, MUS 353, MUS 373, and THR 100. Any music, theatre, or art course can be used to fulfill the remaining credits needed including activity courses (art activity, private music lessons, theatre activity/production). This course must be from a different department than the appreciation course.</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 Courses.....	Credits: 2
<i>One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. For EXS and SRM majors only, HLT 183 can fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)</i>	
General Ed Options Select General Education Options.....	Credits: 6
PSY 113 General Psychology (recommended for students pursuing pre-physical therapy/athletic training or other graduate work).....	Credits: 3
General Education Option	Credits: 3
<i>(See General Education Requirements for Baccalaureate Degrees)</i>	

Required Courses for Exercise Science Major

I. General Education Requirements Credits: 49-50 Hours

Refer to the General Education Requirements for Exercise Science Major

(Some General Education courses may also count as support or major/core 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 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 Practicum in Exercise Science.....	Credits: 1
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

As Needed

Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

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:	1

 Total Hours Required for Graduation

Credits: 124 Hours

General Education Requirements for Sport and Recreation Management Major

I. General Education Requirements	Credits: 49-50 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>See course description for HLG 011 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 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 <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 non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.</i></p>	
<p>Fine Arts Select courses meeting the requirements below Credits: 4 <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 103, ART 271, ART 272, MUS 103, MUS 353, MUS 373, and THR 100. Any music, theatre, or art course can be used to fulfill the remaining credits needed including activity courses (art activity, private music lessons, theatre activity/production). This course must be from a different department than the appreciation course.</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>One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. 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: 49-50 Hours
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Refer to the General Education Requirements for Sport and Recreation Management Major

(Some General Education courses may also count as support or major/core 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

As Needed

Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

 Total Hours Required for Graduation

Credits: 124 Hours

Required Courses for Coaching Minor

I. Coaching Minor Requirements	Credits: 18 Hours
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
<i>(This minor is not available to students majoring in Sport and Recreation Management or BSE students seeking certification in Physical Education.)</i>	
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
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
<i>(This minor is not available to BSE students seeking certification in Physical Education.)</i>	
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
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
<i>(This minor is not available to BSE students seeking certification in Physical Education.)</i>	
NOTE: A grade of C- or higher is required in all courses for the minor.	

DIVISION OF FINE ARTS AND COMMUNICATION

Sabrina A. Brookshire, *Chair*

Four departments constitute the Division of Fine Arts. They are Art, Communication Studies, Music, and Theatre. Additionally, the Division of Fine Arts is responsible for two interdisciplinary majors. They are Graphic Design and Worship Arts

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 Missouri teacher 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 Major

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 with an understanding of how their art fits into a contemporary and historical context.
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 with an understanding of how their art fits into a contemporary and historical context.
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

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).
2. Earn a grade of C- or higher in all Support Course Requirements and Major Course Requirements.
3. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).

General Education Requirements for Art Major

I. General Education Requirements	Credits: 55-56 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>See course description for HLG 011 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 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 <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 non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.</i></p>	
<p>Fine Arts Select courses meeting the requirements below Credits: 4 <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 103, ART 271, ART 272, MUS 103, MUS 353, MUS 373, and THR 100. Any music, theatre, or art course can be used to fulfill the remaining credits needed including activity courses (art activity, private music lessons, theatre activity/production). This course must be from a different department than the appreciation course.</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>One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (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: 55-56 Hours
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Refer to the General Education Requirements for Art Major

(Some General Education courses may also count as support or major/core requirements.)

II. Art Core Requirements	Credits: 51 Hours
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ART 100 Art Orientation.....	Credits: 1
ART 101 Color & Design I.....	Credits: 3
ART 102 Color & Design II.....	Credits: 3
ART 200 Art Community.....	Credits: 1
ART 201 Drawing I.....	Credits: 3
ART 202 Drawing II.....	Credits: 3
ART 271 Art History I.....	Credits: 3
ART 272 Art History II.....	Credits: 3
ART 300 Art Organization.....	Credits: 1
ART 400 Leadership in Art.....	Credits: 1
ART 481 Senior Portfolio.....	Credits: 1
ART 482 Senior Exhibition.....	Credits: 1
ART 483 Art Internship.....	Credits: 3
ART 490 Advanced Studio.....	Credits: 3
Controlled Electives: (Choose from the following).....	Credits: 12
ART 211 Painting I.....	Credits: 3
ART 221 Ceramics I.....	Credits: 3
ART 231 Printmaking I.....	Credits: 3
ART 241 Sculpture I.....	Credits: 3
ART 251 Photography I.....	Credits: 3
ART 261 Computer Graphics.....	Credits: 3
Studio Concentration: (Complete levels II, III, and IV from one studio area) (Select from: painting, ceramics, printmaking, sculpture, photography, or computer graphics).....	Credits: 9

III. Electives	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

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 100 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 200 Art Community.....	Credits: 1
ART 271 Art History I or ART 272 Art History II.....	Credits: 3
ART 300 Art Organization.....	Credits: 1
ART 400 Leadership in Art.....	Credits: 1
ART Electives.....	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 Missouri teacher 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 Support Course Requirements and Major Course Requirements.
3. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).

General Education Requirements for Media Communication and Public Relations Major

I. General Education Requirements	Credits: 49-56 Hours
Foundations HLG 011 Freshman Seminar.....	Credits: 1
<i>See course description for HLG 011 Freshman Seminar.</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
<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 non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.</i>	
Fine Arts Select courses meeting the requirements below	Credits: 4
<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 103, ART 271, ART 272, MUS 103, MUS 353, MUS 373, and THR 100. Any music, theatre, or art course can be used to fulfill the remaining credits needed including activity courses (art activity, private music lessons, theatre activity/production). This course must be from a different department than the appreciation course.</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>One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (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: 49-56 Hours
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Refer to the General Education Requirements for Media Communication and Public Relations Major

(Some General Education courses may also count as support or major/core requirements.)

II. Media Communication Core Requirements	Credits: 43Hours
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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 Comm/PR Supervised Internship.....	Credits: 1
CAM 401 Senior Capstone Project.....	Credits: 1
CAM 433 Media Law & Ethics I.....	Credits: 3
CAM 463 Media Law & Ethics II.....	Credits: 3
CAS 303 Communication Theory.....	Credits: 3
CAS 313 Organizational Communication.....	Credits: 3
CAS 363 Voice & Diction.....	Credits: 3
Controlled Electives: (Choose from the following).....	Credits: 11
Public Relations Options.....	Credits: 3
CAM 253, 333, 413, 453, 473	
<i>(Choose CAM 333 if intending to minor in Public Relations)</i>	
Media Literacy/Creative Writing Option.....	Credits: 3
CAM 313 or CAM 323	
Newspaper, Magazine, & Broadcast Options.....	Credits: 5
CAM 100, 111, 171, 200, 211, 271, 300, 311, 371, 400, 411, 471	

**Recommended electives: The following courses are recommended, but not required for Media Communication majors: ART 261-433, ART 253, CAS 323, and CAM 481-482*

III. Electives	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Public Relations Major

I. General Education Requirements	Credits: 49-56 Hours
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Refer to the General Education Requirements for Media Communication and Public Relations Major

(Some General Education courses may also count as support or major/core requirements.)

II. Public Relations Core Requirements	Credits: 42 Hours
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ART 251 Photography I.....	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 381Comm/PR Supervised Internship.....	Credits: 1
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 303 Communication Theory.....	Credits: 3
CAS 323 Advanced Public Speaking & Debate.....	Credits: 3
MKT 313 Principles of Marketing.....	Credits: 3
Controlled Electives: (Choose from the following).....	Credits: 7
Computer Software Option.....	Credits: 1
Any one-credit hour BIS course	
Media Law & Ethics Option.....	Credits: 3
CAM 433 or CAM 463	
Newspaper, Magazine, & Broadcast Options.....	Credits: 3
CAM 100, 111, 171, 200, 211, 271, 300, 311, 371, 400, 411, 471	

**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	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

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 251 Photography I.....	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.	

MUSIC DEPARTMENT

The Bachelor of Music degree is designed for students who have an interest in Instrumental or Vocal study. The program prepares students for graduate school or other performance-based careers in music.

Bachelor of Music Degree: Concentrations in Instrumental or Vocal Performance

Minors: Music

Music Certification: Offers courses leading to Missouri teacher 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.
5. demonstrate knowledge of ensemble rehearsal techniques.

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.

2. Participate in a pre-test as new students (music theory, history, piano, applied concentration, and knowledge of ensemble rehearsal techniques).
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 Concert Band as one of the ensembles.
4. Participate in jury exams each semester in the student's applied concentration.
5. As a final capstone experience, Bachelor of Music majors with Instrumental or Vocal concentrations will present a one-hour senior recital.
6. Participate in an exit interview during the student's last semester.
7. Participate in a post-test before graduation (music theory, history, piano, applied concentration, and knowledge of ensemble rehearsal techniques).

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. Attend a prescribed number of professional concerts and HLGU recitals as posted.
6. Earn a grade of C- or higher in all Support Course Requirements and Major Course Requirements.
7. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).

Requirements for the Bachelor of Science in Education Degree with Subject Area Concentration in Vocal or Instrumental Music, with K-12 Teacher 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: 49-50 Hours
Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>See course description for HLG 011 Freshman Seminar.</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 <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 non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.</i>	
Fine Arts Select courses meeting the requirements below Credits: 4 <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 103, ART 271, ART 272, MUS 103, MUS 353, MUS 373, and THR 100. Any music, theatre, or art course can be used to fulfill the remaining credits needed including activity courses (art activity, private music lessons, theatre activity /production). This course must be from a different department than the appreciation course.</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>One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (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>	

Required Courses for Bachelor of Music Degree Concentration in Instrumental

I. General Education Requirements Credits: 49-50 Hours

Refer to the General Education Requirements for Bachelor of Music Degree

(Some General Education courses may also count as support or major/core requirements.)

II. Music Core Requirements Credits: 44 Hours

MUA 005 Recital Attendance*	Credits: 0
MUI 101 Percussion Methods & Literature	Credits: 1
MUL 353 Choral & Instrumental Literature.....	Credits: 3
MUS 101 Music 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 Instrument Emphasis to Level VII	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: 15 Hours

MUS 341 Advanced Choral & Instrumental Conducting	Credits: 3
MUS 461 Senior Recital Preparation.....	Credits: 1
MUT 331 Choral & Instrumental Arranging.....	Credits: 2
MUS 303/WOR 333 Music Media and Technology	Credits: 3
Upper-Level Music Department Course	Credits: 6

IV. Electives As Needed

Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation Credits: 124 Hours

Required Courses for Bachelor of Music Degree Concentration in Vocal

I. General Education Requirements	Credits: 49-50 Hours
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Refer to the General Education Requirements for Bachelor of Music Degree

(Some General Education courses may also count as support or major/core requirements.)

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 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 Voice Emphasis to Level VII	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: 15 Hours
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MUS 341 Advanced Choral & Instrumental Conducting	Credits: 3
MUS 433 Choral Techniques	Credits: 3
MUS 461 Senior Recital Preparation	Credits: 1
MUT 331 Choral & Instrumental Arranging	Credits: 2
MUS 303/WOR 333 Music Media and Technology	Credits: 3
Upper-Level Music Department Course	Credits: 3

IV. Electives	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation	Credits: 124 Hours
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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 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

(This minor is not available to BSE students seeking certification in Instrumental or Vocal Music)

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 – Theatre

(The BA should be sought by those who plan to attend graduate school.)

Bachelor of Science Degree: Majors – Theatre

Minors: Theatre

Speech & Theatre Certification: Offers courses leading to Missouri teacher 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.

Requirements for the BA or BS Degree with Majors in 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).
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 Theatre Major

I. General Education Requirements	Credits: 49-56 Hours
Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>See course description for HLG 011 Freshman Seminar.</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 <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 non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.</i>	
Fine Arts Select courses meeting the requirements below Credits: 4 <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 103, ART 271, ART 272, MUS 103, MUS 353, MUS 373, and THR 100. Any music, theatre, or art course can be used to fulfill the remaining credits needed including activity courses (art activity, private music lessons, theatre activity /production). This course must be from a different department than the appreciation course.</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>One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (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 Theatre Major

I. General Education Requirements	Credits: 49-56 Hours
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Refer to the General Education Requirements for Theatre Major

(Some General Education courses may also count as support or major/core requirements.)

II. 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	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Theatre Minor

I. Theatre Minor Requirements	Credits: 19 Hours
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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.

INTERDISCIPLINARY MAJORS

The Division of Fine Arts is responsible for two interdisciplinary majors. They are Graphic Design and Worship Arts.

Bachelor of Arts Degree: Major – Worship Arts

Bachelor of Science Degree: Major – Graphic Design, Worship Arts

Minor: Graphic Design

Graphic Design Major

Michael J. Chlebanowski, *Academic Advisor*

Objectives for Graphic Design Major

The Graphic Design Major will:

1. visually communicate a message to a defined audience that incorporates elements and principles of art, Gestalt theory, and graphics and typography.
2. demonstrate the application of the Creative Process: research, thumbnail sketches, roughs, final, and presentation.
3. write an artist statement including evidence of interdisciplinary learning in communications theory, business practices, computer information technology, and art history.
4. create designs using a variety of media (such as: print, website, handmade, raster, vector, and motion graphics).
5. show evidence of professional growth and personal artistic expression by analyzing selected pieces in writing.
6. successfully complete an internship with a career plan.
7. create a portfolio that includes evidence of professional quality graphic design pieces, resume, and website.

Entrance Requirements for BS Degree with Major in Graphic Design

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 BS Degree with Major in Graphic Design

1. Complete the campus wide 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 Support Course Requirements and Major Course Requirements.
3. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).

General Education Requirements for Graphic Design Major

I. General Education Requirements	Credits: 49-50 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>See course description for HLG 011 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 BIB 113 Old Testament Survey Credits: 3 BIB 123 New Testament Survey Credits: 3</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 two courses from LIT options Credits: 6</p>	
<p>Communication CAS 101 Introduction to Speech Communication..... Credits: 3</p>	
<p>Historical Studies Select two courses from HST options..... Credits: 6</p>	
<p>Natural Sciences Life & Non-Life Science Courses: Credits: 7 <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 non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.</i></p>	
<p>Fine Arts Select courses meeting the requirements below Credits: 4 <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 103, ART 271, ART 272, MUS 103, MUS 353, MUS 373, and THR 100. Any music, theatre, or art course can be used to fulfill the remaining credits needed including activity courses (art activity, private music lessons, theatre activity/production). This course must be from a different department than the appreciation course.</i></p>	
<p>Mathematics Select appropriate mathematics course Credits: 3 <i>MTH 143, 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 Math Placement Policy in Academic Section.)</i></p>	
<p>Physical Education PHE/VAR Activity Courses Credits: 2 <i>One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)</i></p>	
<p>General Ed Options Select two courses from two different departments..... Credits: 6 <i>(See General Education Requirements for Baccalaureate Degrees)</i></p>	

Required Courses for Graphic Design Major

I. General Education Requirements	Credits: 49-50 Hours
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Refer to the General Education Requirements for Graphic Design Major
(Some General Education courses may also count as support or major/core requirements.)

II. Graphic Design Support Requirements	Credits: 3 Hours
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ART 103 Art Appreciation	Credits: 3
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III. Art Core Requirements	Credits: 17 Hours
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ART 100 Art Orientation	Credits: 1
ART 101 Color & Design I	Credits: 3
ART 102 Color & Design II	Credits: 3
ART 200 Art Community	Credits: 1
ART 201 Drawing I	Credits: 3
ART 271 Art History I -or- ART 272 Art History II	Credits: 3
ART 300 Art Organization	Credits: 1
ART 400 Leadership in Art	Credits: 1
ART 481 Senior Portfolio	Credits: 1

IV. Graphic Design Requirements	Credits: 38 Hours
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ART 251 Photography I	Credits: 3
ART 261 Computer Graphics	Credits: 3
ART 362 3D Graphics	Credits: 3
ART 463 Graphic Web Design	Credits: 3
ART 464 Motion Graphics	Credits: 3
ART 465 Typography & Layout	Credits: 3
ART 482 Senior Exhibition	Credits: 1
ART 483 Art Internship	Credits: 1
BIS 201 Intro: Web Programming HTML/CSS	Credits: 1
BIS 262 Intro: Media Arts & Design Software – Web Pages	Credits: 1
CAM 103 Intro to Public Relations & Media	Credits: 3
MKT 313 Principles of Marketing	Credits: 3
Controlled Electives: (Choose from the following)	Credits: 10
CAM 111 Journalism: Magazine	Credits: 1
CAM 323 Media Literacy	Credits: 3
CAM 373 Video Production	Credits: 3
CAM 433 Media Law & Ethics I	Credits: 3
CAM 463 Media Law & Ethics II	Credits: 3
CAS 303 Communication Theory	Credits: 3
CIS 123 Web Design	Credits: 3
MKT 323 Principles of Advertising	Credits: 3

Continued on next page.

V. Electives

As Needed

Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation

Credits: 124 Hours

Required Courses for Graphic Design Minor

I. Computer Information Systems Minor Requirements

Credits: 18 Hours

ART 101 Color & Design I.....	Credits:	3
ART 261 Computer Graphics	Credits:	3
ART 362 3D Graphics	Credits:	3
ART 463 Graphic Web Design.....	Credits:	3
ART 464 Motion Graphics	Credits:	3
BIS 201 Intro: Web Programming HTML/CSS.....	Credits:	1
BIS 262 Intro: Media Arts & Design Software – Web Pages.....	Credits:	1
CAM 111 Journalism: Magazine	Credits:	1

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

Worship Arts Major

Sabrina A. Brookshire, *Academic Advisor*

Objectives for Worship Arts Major

The Worship Arts Major will:

1. demonstrate knowledge of leadership theory.
2. demonstrate knowledge of the content and issues associate with basic Christian doctrines.
3. demonstrate understanding of methods, tools, and principles of Biblical interpretation.
4. demonstrate knowledge of theory and technical aspects of producing an effective worship experience.
5. plan, implement, and lead a worship arts ministry event through an internship experience.

Exit Requirements for BS Degree with Major in Worship Arts

1. Complete the campus wide General Education requirements and the Graduation Requirements (see Academic Policies for both).
2. Earn a grade of C- or higher in all Support Course Requirements and Major Course Requirements.
3. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).

General Education Requirements for Worship Arts Major

I. General Education Requirements	Credits: 49-56 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>See course description for HLG 011 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 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 <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 non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.</i></p>	
<p>Fine Arts Select courses meeting the requirements below Credits: 4 <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, ART 440, ART 441, MUS 103, MUS 353, MUS 373, and THR 100. Any music, theatre, or art course can be used to fulfill the remaining credits needed including activity courses (art activity, private music lessons, theatre activity/production). This course must be from a different department than the appreciation course.</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 Worship Arts Concentration in Music Leadership

I. General Education Requirements	Credits: 52-59 Hours
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Refer to the General Education Requirements for Worship Arts Major
(Some General Education courses may also count as support or major/core requirements.)

II. Support Course Requirements	Credits: 3 Hours
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THR 100 Theatre Appreciation	Credits: 3
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III. Worship Arts Core Requirements	Credits: 27-30 Hours
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BIB 143 Biblical Interpretation.....	Credits: 3
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CED 313 Church Administration and Leadership	Credits: 3
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CMS 103 Philosophy of Ministry	Credits: 3
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THE 373 Christian Doctrine.....	Credits: 3
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THR 201 Stagecraft, Lighting, and Scene Design	Credits: 3
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WOR 103 Survey of Worship Arts.....	Credits: 3
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WOR 333 Music, Media, & Technology	Credits: 3
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WOR 481 Worship Arts Internship	Credits: 1-3
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Controlled Electives.....	Credits: 5
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Electives from ART, CAM, CIS, MUA, MUE, MUT, or THR

(Recommended electives are ART 253, CAM 103, CIS 103, CIS 123, CIS 283, or THR 304.)

IV. Concentration in Music Leadership	Credits: 20 Hours
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MUE Ensemble	Credits: 1
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MUS 323 Conducting.....	Credits: 3
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MUT 112 Music Theory I	Credits: 2
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MUT 122 Aural Training I	Credits: 2
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MUT 312 Music Theory II	Credits: 2
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MUT 322 Aural Training II	Credits: 2
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MUS 341 Advanced Choral & Instrumental Conducting	Credits: 3
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MUT 331 Choral and Instrumental Arranging	Credits: 3
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Applied Voice/Instrumental to Level II	Credits: 2
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V. Electives	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation	Credits: 124 Hours
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**Required Courses for Worship Arts
Concentration in Sound, Stage, & Media Production**

I. General Education Requirements Credits: 52-59 Hours

Refer to the General Education Requirements for Worship Arts Major
(Some General Education courses may also count as support or major/core requirements.)

II. Support Course Requirements Credits: 3 Hours

THR 100 Theatre Appreciation Credits: 3

III. Worship Arts Core Requirements Credits: 27-30 Hours

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

CED 313 Church Administration and Leadership Credits: 3

CMS 103 Philosophy of Ministry Credits: 3

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

THR 201 Stagecraft, Lighting, and Scene Design Credits: 3

WOR 103 Survey of Worship Arts..... Credits: 3

WOR 333 Music, Media, & Technology Credits: 3

WOR 4XX Internship Credits: 1-3

Controlled Electives..... Credits: 5

Electives from ART, CAM, CIS, MUA, MUE, MUT, or THR

(Recommended electives are ART 253, CAM 103, CIS 103, CIS 123, CIS 283, or THR 304.)

IV. Concentration in Sound, Stage, and Media Production Credits: 20 Hours

ART 133 Computer Graphics Credits: 3

BIS 201 Intro to Web Programming HTML **or** BIS 262 Intro to Media

Arts & Design Software – Web Pages Credits: 1

BIS Application Course Credits: 1

CAM 171-471 Broadcast Project Credits: 1

CAM 243 Broadcast Basics and Audio Production Credits: 3

CAM 373 Video Production..... Credits: 3

THR 103 Acting I..... Credits: 3

THR 110-410 Theatre Activity Credits: 2

THR 302 Theatrical Directing I Credits: 3

V. Electives As Needed

Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation Credits: 124 Hours

DIVISION OF HUMANITIES

Amanda L. Henry, *Chair*

Two departments constitute the Division of Humanities. They are English and History and Political Science. Additionally, the Division of Humanities oversees coursework in modern languages and philosophy.

ENGLISH DEPARTMENT

Bachelor of Arts Degree: Major – English

Minor: English

English Certification: Offers courses leading to Missouri teacher 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 Support Course Requirements and Major Course Requirements.
4. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).

General Education Requirements for English Major

I. General Education Requirements	Credits: 55-56 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>See course description for HLG 011 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 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 <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 non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.</i></p>	
<p>Fine Arts Select courses meeting the requirements below Credits: 4 <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 103, ART 271, ART 272, MUS 103, MUS 353, MUS 373, and THR 100. Any music, theatre, or art course can be used to fulfill the remaining credits needed including activity courses (art activity, private music lessons, theatre activity/production). This course must be from a different department than the appreciation course.</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>One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (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: 55-56 Hours
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Refer to the General Education Requirements for English Major

(Some General Education courses may also count as support or major/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 333 Shakespeare	Credits: 3
ENG 481 Senior Portfolio	Credits: 1
Advanced English Language Course	Credits: 3
ENG 413 or ENG 423	
Advanced Writing Course	Credits: 3
ENG 313 or ENG 363	
Advanced World Literature Course.....	Credits: 3
LIT 303 or LIT 343	
Upper Level English Department Course	Credits: 12
English Department Course (<i>excludes: ENG 013, 104, and 106</i>)	Credits: 3

III. Electives	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

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 Missouri teacher 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 Support Course Requirements and Major Course Requirements.
3. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).

General Education Requirements for History Major

I. General Education Requirements	Credits: 55-56 Hours
Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>See course description for HLG 011 Freshman Seminar.</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 <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 non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.</i>	
Fine Arts Select courses meeting the requirements below Credits: 4 <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 103, ART 271, ART 272, MUS 103, MUS 353, MUS 373, and THR 100. Any music, theatre, or art course can be used to fulfill the remaining credits needed including activity courses (art activity, private music lessons, theatre activity/production). This course must be from a different department than the appreciation course.</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>One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (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 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 History Major

I. General Education Requirements	Credits: 55-56 Hours
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Refer to the General Education Requirements for History Major

(Some General Education courses may also count as support or major/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>(Hours must include at least two non-United States History Courses. PLS 399 may count for three hours. A maximum of six hours of PLS courses may be used.)</i>	Credits: 18

III. Electives	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

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.	

PHILOSOPHY STUDIES

The Division of Humanities offers courses in philosophy to support the philosophy minor and 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 Courses (<i>NUR 373 or HON 304/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 Certification: Offers courses leading to Missouri teacher certification in biology (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.
6. Earn a grade of C- or higher in all Support Course Requirements and Major Course Requirements.
7. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).

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. Earn a grade of C- or higher in all Support Course Requirements and Major Course Requirements.
3. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).

General Education Requirements for Biology and Life Sciences

I. General Education Requirements	Credits: 49-56 Hours
Foundations HLG 011 Freshman Seminar.....	Credits: 1
<i>See course description for HLG 011 Freshman Seminar.</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
<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 non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.</i>	
Fine Arts Select courses meeting the requirements below	Credits: 4
<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 103, ART 271, ART 272, MUS 103, MUS 353, MUS 373, and THR 100. Any music, theatre, or art course can be used to fulfill the remaining credits needed including activity courses (art activity, private music lessons, theatre activity/production). This course must be from a different department than the appreciation course.</i>	
Mathematics Select appropriate mathematics course	Credits: 3
<i>MTH 143, 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>	
Physical Education PHE/VAR Activity Courses.....	Credits: 2
<i>One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (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 Biology Major

I. General Education Requirements	Credits: 49-56 Hours
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Refer to the General Education Requirements for Biology and Life Sciences
(Some General Education courses may also count as support or major/core 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: 32 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 372 Biology Field Practicum	Credits: 1
BIO 423 Principles of Cell Biology	Credits: 3
BIO 492 Special Problems/Research	Credits: 2
Controlled Electives: (Choose from the following)	Credits: 3
BIO 324 Human Anatomy & Physiology II.....	Credits: 4
BIO 433 Field Biology	Credits: 3

Pre-professional Students (pre-dental, pre-medical, pre-pharmacy, and pre-veterinary) should take BIO 324.

IV. Electives	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Life Sciences Major

I. General Education Requirements	Credits: 49-50 Hours
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Refer to the General Education Requirements for Biology and Life Sciences
(Some General Education courses may also count as support or major/core 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: 29 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 372 Biology Field Practicum	Credits: 2
BIO 423 Principles of Cell Biology	Credits: 3
BIO 433 Field Biology	Credits: 3
BIO 472 Biology Internship.....	Credits: 2

IV. Electives	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

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 Missouri teacher 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. Earn a grade of C- or higher in all Support Course Requirements and Major Course Requirements.
3. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).

General Education Requirements for Mathematics Major

I. General Education Requirements	Credits: 49-50 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>See course description for HLG 011 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 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 <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 non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.</i></p>	
<p>Fine Arts Select courses meeting the requirements below Credits: 4 <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 103, ART 271, ART 272, MUS 103, MUS 353, MUS 373, and THR 100. Any music, theatre, or art course can be used to fulfill the remaining credits needed including activity courses (art activity, private music lessons, theatre activity/production). This course must be from a different department than the appreciation course.</i></p>	
<p>Mathematics Select appropriate mathematics course (must pass with a C- or higher) . 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>One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (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: 49-50 Hours
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Refer to the General Education Requirements for Mathematics

(Some General Education courses may also count as support or major/core requirements.)

II. Mathematics Support Course Requirements	Credits: 3 Hours
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CIS 203 Programming Fundamentals	Credits: 3
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III. Mathematics Core Requirements	Credits: 41 Hours
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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	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

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
PHY 214 General Physics I.....	Credits: 4
PHY 224 General Physics II	Credits: 4

Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Mathematics Minor

I. Mathematics Minor Requirements	Credits: 20 Hours
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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 sociocultural and international awareness.
5. demonstrate 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: 49-56 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>See course description for HLG 011 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 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 <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 non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.</i></p>	
<p>Fine Arts Select courses meeting the requirements below Credits: 4 <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 103, ART 271, ART 272, MUS 103, MUS 353, MUS 373, and THR 100. Any music, theatre, or art course can be used to fulfill the remaining credits needed including activity courses (art activity, private music lessons, theatre activity/production). This course must be from a different department than the appreciation course.</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>One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (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 Services/Career Focus**

I. General Education Requirements Credits: 49-56 Hours

Refer to the General Education Requirements for Psychology Major
(Some General Education courses may also count as support or major/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 Services/Career Focus Requirements Credits: 19 Hours

HUS 313 Introduction to Social Services Credits: 3

SOC 233 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

As Needed

Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation

Credits: 124 Hour

Required Courses for Psychology Major Concentration in Graduate School Focus

I. General Education Requirements Credits: 49-56 Hours

Refer to the General Education Requirements for Psychology Major
(Some General Education courses may also count as support or major/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

As Needed

Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

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
(No courses counted in a student's major may be applied toward the 9 hours of Other Sociology Courses.)
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: 49-50 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>See course description for HLG 011 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 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 <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 non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.</i></p>	
<p>Fine Arts Select courses meeting the requirements below Credits: 4 <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 103, ART 271, ART 272, MUS 103, MUS 353, MUS 373, and THR 100. Any music, theatre, or art course can be used to fulfill the remaining credits needed including activity courses (art activity, private music lessons, theatre activity/production). This course must be from a different department than the appreciation course.</i></p>	
<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>	
<p>Physical Education PHE/VAR Activity Courses..... Credits: 2 <i>One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (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 Criminal Justice Major

I. General Education Requirements	Credits: 49-50 Hours
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Refer to the General Education Requirements for Criminal Justice

(Some General Education courses may also count as support or major/core 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 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 433 Terrorism and Homeland Security	Credits: 3
CRJ 389 Criminal Justice Internship I*	Credits: 3
<i>*PLS 399 can be used to fulfill CRJ 389 and CRJ 489.</i>	
Controlled Electives: Criminal Justice Department Courses (<i>up to 3 hours can be additional internship hours*</i>)	Credits: 12

III. Electives	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

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

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
PHL/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

Julie Jackson Albee, 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 are offered through the Division of Education and lead to Missouri teacher certification. Certification is only granted once all required state licensure requirements are met:

Bachelor of Science in Education Degree:

Double Major – Early Childhood Education and Elementary Education (Birth-Grade 6)
 The early childhood education major includes all the coursework for the elementary education major and is automatically considered a double major.

Majors – Elementary Education (1-6); Middle School Education (5-9); Secondary Education; and Special Education (K-12) (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 Science (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 Science (9-12); Speech and Theatre (9-12).

Minor: Education, Special 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, learners, and subject matter, 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 Missouri teacher 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.)

DESE evaluates and publishes the Annual Performance Report (APR) for all education preparation programs in the state of Missouri. APR data for HLGU's teacher education preparation program can be found online [here](#).

Requirements for BSE Degree

1. Complete the Graduation Requirements (see Academic Policies).
2. Complete the General Education requirements that are listed under their respective major with the required grade of C- or higher in the following courses: College Algebra, English Composition I, English Composition II, and Introduction to Speech Communication course, or have general education requirements met through the university's transfer policies.
3. Earn a grade of C- or higher in all Support Course Requirements and Major Course Requirements (Professional Education and Content Area Certification Requirements).
4. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).

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 of a qualifying ACT Composite score of 22 or 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.)
 Required MoGEA scores:

English/Reading Comprehension	202
Writing	193
Mathematics	200
Science/Social Studies	204

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 ACT/MoGEA documentation.
- Students who are eligible for admittance into the HLGU Teacher Education Program because of their ACT Composite score, are still required to demonstrate competency through the MoGEA to opt out of MTH 183.
- 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 Missouri Teaching Certification

In addition to earning a BSE degree, teacher candidates must complete the following requirements to be recommended by HLGU to DESE for a Missouri Teaching Certificate.

1. Earn a cumulative GPA of 2.75 overall and 3.0 in professional education and content area coursework.
2. Verification of successful passage of the Missouri Content Assessment (MoCA) and a successful score on the Missouri Educator Evaluation System (MEES).
3. A completed initial application certification form via the DESE Web System.

General Education Requirements for Education Major

I. General Education Requirements	Credits: 37-38 Hours
<p>Foundations HLG 011 Freshman Seminar..... Credits: 1 <i>See course description for HLG 011 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: 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></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 three credit hours from literature options Credits: 3 <i>(LIT 302 is recommended for Middle School and Secondary Education majors.)</i></p>	
<p>Communication CAS 101 Introduction to Speech Communication..... Credits: 3</p>	
<p>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</p>	
<p>Natural Sciences Life & Non-Life Science Courses:..... Credits: 7 BIO 105 Introduction to Biology (<i>recommended</i>) Credits: 4 PHS 103 Survey of Physical Science (<i>recommended</i>) Credits: 4 <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 non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.</i></p>	
<p>Fine Arts Select courses meeting the requirements below Credits: 3 <i>Choose three hours from fine arts departments including art, music, or theatre. This can be an appreciation course or non-appreciation course.</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 Course Credits: 1 <i>One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)</i> PHE 212 First Aid & CPR..... Credits: 2</p>	

Required Courses for Early Childhood and Elementary Education Double Major

I. General Education Requirements Credits: 37-38 Hours

Refer to the General Education Requirements for Education Majors

II. Support Requirements Credits: 0-3 Hours

MTH 183 Math for PreK-6 Educators..... Credits: 3
Passage of all subtests on the MoGEA exam prior to beginning any 300-level and 400-level education courses can fulfill these course requirements. Students may need additional elective hours to reach the minimum 124 credits for graduation.

III. Professional Education Requirements Credits: 83.5 Hours

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 233 Utilizing Community Resources..... Credits: 3
 EED 253 Literature for Children Credits: 3
 PSY 263 Child & Adolescent Psychology (preferred) **or**
 PSY 333 Lifespan Developmental 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

Continued on next page.

IV. Electives

As Needed

Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation

Credits: 124 Hours

Required Courses for Elementary Education Major

I. General Education Requirements	Credits: 37-38 Hours
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Refer to the General Education Requirements for Education Majors

II. Support Requirements	Credits: 0-3 Hours
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MTH 183 Math for PreK-6 Educators..... Credits: 3
Passage of all subtests on the MoGEA exam prior to beginning any 300-level and 400-level education courses can fulfill these course requirements. Students may need additional elective hours to reach the minimum 124 credits for graduation.

III. Professional Education Requirements	Credits: 76 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 233 Utilizing Community Resources.....	Credits: 3
EED 253 Literature for Children	Credits: 3
PSY 263 Child & Adolescent Psychology (preferred) or	
PSY 333 Lifespan Developmental 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

IV. Electives	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

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: 37-38 Hours

Refer to the General Education Requirements for Education Majors
(Some General Education courses may also count as support or major/core 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 (preferred) or	
PSY 333 Lifespan Developmental 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

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 As Needed

Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation Credits: 124 Hours

Required Courses for Middle School Mathematics Education Major

I. General Education Requirements Credits: 37-38 Hours

Refer to the General Education Requirements for Education Majors
(Some General Education courses may also count as support or major/core requirements.)

II. Professional Education Requirements Credits: 54 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 (preferred) or		
PSY 333 Lifespan Developmental 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

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
<i>(Must be MTH 143 or higher.)</i>		

IV. Electives As Needed

Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation Credits: 124 Hours

Required Courses for Middle School Social Science Education Major

I. General Education Requirements	Credits: 37-38 Hours
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Refer to the General Education Requirements for Education Majors

(Some General Education courses may also count as support or major/core requirements.)

II. Professional Education Requirements	Credits: 53 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 (preferred) or	
PSY 333 Lifespan Developmental 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 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

IV. Content Area Education Requirements	Credits: 30 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
HST 303 Introduction to Research Methods	Credits: 3
PLS 113 Introduction to Government.....	Credits: 3
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

V. Electives	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Secondary Art Education Major

I. General Education Requirements	Credits: 37-38 Hours
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Refer to the General Education Requirements for Education Majors
(Some General Education courses may also count as support or major/core 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 (preferred) or	
PSY 333 Lifespan Developmental 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 100 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 211 Painting I.....	Credits: 3
ART 221 Ceramics I.....	Credits: 3
ART 240 Introduction to Fibers.....	Credits: 3
ART 241 Sculpture I.....	Credits: 3
ART 251 Photography I.....	Credits: 3
ART 271 Art History I.....	Credits: 3
ART 272 Art History II	Credits: 3
ART Electives.....	Credits: 9

IV. Electives	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Secondary Biology Education Major

I. General Education Requirements	Credits: 37-38 Hours
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Refer to the General Education Requirements for Education Majors
(Some General Education courses may also count as support or major/core requirements.)

II. Support Requirements	Credits: 5 Hours
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MTH 153 Precalculus.....	Credits: 5
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III. 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 (preferred) or	
PSY 333 Lifespan Developmental 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

IV. Content Area Education Requirements	Credits: 53 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 324 Human Anatomy & Physiology II.....	Credits: 4
BIO 333 General Ecology.....	Credits: 3
BIO 344 Microbiology	Credits: 4
BIO 354 General Genetics.....	Credits: 4
BIO 372 Biology Field Practicum	Credits: 1
BIO 423 Principles of Cell Biology	Credits: 3
BIO 492 Special Problems/Research	Credits: 2
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 Hours
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Required Courses for Secondary Business Education Major

I. General Education Requirements	Credits: 37-38 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 (preferred) or	
PSY 333 Lifespan Developmental 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	As Needed
<p>Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.</p>	
Total Hours Required for Graduation	Credits: 124 Hours

Required Courses for Secondary English Education Major

I. General Education Requirements	Credits: 37-38 Hours
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Refer to the General Education Requirements for Education Majors

(Some General Education courses may also count as support or major/core 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 (preferred) or	
PSY 333 Lifespan Developmental 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
Advanced World Literature Course.....	Credits: 3
LIT 303 or LIT 343	
LIT English/World Literature Courses	Credits: 9
ENG/LIT Electives	Credits: 6

IV. Electives	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Secondary Mathematics Education Major

I. General Education Requirements	Credits: 37-38 Hours
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Refer to the General Education Requirements for Education Majors
(Some General Education courses may also count as support or major/core 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 (preferred) or	
PSY 333 Lifespan Developmental 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	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

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: 37-38 Hours

Refer to the General Education Requirements for Education Majors

(Some General Education courses may also count as support or major/core requirements.)

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 (preferred) or	
PSY 333 Lifespan Developmental 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 110-410 Concert 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 Orientation	Credits: 1
MUS 323 Conducting.....	Credits: 3
MUS 353 Music History I.....	Credits: 3
MUS 341 Advanced Choral & 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 331 Choral & Instrumental Arranging.....	Credits: 2

Total Hours Required for Graduation Credits: 124 Hours

Required Courses for Secondary Music (Vocal) Education Major

I. General Education Requirements	Credits: 37-38 Hours
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Refer to the General Education Requirements for Education Majors

(Some General Education courses may also count as support or major/core 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 (preferred) or	
PSY 333 Lifespan Developmental 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 120-420 Concert Choir.....	Credits: 3
MUI 101 Percussion Methods & Literature	Credits: 1
MUL 353 Choral and Instrumental Literature	Credits: 3
MUS 101 Music Orientation	Credits: 1
MUS 323 Conducting.....	Credits: 3
MUS 341 Advanced Choral & Instrumental 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 331 Choral & Instrumental Arranging.....	Credits: 2

Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Secondary Physical Education Major

I. General Education Requirements	Credits: 37-38 Hours
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Refer to the General Education Requirements for Education Majors
(Some General Education courses may also count as support or major/core 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 (preferred) or	
PSY 333 Lifespan Developmental 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 Hours
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Required Courses for Secondary Social Science Education Major

I. General Education Requirements	Credits: 37-38 Hours
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Refer to the General Education Requirements for Education Majors
(Some General Education courses may also count as support or major/core 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 (preferred) or	
PSY 333 Lifespan Developmental 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: 45 Hours
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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 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	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation	Credits: 124 Hours
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Required Courses for Secondary Speech & Theatre Education Major

I. General Education Requirements	Credits: 37-38 Hours
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Refer to the General Education Requirements for Education Majors

(Some General Education courses may also count as support or major/core 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 (preferred) or	
PSY 333 Lifespan Developmental 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 303 Communication Theory	Credits: 3
CAS 313 Organizational Communication	Credits: 3
CAS 323 Advanced Public Speaking & Debate	Credits: 3
CAS 363 Voice & Diction.....	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 Hours
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Required Courses for Special Education Major

I. General Education Requirements	Credits: 37-38 Hours
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Refer to the General Education Requirements for Education Majors

II. Support Requirements	Credits: 0-3 Hours
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MTH 183 Math for PreK-6 Educators..... Credits: 3
 Passage of all subtests on the MoGEA exam prior to beginning any 300-level and 400-level education courses can fulfill these course requirements. Students may need additional elective hours to reach the minimum 124 credits for graduation.

II. Professional Education Requirements	Credits: 85 Hours
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EDU 100 Field Experience I	Credits: .5
EDU 153 The Special Ed Process and IEP's	Credits: 3
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 253 Tiered Systems Supporting Instruction & Behavior.....	Credits: 3
EDU 273 Psychology & Education of the Exceptional Child	Credits: 3
EED 233 Utilizing Community Resources.....	Credits: 3
EED 253 Literature for Children	Credits: 3
PSY 233 Psychological Tests & Measurements	Credits: 3
PSY 263 Child & Adolescent Psychology (preferred) or	
PSY 333 Lifespan Developmental Psychology	Credits: 3
Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.	
EDU 353 Transition Processes and Career Readiness.....	Credits: 3
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 333 Teaching Reading in Elementary School	Credits: 3
EED 343 Teaching Mathematics in Elementary School I.....	Credits: 3
EED 346 Teaching Mathematics in Elementary School II.....	Credits: 3
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
SED 336 Reading & Writing in the Content Area.....	Credits: 3
SED 403 Classroom Management for Secondary Education	Credits: 3
EDU 479 Professional Semester	Credits: 12

Total Hours Required for Graduation	Credits: 124 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.	

Requirements for Special Education Minor

I. Special Education Minor Requirements	Credits: 20 Hours
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PSY 233 Psychological Tests & Measurements	Credits: 3
EDU/PSY 273 Psychology & Education of Exceptional Child.....	Credits: 3
EDU 153 The Special Education Process & IEP's	Credits: 3
EDU 253 Tiered Systems for Supporting Instr. & Behavior.....	Credits: 3
EDU 353 Transition Processes & Career Readiness	Credits: 3
EED 322 Language Acquisition & Development.....	Credits: 2
EED 403 Classroom Management for ECE & EED Classrooms or	
SED 403 Classroom Management for SED Classrooms.....	Credits: 3
NOTE: A grade of C- or higher is required in all courses for the minor.	

DIVISION OF ADULT AND GRADUATE STUDIES

Jill Arnold, Director of Adult Degree Completion and Graduate 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 19- or 20-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 their effectiveness in organizations.
2. demonstrate a basic knowledge in each assessed area-Accounting, Finance, Economics, and Statistics.
4. demonstrate knowledge and understanding of the marketing environment, organizational vision (strategic plan) and the strategic marketing plan.
5. demonstrate knowledge and understating of modern day law and how it pertains to business activity.

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 knowledge of the Police Component of the CJ system, including: Police History, Patrol and Operations, Ethics, Rules of Arrest and Detention, and the Law Enforcement Profession.
2. demonstrate knowledge of the Courts Component of the CJ 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 CJ system, including: Criminology, Prison Systems, Jails, Prison Life, and Crime and Correctional Trends.
4. demonstrate knowledge of the Criminal Justice System through successful completion of an Internship, or Capstone (Capstone is an only an option in Adult Degree Completion program).

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 Support Course Requirements and Major Course Requirements.
4. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).
5. Meet institutional transfer and residency requirements.

**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>(BMN 463, CHR 303, CJS 326, 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.)</i>	
<i>(WRT 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>(BMN 463, CHR 303, CJS 326, 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.) (WRT 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
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Refer to the General Education Requirements for a BS or BAS Degree in Advance Program

II. Business Management Support Requirements	Credits: 6 Hours
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CHR 303 The Bible & the Christian Worldview in Pluralistic America	Credits: 3
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WRT 306 Academic Writing	Credits: 3

III. Business Management Core Requirements	Credits: 39 Hours
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BMN 243 Principles of Business Management	Credits: 3
BMN 303 Group & Organizational Dynamics	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 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

IV. Electives	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation	Credits: 124 Hour
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Required Courses for Criminal Justice Adult Degree Completion Program

I. General Education Requirements	Credits: 40-46 Hours
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Refer to the General Education Requirements for a BS or BAS Degree in Advance Program

II. Criminal Justice Support Requirements	Credits: 6 Hours
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CHR 303 The Bible & the Christian Worldview in Pluralistic America	Credits: 3
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WRT 306 Academic Writing	Credits: 3

III. Criminal Justice Core Requirements	Credits: 39 Hours
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CJS 113 Intro to Criminal Justice.....	Credits: 3
CJS 303 Criminal Law & Procedures.....	Credits: 3
CJS 313 Criminology.....	Credits: 3
CJS 326 Ethical Decision-Making for the CJ Professional.....	Credits: 3
CJS 336 Policing in America	Credits: 3
CJS 346 Corrections.....	Credits: 3
CJS 416 Constitutional Law	Credits: 3
CJS 433 Terrorism & Homeland Security	Credits: 3
CJS 386 Criminal Justice Capstone or	
CJS 389 Criminal Justice Internship I	Credits: 3
Controlled Electives:	12
CJS 323 Juvenile Delinquency	Credits: 3
CJS 333 Criminal Courts, Probation and Parole	Credits: 3
CJS 354 Criminal Justice Supervision & Management.....	Credits: 3
CJS 436 Family Violence.....	Credits: 3

IV. Electives	As Needed
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Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

Total Hours Required for Graduation	Credits: 124 Hours
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**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 As Needed

Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

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 Support Requirement Credits: 3 Hours

CHR 303 The Bible & the Christian Worldview in Pluralistic America
..... Credits: 3

III. Social Services Core Requirements Credits: 42 Hours

SCS 303 Psychology of Addictions Credits: 3
 SCS 306 Family Social Services..... Credits: 3
 SCS 313 Introduction to Social Services Credits: 3
 SCS 321 Juvenile Delinquency..... 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: 3
 SCS 476 Social Services Internship II..... Credits: 3

IV. Electives As Needed

Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.

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 Arts in Leadership Degree: Tracks in Business Management and Christian Ministry

Master of Education in Education Administration Degree: Leads to Missouri School Leader Principalship (K-12) Certification

Master of Science in Education Degree: Tracks in Teaching and Learning, Special Reading K-12, and Teaching and Learning with Initial Missouri Teacher Certification

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 Office of Graduate Studies 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 except one course. Students are allowed to receive one C- in their program of study. If they receive more than one C- in their program of study, the student must repeat the course to receive a B- or higher grade. If a student receives a D or an F, they must stop their program of study and retake the course with the D or F to receive a B- or higher before they can proceed with their program of study.
2. Successful completion of all requirements within five years of admission to the graduate program, not counting transfer credit.

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

MASTER OF EDUCATION IN EDUCATION ADMINISTRATION (MED) PROGRAM

The Hannibal-LaGrange University Master of Education in Education 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

The effective educational leader will:

1. develop and implement a vision for the school to guide the learning of all students to engage as a visionary leader.
2. interact in a professional manner with students, staff, and community to connect as a relational leader.
3. continue professional growth, actively engage in reflective practice and apply new knowledge and understanding to drive appropriate change to become an innovative leader.
4. ensure a guaranteed and viable curriculum, guarantee effective instructional practice, coordinate the use of effective assessments and promote professional learning as an instructional leader.
5. implement operational systems, oversee personnel and ensure the equitable and strategic use of resources as the managerial leader of the school.

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 Adult and Graduate Studies for further details.

Following a review of all application materials, the Office of Adult and Graduate Studies 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.

Requirements for MEd in Education Administration

1. Earn a grade of B- or higher in all except one course. Students are allowed to receive one C- in their program of study. If they receive more than one C- in their program of study, the student must repeat the course to receive a B- or higher grade. If a student receives a D or an F, they must stop their program of study and retake the course with the D or F to receive a B- or higher before they can proceed with their program of study.
2. Complete all Missouri Performance Assessment tasks and Missouri Content Assessments and submit appropriate paperwork associated with this degree in order to obtain Initial Administrator Certification to the State of Missouri and HLGU. To obtain Missouri certification, teachers must have three (3) 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, not counting transfer credit.

Policy Regarding Undergraduate Students Taking Graduate-level Courses

Eligible junior and senior undergraduate students at HLGU may take up to six (6) credits of graduate work at Hannibal-LaGrange University if they meet the following criteria.

Students are eligible to take 5000-level courses if they:

1. Have successfully completed 90 hours of undergraduate credits
2. Have successfully completed at least 12 undergraduate credits at Hannibal-LaGrange University
3. Have a cumulative GPA of at least 3.00

4. Obtain permission from their undergraduate program advisor.
5. Obtain permission from the Director of the Adult and Graduate Division.

Up to six (6) graduate hours may double count in both the bachelor's and master's degrees.

The student may apply the graduate credit to a graduate program at Hannibal-LaGrange University if the student begins a master's program at the university within five (5) years from the course end date. However, in order for the course to count toward a degree at the graduate level, the student must earn at least a B- in the graduate course.

By earning credit at the master's level, the student is not guaranteed future admittance to any graduate program at Hannibal-LaGrange University.

**Required Courses for Master of Education in Education Administration
School Leader Principalship K-12**

I. Administration Core Requirements	Credits: 24 Hours
EAD 5013 Foundations of Education Administration and Special Services from a Biblical Worldview.....	Credits: 3
EAD 5111 K-12 Curriculum, Instruction, & Implementation	Credits: 3
EAD 5211 K-12 School Administration for Principals	Credits: 3
EAD 5233 School Supervision	Credits: 3
EAD 5313 School Business Management & School Facilities	Credits: 3
EAD 5323 Edu. Admin. Practicum (10-week placement).....	Credits: 3
EAD 5333 Edu. Admin. 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
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 Adult and Graduate 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 Teacher Certification Tracks are not required to possess a teaching certificate.)
3. Students seeking admission to the initial teacher 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 Teacher Certification track. However, it is important to know that completion time of the initial teacher certification may be extended based on course offerings.

Following a review of all application materials, the Office of Adult and Graduate Studies 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 teacher 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. Candidates seeking Special Reading K-12 Missouri certification are required to take the Missouri Content Assessment (MoCA) in Special Reading beginning in September 2020.
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 Teacher 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 except one course. Students are allowed to receive one C- in their program of study. If they receive more than one C- in their program of study, the student must repeat the course to receive a B- or higher grade. If a student receives a D or an F, they must stop their program of study and retake the course with the D or F to receive a B- or higher before they can proceed with their program of study.
2. Successful completion of all requirements within five years of admission to the graduate program, not counting transfer credit.

**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 Teacher Certification – Elementary Grades 1-6**

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 Teacher Certification - Middle School Grades 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 Teacher Certification - Secondary Grades 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 Teacher Certification – Secondary Grades 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

**Required Courses for Master of Science in Education
with a Track in Teaching and Learning with
Initial Teacher Certification – Special Education Grades 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. Special Education K-12 Certification Requirements	Credits: 47 Hours
EDU 153 The Special Ed. Process and IEP's.....	Credits: 3
EDU 253 Tiered Systems Supporting Instruction & Behavior.....	Credits: 3
EDU 353 Transition Processes and Career Readiness.....	Credits: 3
EDU 5143 Teaching Mathematics in the Elementary School I.....	Credits: 3
EDU 5153 Teaching Mathematics in the Elementary School II	Credits: 3
EDU 5213 Advanced Methods of Teaching Reading.....	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: 77 Hours

Course Descriptions

ACCOUNTING

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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 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 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 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 343. 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. Prerequisites: ACC 373 and ACC 423. Offered upon sufficient demand.	3 hours

ART

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

ART 100	Art Orientation Introduces the discipline of visual art. Focuses on career opportunities, students' major responsibilities, faculty expectations,	1 hour
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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.

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 103	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 fine art appreciation requirement. Offered fall semester.	3 hours
ART 104	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 200	Art Community Continues participation in the HLGU Art Club. Focuses on building community and collaborating with fellow artists. Includes opportunities to take field trips to hear professional guest speakers. Participation in all aspects in Hagerman Art Gallery exhibit is required. This course is required for all art majors and minors. Prerequisite: ART 100. Offered fall and spring semesters.	1 hour
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 211	Painting I Focuses on aqueous based media. Emphasis on basic painting technique, composition, and image transfer to canvas. Lab fee. Offered fall and spring semesters.	3 hours
ART 221	Ceramics I Introduces the use of clay as a creative medium. Includes instruction in the materials and methods involved in various hand-building	3 hours

processes which lead to the production of functional and decorative ceramic forms. Lab fee. Offered spring semester.

ART 231	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 and 201. Offered spring semester.	3 hours
ART 240	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 241	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 251	Photography I Provides instruction on using the digital camera as a creative tool for the artist. Emphasis on the fundamental aspects of photographic composition, camera operation. Emphasizes the aspects of photogenic composition and basic computer photographic digital imaging. Darkroom photography will be covered. Students will need a mobile device digital camera. A DSLR or mirrorless camera with full settings is preferred. Lab fee. Offered fall and spring semester.	3 hours
ART 261	Computer Graphics 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 271	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. Fulfills fine art appreciation requirement. Offered fall semester, even years.	3 hours
ART 272	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. Fulfills fine art appreciation requirement. Offered spring semester, odd years.	3 hours
ART 300	Art Organization Mentoring other art students into the HLGU Art Club organization. Organizing projects and events centered on revenue generating, field	1 hour

trips and service to others. Setting meeting agendas, minutes a Roberts Rules of Order will be covered. Participation in all aspects in Hagerman Art Gallery exhibit is required. This course is required for all art majors and minors. Prerequisite: ART 100. Offered fall and spring semesters.

ART 301	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 312	Painting II Continuing composition painting technique with an emphasis on content. Focuses on the figure and head; emphasizes composition, technique, and expressiveness. Lab fee. Prerequisite: ART 211 or consent of instructor. Offered fall and spring semesters.	3 hours
ART 322	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 221. Offered spring semester.	3 hours
ART 332	Printmaking II Introduces lithography and serigraphy printmaking processes. Emphasizes familiarization with the processes and their creative potential for the artist. Lab fee. Prerequisite: ART 231. Offered spring semester.	3 hours
ART 342	Sculpture II Focuses on skill development and experimentation in a variety of three-dimensional media. Lab fee. Prerequisite: ART 241. Offered fall semester.	3 hours
ART 352	Photography II Explores the use of artificial studio lighting. Students will need a DSLR or mirrorless camera with full settings preferred. Lab fee. Prerequisite: ART 251 or consent of instructor. Offered spring semester.	3 hours
ART 362	3D Graphics Provides intermediate exploration of graphic software applications to create three-dimensional forms, virtual 3-D, and package design. Emphasis on the design process to create innovative artistic solutions. Lab fee. Prerequisite: ART 261. Offered spring semesters.	3 hours
ART 400	Leadership in Art Taking on leadership roles in the HLGU Art Club. Guiding and mentoring the HLGU Art Club as a whole. Participation in all aspects in Hagerman Art Gallery exhibit is required. Prerequisite: ART 100. Offered fall and spring semesters.	1 hour

ART 413	Painting III Focuses on advanced problems and research. Introduces thematic idea development with an emphasis in style development and expressive quality of work. Lab fee. Prerequisite: ART 312. Offered fall and spring semesters.	3 hours
ART 414	Painting IV Focuses on mastery of the painting medium of the student's choice. Requires a series of paintings concerned with a specific theme and technical approach. Lab fee. Prerequisite: ART 413 or consent of instructor. Offered fall and spring semesters.	3 hours
ART 423	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 322. Offered spring semester.	3 hours
ART 424	Ceramics IV Focuses on mastery of forming, glazing, and firing of original ceramic forms. Studies glaze formulation and kiln construction. Lab fee. Prerequisite: ART 423. Offered spring semester.	3 hours
ART 433	Printmaking III Introduces serigraphy printmaking processes. Emphasizes familiarization with the processes and their creative potential for the artist. Lab fee. Prerequisite: ART 332. Offered spring semester.	3 hours
ART 434	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 433. Offered spring semester.	3 hours
ART 443	Sculpture III Focuses on increased skill development and originality in design concepts. Lab fee. Prerequisite: ART 342. Offered fall semester.	3 hours
ART 444	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 443. Offered fall semester.	3 hours
ART 453	Photography III Advanced study of photography with an emphasis on thematic development. Requires a DSLR or mirrorless camera with full settings preferred. Lab fee. Prerequisite: ART 352. Offered fall semester.	3 hours
ART 454	Photography IV Advanced photography with an emphasis of creating a thematic series. Requires a 35mm SLR camera and a digital video or digital still	3 hours

camera. Lab fee. Prerequisite: ART 453. Offered spring semester.

ART 463	Graphic Web Design Explores the use of website design software applying graphics, introduces motion graphics, and other dynamic elements. Utilizes the design process. Lab fee. Prerequisites: ART 362 and BIS 262. Offered fall semester.	3 hours
ART 464	Motion Graphics Further develops motion graphics in video, animation, and web motion graphics. Introduces developing creative concepts storyboards. Lab Fee. Prerequisite: ART 463. Offered spring semesters.	3 hours
ART 465	Typography & Layout Studies typography and layout as compositional tools and underlying principles relating to graphic design. Students explore the text and image relationship, including the design and effect of typography; covers the process of design, from research to comprehensive mock-up, to produce portfolio-quality designs, and software for manipulation of layouts and typography for purpose of making final output. Offered fall odd year.	3 hours
ART 481	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 482	Senior Exhibition Involves senior students preparing, arranging, and exhibiting their art work in an exhibition. Requires scheduling, promoting, installing, and documenting their senior exhibition. Prerequisites: Senior standing and a major in art. Offered as needed.	1 hour
ART 483	Art Internship Provides the art or graphic design major with experience in the field of either art or graphic design by applying the knowledge and skills learned in course work to on the job assignments and responsibilities. The final grade for the course will take into account participation, learning, thoroughness and quality of assignments, as evaluated by instructor and field supervisor. Offered fall and spring semesters.	1-3 hours

BIBLE

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

BIB 101	Introduction to Christianity and College Life Provides an introduction to the Christian faith with a specific focus on how a Christian worldview is integrated into the life of a college	3 hours
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student. The course focuses on foundational Christian beliefs and how they apply to college life.

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, and major ideas of the Old Testament. A foundation is laid for further, more detailed Old Testament study. Offered fall and spring semesters.	3 hours
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 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 or Corequisite: 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 or Corequisite: 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 or Corequisite: 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 or Corequisite: BIB 143 or consent of instructor. Offered every third semester (T1).	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. Prerequisite or Corequisite: BIB 143 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 or Corequisite: BIB 143 or consent of instructor. Offered every third semester (T2).	3 hours

BIOLOGY

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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 credit hours of lecture and two hours laboratory time each week of a 15-week semester (or its equivalent). 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 credit hours of lecture and two hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee. Offered spring semester.	4 hours
BIO 143	Contemporary Environmental Science Interdisciplinary study of both natural (biology, chemistry, geology) and social (economics, politics, ethics) sciences as they apply to the environment. Focus on current global concerns and solutions. Offered as needed.	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,	4 hours

genetics, and cellular function of plant and animal organisms. Three credit hours of lecture and two hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee. Offered fall semester.

BIO 244	<p>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 credit hours of lecture and two hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee. Prerequisite: BIO 234 or consent of instructor. Offered spring semester.</p>	4 hours
BIO 254	<p>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. Three credit hours of lecture and two hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee. Prerequisite: BIO 105 or BIO 234 or consent of instructor. Offered fall semester.</p>	4 hours
BIO 264	<p>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. Three credit hours of lecture and two hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee. Prerequisite: BIO 254 or consent of instructor. Offered spring semester.</p>	4 hours
BIO 314	<p>Human Anatomy and Physiology I Focuses on the structure, relationship, organization, function, and integration of the organs and systems of the human body. Three credit hours of lecture and two hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee. Prerequisite: BIO 105 or 234 or consent of instructor. Offered fall semester.</p>	4 hours
BIO 324	<p>Human Anatomy and Physiology II A continuation of BIO 314. Three credit hours of lecture and two hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee. Prerequisite: BIO 314 or consent of instructor. Offered spring semester.</p>	4 hours
BIO 333	<p>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.</p>	3 hours
BIO 344	<p>Microbiology</p>	4 hours

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 credit hours of lecture and four hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee. Prerequisites: BIO 105 or 234; CHM 104 or 135. Offered spring semester.

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 credit hours of lecture and two hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee. Prerequisites: BIO 105 or 234; CHM 135; MTH 143. Offered fall semester, even years.	4 hours
BIO 372	Biology Field Practicum Provides for supervised experience under the authority and direction of an approved organization to acquire practical knowledge in the field. Prerequisites: BIO 134, 234, and 244. 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 234, 344; CHM 135. 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, or BIO 234 and 244, 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. Prerequisite: BIO 324. Offered spring semester.	4 hours
BIO 472	Biology Internship Provides additional experience under the supervision of a local agency. The student will take an active role in a significant project within the organization. Prerequisite: BIO 372. Offered as needed.	2-4 hours
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	2-4 hours

internship. Prerequisites: BIO 372 and consent of instructor. Offered as needed.

BUSINESS INFORMATION SYSTEMS

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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. Typically offered every semester. Online textbook with fee required.	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. Typically offered every semester. Online textbook with fee required.	1 hour
BIS 203	Programming for Business (same as CIS 203) Emphasized program coding along with basic algorithms and data structures. Lab fee. Offered spring semesters.	3 hours
BIS 211	Introduction: Word Processing Software Students must have access to software used in course: Microsoft Word. Covers basic text entry, editing, revising, and refining, using word processing features. Emphasis on outlines, reports, and tables. Typically offered every semester. Online textbook with fee required.	1 hour
BIS 221	Intermediate: Word Processing Software Students must have access to 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. Typically offered every semester. Online textbook with fee required.	1 hour
BIS 241	Introduction: Spreadsheet Software Students must have access to 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. Typically offered every semester. Online textbook with fee required.	1 hour
BIS 251	Intermediate: Spreadsheet Software Students must have access to 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. Typically offered every semester. Online textbook with fee required.	1 hour

BIS 261	Introduction: Presentation Software Students must have access to software used in course: Microsoft Powerpoint. Concentrates on creating effective graphic presentations, using computer presentation software. Emphasizes creating, editing, enhancing, and refining presentations. Typically offered every semester. Online textbook with fee required.	1 hour
BIS 262	Introduction: Media Arts & Design Software – Web Pages Students must have access to 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. Typically offered every semester. Online textbook with fee required.	1 hour
BIS 272	Introduction: Database Software Students must have access to 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. Typically offered every semester. Online textbook with fee required.	1 hour
BIS 281	Intermediate: Database Software Students must have access to 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. Typically offered every semester. Online textbook with fee required.	1 hour
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

BIBLICAL LANGUAGES

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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 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

BUSINESS MANAGEMENT - Adult Degree Completion Program

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

BMN 243	Principles of Business Management (same as MAN 243) 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.	3 hours
BMN 303	Group and Organizational Dynamics 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.	3 hours
BMN 333	Organizational Communication (same as BUS 313 and CAS 313) 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.	3 hours
BMN 363	Introduction to Research and Analysis Using Statistics 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	3 hours

to shorthand 'code' for communicating statistical results and concepts and for simplifying statistical formulas.

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.

BMN 373	Social Issues in the Workplace 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 workplace. Consideration is given to diverse sociological perspectives regarding the causes, consequences, and solutions to these problems.	3 hours
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 organizations. Emphasis on the practical rather than the theoretical; shows how managers use accounting concepts and techniques to make decisions.	3 hours
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

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

BUS 253	<p>Ethics & Leadership Presents students with a fundamental understanding of the need for the solid ethical development of the leader and how leadership can impact the organization and, through the organization, society. It further identifies the unique ethical demands of leadership and equips the student to meet those challenges. Emphasis will be given to integrating biblical principles with business ethics and leadership. Topics covered include key terminology, the business environment, corporate governance models, and corporate social responsibility. Prerequisite: Grade of C- or higher in MAN 243. Offered spring semester.</p>	3 hours
BUS 273	<p>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.</p>	3 hours
BUS 313	<p>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. Prerequisite: CAS 101. Offered fall semester.</p>	3 hours
BUS 333	<p>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 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.</p>	3 hours
BUS 363	<p>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. Offered fall semester.</p>	3 hours

BUS 413	Business Internship Provides opportunities for supervised experiences in business. Can be repeated for a total of three credit-hours. Prerequisite: Consent of instructor. Offered as needed.	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. Prerequisite: Senior standing. Offered spring semester.	3 hours

MEDIA COMMUNICATION

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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 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 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.	3 hours
CAM 111 CAM 211 CAM 311 CAM 411	Journalism: Magazine 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 or consent of instructor. Offered fall and spring semesters.	1 hour

CAM 171	Broadcast Project	1 hour
CAM 271	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 or consent of instructor. Offered fall and spring semesters.	
CAM 371		
CAM 471		
CAM 233	Broadcast Journalism 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.	3 hours
CAM 243	Broadcast Basics & Audio Production 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.	3 hours
CAM 253	Public Relations Writing 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.	3 hours
CAM 313	Creative Writing (same as ENG 313) Explores the writer's role in the creative process. Students will develop individual techniques for creativity in writing fiction, poetry, and drama. Prerequisites: ENG 104 and ENG 106 or consent of instructor. Offered fall semester, even years.	3 hours
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 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 standing. 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 organizations. Offered spring semester, even years.	3 hours
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. Prerequisite: CAM 103. Offered spring semester, even years.	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. 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	3 hours

will be discussed using case studies and student/professor-directed projects and presentations. Prerequisite: CAM 103. Offered spring semester, odd years.

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| 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. 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, media communication or public relations major, and consent of instructor. Offered fall and spring semesters. | 1-2 hours |

COMMUNICATION STUDIES

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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| CAS 101 | Introduction to Speech Communication
Introduces and applies communication theories to speech and practical communication experiences ranging from interpersonal communication and small group process to preparation and delivery of platform speeches. Offered fall and spring semesters. | 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. Prerequisite: CAS 101. Offered fall semester. | 3 hours |
| CAS 323 | Advanced Public Speaking and Debate
Addresses several types of public speaking situations. The course includes the practice of personal narrative speaking, informative speaking, persuasive speaking, and Monroe's motivational speaking. Course also addresses persuasive speaking by using a refutation style of argumentation for a final argument/debate style speech. Prerequisite: 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 | 3 hours |

interpretation. Prerequisite: CAS 101. Offered spring semester, even years.

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
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CHRISTIAN EDUCATION

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

CED 123	Discipleship & Spiritual Formation Provides an introduction to Christian discipleship with a view towards the development of morality and faith in adults for the purpose of spiritual growth and formation. The course focuses specifically on the nature and practical application of traditional spiritual disciplines.	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. Offered as needed.	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 and CMS 103 or consent of instructor. 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. Offered spring semester, even years.	3 hours

CHEMISTRY

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

CHM 104	Foundations of Chemistry Introduces the basic ideas and methods of chemistry, including nomenclature, chemical bonding, stoichiometry, solution and gas law problems, and a brief introduction to organic chemistry. Three credit hours of lecture and three hours laboratory time each week of a 15-week semester (or its equivalent). Algebra skills are required. Lab fee. Offered as needed.	4 hours
CHM 113	Chemistry in Everyday Life 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, or other topics the class may be interested in or that may show up as important stories in the news. Prerequisite: Grade of C- or higher in MTH 123, or placement into MTH 127 or higher, or consent of instructor. Offered spring and fall semesters, odd years.	3 hours
CHM 135	College Chemistry I 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. Four credit hours of lecture and three hours laboratory time each week of a 15-week semester (or its equivalent). A one-hour workshop period each week may be required by the instructor. Lab fee. Prerequisite: High school chemistry, CHM 104, or CHM 113, or consent of instructor; prerequisite or corequisite: MTH 143. Offered fall semester.	5 hours
CHM 145	College Chemistry II 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. Four credit hours of lecture and three hours laboratory time each week of a 15-week semester (or its equivalent). 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.	5 hours
CHM 335	Organic Chemistry I 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 credit hours of lecture and three hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee. Prerequisite: At least a C- in CHM 135 or CHM 145. Offered fall semester.	5 hours
CHM 345	Organic Chemistry II Continuation of CHM 335. Emphasizes aromatic compounds, interpretive spectroscopy, alcohols, carboxylic acids and their	5 hours

derivatives, aldehydes, ketones, amines, and ethers. Four credit hours of lecture and three hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee. Prerequisite: CHM 335. Offered spring semester.

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
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CHRISTIANITY -- Adult Degree Completion Program

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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. Offered spring semester.	3 hours
CIS 203	Programming Fundamentals (same as BIS 203) Emphasizes program coding along with basic algorithms and data structures. Offered spring semester.	3 hours
CIS 283	PC Hardware Focuses on hands-on assembly and troubleshooting of computers, aligning with industry hardware standards. Offered fall semester.	3 hours

CIS 303	Program Design Examines systems design, concepts, and techniques for the development of computer programs. 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 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. 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. 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. Prerequisite: CIS 123. 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. 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. Offered fall semester.	3 hours
CIS 366	Java Applies the Java programming language to programming problems. Offered as needed.	3 hours
CIS 373	Networking Introduces foundational concepts for local area and wide area networks, aligning with CISCO industry standards. 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,	3 hours

cryptography, platform security, security policy and governance, and digital forensics. Offered fall semester, even years.

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 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: A prior database course (HLGU 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. Offered as needed.	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. Senior standing preferred. Offered as needed.	1-3 hours
CIS 473	Advanced Network Administration An in-depth continuation of CIS 373, aligning with Cisco industry standards. Prerequisite: A prior networking course (HLGU 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 unpaid). Priority is given to job placements external to the HLGU campus. Prerequisite: Junior standing. Offered as needed.	3 hours
CIS 489	Information Technology Seminar Serves as a capstone course that focuses on relevant current topics and provides further study of technology management. Offered spring semester.	3 hours

CRIMINAL JUSTICE - Adult Degree Completion Program

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

CJS 113	Introduction to Criminal Justice System (same as CRJ 113) 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.	3 hours
CJS 203	Scientific Criminal Investigation (same as CRJ 203) 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.	3 hours
CJS 263	Report Writing 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
CJS 303	Criminal Law and Procedures (same as CRJ 303) 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.	3 hours
CJS 313	Criminology in Society (same as CRJ 313) 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.	3 hours
CJS 323	Juvenile Delinquency (same as CRJ 323, SCS 321, and SOC 323) Investigates the nature and extent of delinquency; competing models and theories; and evaluation of prevention, control, treatment, and research programs.	3 hours
CJS 326	Ethical Decision – Making for the CJ Professional (same as CRJ 326) Focuses on ethical decision-making by criminal justice practitioners. Distinctions are made between Christian and non-Christian perspectives.	3 hours
CJS 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	3 hours

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.

CJS 336	Policing in America (same as CRJ 336) Explores the history and evolution of police organization and practice in the United States.	3 hours
CJS 346	Corrections (same as CRJ 346 and SOC 346) Explores the formation, operation, and management of correctional facilities, with particular attention given to the life of both convicted offenders and prison staff.	3 hours
CJS 354	Criminal Justice Supervision & Management (same as CRJ 354) Focuses on developing administrative practices that incorporate human resource development theories. Examines theories of motivation and leadership.	3 hours
CJS 356	Crisis Intervention (same as 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.	3 hours
CJS 386	Criminal Justice Capstone Provides criminal justice majors with a capstone experience emphasizing integration of knowledge acquired in previous courses on the institutions, policies, and practices of the criminal justice field.	3 hours
CJS 389	Criminal Justice Internship I (same as CRJ 389) Provides supervised field experience through placement in area agencies and institutions connected with law enforcement, courts, and/or corrections.	3 hours
CJS 416	Constitutional Law (same as CRJ 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.	3 hours
CJS 433	Terrorism and Homeland Security (same as CRJ 433) 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. Additionally, the history, culture, motivations, goals, and threats of terrorism originating outside the United States will be addressed.	3 hours

CJS 436	Family Violence (same as CRJ 436, SCS 436, and SOC 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.	3 hours
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CHRISTIAN MINISTRY - Adult Degree Completion Program

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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 overview of the biblical foundations and historical practices of discipleship and spiritual formation noting the important differences in discipleship and spiritual formation for preschoolers, children, youth, and adults.	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 leadership, Christian interpersonal dynamics, and organizational management. Practical problems are considered throughout.	3 hours

CMN 343	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.	3 hours
CMN 353	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.	3 hours
CMN 373	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.	3 hours
CMN 383	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.	3 hours
CMN 403	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.	3 hours
CMN 443	Senior Colloquium Provides an integrative application of the educational experience of Christian Studies Division majors to contemporary, ministry-related issues.	3 hours
CMN 453	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.	3 hours
CMN 463	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.	3 hours

CHRISTIAN MINISTRY

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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 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, or consent of instructor. Offered spring semester.	3 hours
CMS 423	Christian Counseling Presents principles and techniques of counseling, gives attention to specific counseling situations often encountered in Christian Ministry. 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.	3 hours
CMS 451	Supervised Prison Ministry Foundations Prepares students for the prison internship experience. Includes an overview and examination of the history and philosophy of theological field education in the prison system. 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 461.	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. Offered fall semester.	2 hours

CMS 461	Supervised Prison Ministry Internship Focuses on fulfilling the fieldwork assignments prepared in CMS 451. Students perform guided ministry activities under their assigned supervisors. Includes periodic progress reports and evaluations in addition to maintaining contact hours within appropriate ranges. Prerequisite: CMS 451.	4 hours
CMS 462	Supervised Ministry Field Experience Focuses on fulfilling the fieldwork assignments prepared in CMS 452. Students perform guided ministry activities under their assigned supervisors. Includes periodic progress reports and evaluations. Prerequisite: CMS 452. Offered spring semester.	2 hours

CRIMINAL JUSTICE

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

CRJ 113	Introduction to Criminal Justice System (same as CJS 113) 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.	3 hours
CRJ 203	Scientific Criminal Investigation (same as CJS 203) 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.	3 hours
CRJ 253	Police Operations and Tactics 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.	3 hours
CRJ 303	Criminal Law and Procedures (same as CJS 303) 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.	3 hours
CRJ 313	Criminology in Society (same as CJS 313) 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.	3 hours

CRJ 323	Juvenile Delinquency (same as CJS 323, SCS 321, and SOC 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
CRJ 326	Ethical Decision-Making for the CJ Professional (same as CJS 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 CJS 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 CJS 336) Explores the history and evolution of police organization and practice in the United States. Offered spring semester.	3 hours
CRJ 346	Corrections (same as CJS 346 and SOC 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
CRJ 354	Criminal Justice Supervision and Management (same as CJS 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 CJS 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 (same as SOC 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, 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. Prerequisite: 15 hours of coursework in criminal justice. Offered fall and spring semesters.	3 hours
CRJ 416	Constitutional Law (same as CJS 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 433	Terrorism and Homeland Security (same as CJS 433) 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. Additionally, the history, culture, motivations, goals, and threats of terrorism originating outside the United States will be addressed. Offered fall semester.	3 hours
CRJ 436	Family Violence (same as CJS 436, SCS 436, and SOC 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 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

EARLY CHILDHOOD EDUCATION

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

ECE 201	Infant/Toddler Practicum Provides candidates with practical experience (40 clock hours) in working with infants/toddlers under qualified supervision. Professional fee. Prerequisite: EDU 100. Corequisite: EDU 203 or EDU 223. Offered fall and spring semesters.	1 hour
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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

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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 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,	3 hours

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.

EDUCATION

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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. Corequisite: EDU 223. Offered fall and spring semesters.	0.5 hour
EDU 153	The Special Education Process and Individualized Education Plans Studies the field of special education including historical developments, eligibility processes, and state/federal regulatory compliance. In addition, Individualized Education Plans (IEPs) writing strategies will be emphasized. Offered summer term.	3 hours
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. Prerequisite: EDU 100. Corequisite: 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 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.	3 hours
EDU 213	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	3 hours

for teaching students with reading deficits, and introduces theories of first- and second-language acquisition. Offered fall and spring semesters.

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 253	<p>Tiered Systems for Supporting Instruction & Behavior Focuses on multi-tier systems for supporting instruction & behavior. Teacher candidates will develop skills to assess, design, and implement extensive, individualized, instructional and behavioral supports. Offered summer term.</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, instructional and assistive technology, differentiated instructional strategies, Universal Design for Learning, and legal and ethical considerations. Requires classroom observation hours. 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 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</p>	1 hour

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 and spring semesters.

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| EDU 353 | Transition Processes and Career Readiness
Explores content and skills needed for special educators to facilitate effective transitions from school to adult life. Specifically addresses post-secondary education, employment options, independent living, and community participation opportunities. Prerequisite: Admission to the Teacher Education Program. Offered summer term. | 3 hours |
| EDU 383 | Educational Tests and Measurements
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. | 3 hours |
| EDU 400 | Field Experience IV
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. | 0.5 hour |
| EDU 479 | Education Professional Semester
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, completion of all coursework, and consent of instructor. Offered fall and spring semesters. | 12 hours |

ELEMENTARY EDUCATION

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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. Prerequisites: 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. Prerequisites: 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	<p>Language Acquisition and Development Focuses on the various factors involved in children's acquisition and development of oral and written language including developing pre-service teachers' understanding of language development of children who are at-risk or have disabilities. Prerequisites: EDU 203 and admission to the Teacher Education Program. Offered fall semester.</p>	2 hours
EED 323	<p>Teaching Art in the Elementary School (same as ART 301) 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. Prerequisites: EDU 203 and admission to the Teacher Education Program. Offered spring semester.</p>	3 hours
EED 331	<p>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. Prerequisites: EDU 203 and admission to the Teacher Education Program. Offered spring semester at the Hannibal campus.</p>	1 hour
EED 333	<p>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. Prerequisites: EDU 203 and admission to the Teacher Education Program. Offered fall semester at the Hannibal campus.</p>	3 hours
EED 341	<p>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. Prerequisites: EDU 203 and admission to the Teacher Education Program. Offered spring semester at the Hannibal campus.</p>	1 hour
EED 343	<p>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.</p>	3 hours

EED 346	Teaching Mathematics in Elementary School II 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. This course also includes interventions for students with mathematics deficits. Emphasizes the need for, and the framework of, a balanced math program using a math workshop approach. Prerequisites: EED 343 and admission to the Teacher Education Program. Corequisite: EED 321. Offered spring semester at the Hannibal campus.	3 hours
EED 351	Integrating Music in Elementary Classrooms 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. Prerequisites: EDU 203 and admission to the Teacher Education Program. Offered spring semester at the Hannibal campus.	1 hour
EED 353	Teaching Health & Physical Education in Elementary Grades (same as EXS 363) 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. Prerequisites: EDU 203 and admission to the Teacher Education Program. Offered fall semester.	3 hours
EED 363	Collaboration with Families Examines teachers' collaboration with families of birth through sixth grade students. Pre-service teachers will develop skills 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.	3 hours
EED 373	Music for Elementary Grades (same as MUS 383) 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. Prerequisites: EDU 203 and admission to the Teacher Education Program. Offered fall semester, odd years.	3 hours

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. Prerequisites: 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. Prerequisites: EED 333 and admission to the Teacher Education Program. Corequisite: EED 423. Offered fall semester at the Hannibal campus.	3 hours

ENGLISH

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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 or ESL 014 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 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. Meets Advanced Writing Course Requirement. Prerequisites: 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. Meets Advanced Writing Course Requirement. Prerequisites: ENG 104 and 106 or equivalent composition coursework. Offered fall semester, odd years.	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. Meets Advanced English Language Course Requirement. 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. Meets Advanced English Language Course Requirement. 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. Prerequisite: Senior standing. Offered fall semester.	1 hour

ENTREPRENEURSHIP

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

ENT 301	Entrepreneurship A practical study in applying the basic business concepts for an entrepreneurial start-up. Students learn to develop business ideas from initial concepts to opening the doors, creating the value proposition, defining the opportunity, analyzing the feasibility, developing a basic financial platform and building a go-to-market strategy. This course builds on foundational concepts in marketing, finance, management, and sound Biblical principles, applying them specifically to an entrepreneurial startup. Prerequisites: MAN 243 and MKT 313. Offered fall semester.	3 hours
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ENT 321	Small Business Management This course is will acquaint the student with the process of developing and implementing a small business. It will build on the foundational concepts of market strategy, financial planning, site selection, human resources, merchandising, customer service, and credit/collection. This course will also explore the unique personal, interpersonal, and business issues associated with the family-owned and managed firm. Prerequisites: MAN 243 and MKT 313. Offered spring semester.	3 hours
ENT 401	New Venture Management This course provides an introduction to the world of new and emerging ventures and to the fundamentals of effective new venture management such as planning, marketing, financing, and growth. The class will also focus be on ideas and opportunities and the various ways to find venture opportunities. The scope of the class will cover new ventures in general to the specific needs of individual owner-managers who are focused on sustaining or growing their venture. Prerequisites: MAN 243 and MKT 313. Offered fall semester.	3 hours
ENT 421	Social Entrepreneurship This class will introduce the basic steps and tools needed to develop potential solutions to community-based problems, build a business model, measure, and grow your impact. Focus will be given to developing and implementing innovative, effective, and sustainable solutions in response to social and environmental challenges. These solutions include products, services, and interventions brought to market by new startups and existing organizations, both for-profit and non-profit. Prerequisites: MAN 243 and MKT 313. Offered spring semester.	3 hours

ENGLISH AS A SECOND LANGUAGE

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

ESL 011	English Conversation Provides practice in conversation skills including speaking, listening, pronunciation, vocabulary, and American idioms. Offered fall and spring semesters as needed.	3 hours
ESL 012	Reading and Writing Focuses on development of reading comprehension and basic writing skills. Offered fall and spring semesters as needed.	3 hours
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 as needed.	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 as needed.	3 hours
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EXERCISE SCIENCE

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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 fall and spring semester.	1 hour
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. Prerequisite: BIO 254 or BIO 314 or consent of instructor. Lab fee. Offered spring 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 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. Prerequisites: EXS 383, junior or senior status or consent of instructor. Offered fall and spring semesters.	3 hours
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FINANCE

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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 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

GEOGRAPHY

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

GEO 103	World Geography Studies the major components of the discipline of geography with	3 hours
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particular reference to the major regions of the world. Offered fall semester, even years.

FOUNDATIONS

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

HLG 001	Student Success Lab Provides weekly opportunities for supervised guidance in study skills and college adjustment. Effective fall semester 2020, this zero-credit lab is mandatory for students who have been conditionally admitted to HLGU or for students who have been placed on academic probation. Offered fall and spring semesters.	0 hours
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
	<i>Required for all undergraduate degree-seeking students 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>	
HLG 100	Academic Skills for College Students Provides instruction in how to have a successful experience both academically and personally as a college student. The course focuses on the development of practical knowledge and skills to assist students such as studying, note-taking, and test-taking strategies.	1 hour
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
HLG 301	Knowledge for Service Proposal Introduces students to interdisciplinary thinking, methods, and writing. Students learn how interdisciplinary scholars combine the theories and methods of a variety of fields to address real-world	1 hour

issues. Students use this interdisciplinary approach to propose a Knowledge for Service project which will blend academic learning with service. This proposal should combine the thinking and methods of at least two of the three chosen academic disciplines through a service learning opportunity which mutually benefits the student and community. Offered as needed.

HLG 401	Knowledge for Service Project Serves as a capstone course demonstrating community-engaged interdisciplinary scholarship. Prerequisites: HLG 301 and proposal approval by faculty advisor. Offered as needed.	3 hours
HLG 411	Leadership Serves as a capstone project requiring students to demonstrate integration of the chosen academic disciplines from the Interdisciplinary Studies program. Format may vary based on the student's interest, abilities, content, and creativity but must be approved by instructor. Offered as needed.	1 hour

HEALTH

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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 fall semester.	3 hours

HONORS

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

HON 301	Intellectual Development of the Western World Primary source readings in the development of western thought from the ancient world through the present with an emphasis on discussion of critical issues. Offered fall semester.	3 hours
HON 304	Honors Interdisciplinary Studies: Man in the Universe (same as PHL 303 and SCI 303) A study in the development of significant scientific ideas focusing on their historical development. Offered spring semester, even years.	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 309	Honors Seminar This course will be a specialized seminar focused on a particular topic. Offered spring semester.	3 hours
HON 401	Honors Research A senior research paper and presentation in one's major field. Offered fall and spring semesters. Prerequisite: Senior standing.	3 hours
HON 463	Honors Studies in Literature Focused study in selected pieces of literature taught in conjunction with existing literature courses. Offered fall and spring semesters.	3 hours

HISTORY

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

HST 153	World History I (up to-1600) 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.	3 hours
HST 163	World History II (1600 to present) 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.	3 hours
HST 213	United States History I 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.	3 hours
HST 223	United States History II 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.	3 hours
HST 233	Survey of United States History Presents a general study of the major diplomatic, political, religious, social, economic, and military trends in American history from the period of European exploration to the present. Offered as needed.	3 hours

HST 303	Introduction to Research Methods 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.	3 hours
HST 304	History and Hollywood 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.	3 hours
HST 305	The Middle Ages 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.	3 hours
HST 309	The Renaissance 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.	3 hours
HST 310	The Reformation Era 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.	3 hours
HST 383	Leaders of the Reformation Era 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.	3 hours
HST 423	The American Revolution Examines the causes, course, and consequence of the American Revolution that culminated in the Constitution. The course investigates American political thought both before, during, and after the Revolution and examines the various reactions to the revolution itself. Prerequisite: 6 hours of history or consent of instructor. Offered	3 hours

spring semester, even years.

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| HST 453 | The Cold War
Explores the Cold War Era examining its roots from WWII and continuing to the demise of the USSR in 1991. This course examines the conflicting capitalistic and communist political philosophies and the international nature of the Cold War and explores its impact on popular culture. Prerequisite: 6 hours of history or consent of instructor. Offered spring semester, odd years. | 3 hours |
| HST 473 | Colonial American History
Reviews European colonization of America with major attention given to the establishment and development of British America. The course examines British imperialism, the development of slavery, and the economic relationship between Colonial America and Europe. 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 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

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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| 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

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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, or consent of instructor. Offered fall semester, even years.	3 hours
ICM 312	Domestic Missions Practicum Provides students with practical experience on a domestic mission trip under preapproved, qualified supervision; requires documentation of learning experiences, including pre and post course work and contact hours within appropriate ranges. May be taken two times for credit. Offered by arrangement.	1-4 hours
ICM 333	International Missions Practicum Provides students with practical experience on an international mission trip under preapproved, qualified supervision; requires documentation of learning experiences, including pre and post course work and contact hours within appropriate ranges. May be taken two times for credit. Offered by arrangement.	1-4 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

LAW

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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

LITERATURE

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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 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	3 hours

for Secondary Education majors, other students are welcome.
Prerequisites: ENG 104 and 106, or consent of instructor. Offered
spring semester.

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. Meets Advanced World Literature Course Requirement. 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. Meets Advanced World Literature Course Requirement. 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 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. Prerequisites:	3 hours

ENG 104 and 106, or consent of instructor. Offered fall semester, odd years.

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| 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 |

MANAGEMENT

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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| MAN 243 | Principles of Business Management (same as BMN 243)
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. Offered fall and spring semesters. | 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 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

MARKETING

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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: 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 411	Internship Provides opportunities for supervised experience in marketing. Prerequisite: 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

MODERN LANGUAGES

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

MLN 110	Elementary Spanish I Introduces students to the fundamentals of the Spanish language with attention to grammar, composition, and conversation. The course is for those who have not studied Spanish or have completed only one year of high school Spanish.	3 hours
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 130	American Sign Language I This course introduces students to basic expressive and receptive skills in ASL, including grammatical structures, spatial referencing, and conversational vocabulary. Awareness of the Deaf community and how to share Jesus with the Deaf. All classroom activities are conducted without voice.	3 hours
MLN 131	American Sign Language II Continues to develop knowledge of ASL including expressive and receptive finger spelling, grammatical structures, as well as temporal and spatial structures, with an emphasis on vocabulary. Students will also broaden their understanding of the Deaf community and culture through interactions within the Deaf community. All classroom activities are conducted without voice.	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

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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. Includes two 50-minute required homework labs to support student learning in addition to the three hours of class lecture time. 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 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. Includes two 50-minute required homework labs to support student learning in addition to the three hours of class lecture time. Offered fall and spring semesters.	3 hours
MTH 113	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.	3 hours
MTH 123	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.	3 hours
MTH 127	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.	3 hours

Students not meeting this prerequisite must pass MTH 123, MTH 143, MTH 153 or MTH 185 with a grade of C- or higher. Offered fall and spring semesters.

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. 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 MTH 123 with a grade of C- or higher. Offered fall and spring semesters.</p>	3 hours
MTH 153	<p>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.</p>	5 hours
MTH 183	<p>Mathematics for the PreK-6 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.</p>	3 hours
MTH 185	<p>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.</p>	5 hours
MTH 186	<p>Calculus II Focuses on calculus of trigonometric, logarithmic and exponential functions, indeterminate forms, improper integrals, and infinite series. Prerequisite: MTH 185. Offered spring semester.</p>	5 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; 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
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 spring semester and with sufficient demand offered fall semester.	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	3 hours

years.

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 fall semester, odd years.	1 hour
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

APPLIED MUSIC

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

MUA 005	Recital Attendance Students will attend a prescribed number of professional concerts and recitals each semester for seven semesters or one less than the number of fall/spring semesters enrolled as full-time student at HLGU.	0 hours
MUA 010	Instrument for Non-Music Majors (Guitar, Strings, Brass, Woodwind, or Percussion) Activity course. Prerequisite: Instructor Consent.	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 MUA 411-2	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 V-VIII: for majors only. Activity course.	1 hour
MUA 121 MUA 122	Guitar I-II for Music Majors and Minors Provides instruction for music majors and minors in guitar. Activity course.	1 hour
MUA 151-2 MUA 251-2 MUA 351-2 MUA 451-2	Piano I-VIII for Music Majors and Minors 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.	1 hour
MUA 171-2 MUA 271-2 MUA 371-2 MUA 471-2	Voice I-VIII for Music Majors and Minors 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.	1 hour

MUSIC ENSEMBLES

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

MUE 110 MUE 210 MUE 310 MUE 410	Concert 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. Select the appropriate 100, 200, 300, or 400 numbering based upon class level. The 100-, 200-, and 300-level courses may be repeated for credit one time. The 400-level courses may be repeated for credit three times. Offered fall and spring	1 hour
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semesters.

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| <p>MUE 120
MUE 220
MUE 320
MUE 420</p> | <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. Activity course. Prerequisite: Audition. Select the appropriate 100, 200, 300, or 400 numbering based upon class level. The 100-, 200-, and 300-level courses may be repeated for credit one time. The 400-level courses may be repeated for credit three times. Offered fall and spring semesters.</p> | <p>1 hour</p> |
| <p>MUE 133
MUE 233
MUE 333
MUE 433</p> | <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. Prerequisite: Audition. <i>Requires a minimum commitment of one year to both choral groups.</i> Activity course. Select the appropriate 100, 200, 300, or 400 numbering based upon class level. The 100-, 200-, and 300-level courses may be repeated for credit one time. The 400-level courses may be repeated for credit three times. Offered fall and spring semesters.</p> | <p>1 hour</p> |
| <p>MUE 140
MUE 240
MUE 340
MUE 440</p> | <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 HLGU off-campus on average two weekends a month. Prerequisite: Audition. <i>Requires a minimum commitment of one year to both choral groups. Does not satisfy the ensemble requirement for music majors.</i> Activity course. Select the appropriate 100, 200, 300, or 400 numbering based upon class level. The 100-, 200-, and 300-level courses may be repeated for credit one time. The 400-level courses may be repeated for credit three times. Offered fall and spring semesters.</p> | <p>1 hour</p> |
| <p>MUE 151
MUE 251
MUE 351
MUE 451</p> | <p>Clarion Trumpet Choir
Involves trumpet playing students rehearsing and performing literature for a trumpet quartet and/or trumpet choir. This group performs at events such as: graduation, convocation chapel, and university concerts. They also travel to churches and schools. Prerequisite: Audition. <i>Requires a minimum commitment of one year to both choral groups. Does not satisfy the ensemble requirement for music majors.</i> Activity course. Select the appropriate 100, 200, 300, or 400 numbering based upon class level. The 100-, 200-, and 300-level courses may be repeated for credit one time. The 400-level courses may be repeated for credit three times. Offered fall and spring semesters.</p> | <p>1 hour</p> |

MUE 181	Chapel Worship Band	1 hour
MUE 281	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. Activity course. Prerequisite: Audition. <i>Does not satisfy the ensemble requirement for music majors.</i> Activity course. Select the appropriate 100, 200, 300, or 400 numbering based upon class level. The 100-, 200-, and 300-level courses may be repeated for credit one time. The 400-level courses may be repeated for credit three times. Offered fall and spring semesters.	
MUE 381		
MUE 481		

INSTRUMENTAL METHODS

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

MUI 101	Percussion Methods and Literature	1 hour
	Focuses on fundamentals of playing and teaching percussion instruments and the study of various rhythmic quantities and conditions. Offered fall semester.	
MUI 131	Brass Methods and Literature	1 hour
	Focuses on fundamentals of playing and teaching brass instruments. Prerequisite: MUI 101. Offered spring semester, odd years.	
MUI 151	Woodwind Methods and Literature	1 hour
	Focuses on fundamentals of playing and teaching woodwind instruments. Prerequisite: MUI 101. Offered fall semester, even years.	
MUI 171	String Methods and Literature	1 hour
	Focuses on fundamentals of playing and teaching violin, viola, cello, and bass viol. Prerequisite: MUI 101. Offered spring semester, even years.	

MUSIC LITERATURE

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

MUL 353	Choral and Instrumental Literature	3 hours
	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. Offered fall semester, even years.	

MUSIC PRACTICUM

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

MUS 101	Music Orientation Focuses on Music Department policies and procedures, career opportunities and salaries in music, Finale, sound systems, music terminology, Italian and Latin diction, and philosophy of music. Department Objective pretests are given. 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 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 spring semester, odd years.	3 hours
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.	3 hours

Prerequisites: MUT 112 and MUT 122; or consent of instructor.
Offered fall semester, odd years.

MUS 341	Advanced Choral & Instrumental Conducting Focuses on advanced conducting techniques with and without baton. Students will conduct choral or instrumental ensemble(s) in rehearsal and possibly make a concert appearance. Prerequisites: MUS 323, MUT 352, and MUT 362 or consent of instructor. Offered spring semester, even years.	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 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. Prerequisites: Senior standing and 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 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 spring semester, odd 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.	1 hour

Prerequisite: Applied Music – Level VI. Offered fall and spring semesters.

MUSIC THEORY

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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 331	Choral & Instrumental Arranging Provides basic instruction in writing musical arrangements for various choral and instrumental groups. Studies vocal and instrumental characteristics and techniques. Prerequisites: MUT 352 and MUT 362 or consent of instructor. 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	2 hours

and nonharmonic tones, melodic organization, and texture.

Prerequisite: MUT 352. Corequisite: MUT 422. Offered upon sufficient demand.

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. Prerequisites: 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. Prerequisites: MUT 352 and MUT 362. Offered upon sufficient demand.	3 hours

NURSING

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

NUR 102	Clinical Calculations Provides 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 dimensional analysis method. Offered fall and spring terms.	2 hours
NUR 114	Nursing Fundamentals Introduces basic concepts and skills fundamental to nursing. Focuses on caring and holistic nursing interventions, utilizing the nursing process to maximize self-care abilities throughout the lifespan. Clinical, lab, testing, and professional fees. Involves approximately 6 lecture/lab hours per week and 60 patient contact hours per semester. Prerequisites: Admission to ASN Program, BIO 254 and BIO 264. Corequisite: NUR 102. Offered fall semester.	6 hours

NUR 214	Adult/Child I & Mental Health Nursing Builds upon basic nursing concepts and broadens the knowledge base. 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. Clinical, lab, testing, and professional fees. Involves approximately 6 lecture/lab per week and 150 patient contact hours per semester. Prerequisites: Admission to ASN Program, BIO 254, BIO 264, NUR 102, and 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. Prerequisites: Admission to ASN Program and 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, including the childbearing family, with commonly seen alterations that interfere with the ability to provide self-care throughout the lifespan. Clinical, lab, testing, and professional fees. Involves approximately 6 lecture/lab hours per week and 210 patient contact hours per semester. Prerequisites: BIO 344; NUR 214. Corequisite: NUR 240. 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 of the client to provide self-care throughout the lifespan while promoting, maintaining, and restoring health or providing end-of-life care. A 60-hour clinical practicum provides an opportunity to refine clinical practice, enhance critical decision making and communication skills, building upon the knowledge, skills, and experiences acquired in their nursing education. Involves approximately 6 lecture/lab hours per week and 210 patient contact hours per semester. Prerequisites: NUR 234 and NUR 240. Corequisite: NUR 241. Offered spring semester.	10 hours
NUR 240	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 344 and NUR 214. Offered fall semester.	2 hours
NUR 241	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 and NUR	1 hour

240. Offered spring semester.

NUR 272	<p>Nursing Seminar Provides the knowledge and skills necessary to seamlessly transition from the student role to a professional nurse. Involves 2 lecture hours and 3 hours of computer lab per week. Prerequisites: NUR 234 and NUR 240. Corequisite: NUR 236 and NUR 241. Offered spring semester.</p>	2 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: Must be a BSN major. 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: Must be a BSN major. 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 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: Must be a BSN major. Offered spring semester, first 8 weeks.</p>	3 hours
NUR 363	<p>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: Must be a BSN major. Offered spring semester, second 8 weeks.</p>	3 hours
NUR 373	<p>Bioethics (same as PHL 373) 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: Must be a BSN major. Offered summer term.</p>	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: Must be a BSN major. 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: Must be a BSN major. 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: Must be a BSN major. Offered spring semester, first 8 weeks.	3 hours
NUR 436	Introduction to Research & Analytical Methods 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: Must be a BSN major. Offered fall semester, first 8 weeks.	3 hours
NUR 440	Pathophysiology (same as BIO 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 264 or 324, and must be a BSN major. Offered spring semester.	4 hours
NUR 443	Community Health Nursing 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: Must be a BSN major. Offered spring semester, second 8 weeks.	3 hours

NUR 453	Evidence-Based Practice 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 must be a BSN major. Offered fall semester, second 8 weeks.	3 hours
NUR 483	Senior Nursing Capstone 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 the RN License. Offered fall and spring semesters, and summer term.	3 hours

PHYSICAL EDUCATION

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

PHE 111	Lifetime Fitness Activities This course is designed to introduce the student to a pattern of lifetime fitness and physical activity through a variety of activity modes including concepts of aerobic and anaerobic conditioning. Safety, equipment, theory, technique and other factors are introduced. May be repeated once for additional credit. Activity course. Offered fall and spring semester.	1 hour
PHE 113	Beginning Swimming Provides instruction in basic aquatic skills and basic swimming strokes. Classes are taught at the YMCA. Lab fee. Activity course. Offered fall and spring semesters.	1 hour
PHE 114	Advanced Swimming Provides advanced instruction in aquatic skills and swimming strokes. Classes are taught at the YMCA. Lab fee. 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 and spring semesters.	1 hour
PHE 161	Jiu Jitsu This course provides participants with the fundamental knowledge and skills of Jiu Jitsu. Offered fall semester.	1 hour
PHE 162	Functional Movement Patterns This course provides participants with the knowledge and skills of several forms of functional movement training. Participants will focus on fitness exercises that train their muscles to work together and prepare them for movements they will encounter at home, work, or in sports. Offered spring semester.	1 hour
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 313	Kinesiology Investigates and analyzes human movement. Prerequisite: BIO 254 or 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 A study of the fundamental concepts of motor development, motor learning, and motor performance. Topics include the developmental sequence of fundamental movement patterns/skill acquisition and factors that may influence such development, information processing, motor program development, motor abilities, importance of feedback for skill development, principles of motor skill learning, and their application to teacher/learner scenarios. 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 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

PHILOSOPHY

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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. 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 303	History and Philosophy of Science (same as HON 304 and SCI 303) 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. Offered spring semester, even years.	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 relationships, and war in the light of Biblical teachings. Prerequisites: BIB 113 and 123 or BIB 143. Offered fall semester, even years.	3 hours
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. Offered spring semester, even years.	3 hours
PHL 373	Bioethics (same as NUR 373) 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

PHYSICAL SCIENCE

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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. Five hours of combined lecture and laboratory time each week of a 15-week semester (or its equivalent). 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, even years in rotation with PHS 143.	3 hours
PHS 143	Earth Science II Focuses on the oceans, the atmosphere, and on astronomy; special emphasis on meteorology. Offered fall semester, even years in rotation with PHS 133.	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 as needed.	3 hours

PHYSICS

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

PHY 214	General Physics I Principles of physics focusing on mechanics and thermodynamics. Includes a lab for conducting experiments based on topics discussed in the lectures. Three credit hours of lecture and two- and one-half hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee. Prerequisite: MTH 153. Offered fall semester.	4 hours
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. Three credit hours of lecture and two- and one-half hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee. Prerequisite: PHY 214. Offered spring semester.	4 hours

POLITICAL SCIENCE

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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 399	Missouri General Assembly Internship Provides supervised fieldwork through placement in a semester-long internship working in the Missouri General Assembly from early January through mid-May. Application required. Prerequisites: 2.5 GPA and junior standing. Offered spring semester.	12 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. Prerequisite: HST 213 or PLS 113. Offered fall semester, odd years.	3 hours

PRACTICAL NURSING

PNE 001	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 as needed.	6 hours
PNE 002	Human Growth & Development 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. Offered fall semester and summer term as needed.	2 hours
PNE 010	Fundamentals of Nursing An introduction to nursing theories and the concepts of person, health, nutrition, nursing, and environment are presented along with a basic introduction to professional behavior, communication,	4 hours

assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care. Includes: personal and environmental health; the nursing process; and safety in healthcare. Content will include patient-centered care with respect for patient differences, values, preferences, and expressed needs. Offered fall semester.

PNE 011	Skills Lab Supervised lab where the student practices and demonstrates nursing skills necessary for quality client care. The student is required to competently demonstrate each skill. The purpose of the Intravenous Fluid Treatment Administration training is to provide the student with the knowledge and skills to perform IV treatment to a culturally diverse population, across the life span, in accordance with the Missouri Nurse Practice Act, Section CSR 200.6010 and Section 335.017. Requires 96 hours of skills lab experience. Offered fall semester.	2 hours
PNE 012	Nursing of Adults I Introduces the processes of health, nutrition, and illness. Includes concepts in preparation for medical surgical courses including: pain management, surgical care, surgical asepsis, fluid and electrolytes, and alterations in immunity. Offered fall semester.	6 hours
PNE 013	Clinical I Designed to lay the foundation to prepare future nurses with a solid base in the fundamental knowledge, skills, and attitudes required to practice professional holistic nursing. The student will be challenged to be an active participant and assume a collaborative role in the teaching learning process. The student is exposed to a variety of learning opportunities in academic and clinical settings. Requires 96 hours of clinical experience. Pass/Fail only. Offered fall semester.	2 hours
PNE 014	Personal & Vocational Concepts (PVC) I Assists students to understand the vocation of practical nursing as well as the roles and responsibilities of the Licensed Practical Nurse. This course provides information regarding the legal and ethical aspects of nursing, nursing history and trends, the role of the practical and professional nurse in a variety of settings, the interprofessional approach to patient care and quality improvement processes. Quality of care and evidenced based practice will be incorporated in each class. Offered fall semester.	1 hour
PNE 015	Pharmacology Covers the basic principles of pharmacology, administration of medication, the effects of drugs on the body systems and the practical nurse's responsibilities and limitations in the care of patients receiving drug therapy. The study of specific drugs is also integrated into systems courses. Offered fall semester.	2 hours

PNE 019	Clinical II Students will have the opportunity to gain knowledge from observation in a variety of healthcare settings to include a variety of settings such as: Women's Care, Surgery, Rehabilitation, Public Health, Home Health, Respiratory, Dietary, Mental Health, Out-Patient Clinic, Dementia Unit, ICU. Requires 64 hours of clinical experience. Pass/Fail only. Offered interim term.	1.5 hours
PNE 022	Nursing of Adults II Presents information on nursing care of the adult with medical-surgical disorders to include diagnostic tests, therapeutic treatment, prevention, and rehabilitation incorporating the nursing process. Pharmacology will be included with each body system. Offered spring semester.	6 hours
PNE 023	Clinical III Continues clinical experiences with competencies in caring for adult clients with physical and psychosocial needs. Requires 240 hours of clinical experience. Pass/Fail only. Offered spring semester.	5.5 hours
PNE 024	Personal & Vocational Concepts (PVC) II Continues to emphasize the role of the practical nurse. Incorporates Quality Assurance and Quality of Care concepts. Incorporates the use of technology in healthcare. Emphasis is placed upon the importance of leadership skills essential in functioning professionally with clients, family, significant others and members of the health care team. Concepts of productive management are integrated in the learning process which allows the student to develop effective leadership skills. A focus is placed on problem solving and decision making techniques to prepare the student for a leadership/management role within various healthcare settings. Offered summer semester.	1 hour
PNE 025	Nursing of Children Provides an understanding of the pediatric disease processes. Covers nursing care for the child and his/her family with an emphasis on disease process, health teaching, prevention of illness, and promotion of optimal physical, developmental, and emotional health. This course will illustrate healthcare in the hospital, home, school, clinic, and physician's office. Offered spring semester.	2 hours
PNE 026	Nursing of the Elderly 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 evaluated. Emphasis is placed on individuality of the older adult in good health, nutrition, and illness. From wellness promotion to restorative care, the content of nursing focuses on assessment, planning, implementation, evaluation, rehabilitation, and prevention as it relates to older adults from culturally diverse populations. Students will care for the aging	2 hours

individual in long term care facilities, hospitals, and clinics. Offered spring semester.

PNE 027	Maternal & Newborn Nursing This course provides students with the basic knowledge necessary to care for maternal and newborn clients at the entry level of practical nursing. Also provide 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. Provides basic knowledge and skill development in the area of newborn nursing. Offered spring semester.	2 hours
PNE 028	Mental Health Concepts 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 copy with related health issues. The use of a therapeutic interpersonal process and problem-solving approach by the nurse will be stressed. The student will learn what resources and support systems are available in the promotion of mental health. The nursing process will be stressed in all units of study. Offered spring semester.	2 hours
PNE 032	Nursing Seminar Addresses the transition to practical nursing, career opportunities, advancement and leadership. Concepts include life-long learning, employment, nursing organization, the NCLEX-PN exam preparation, clinical calculations reviews, leadership and management skills, and the LPN scope of practice. Offered summer term.	2 hours
PNE 033	Clinical IV Prepares graduates for the growing complexities of the health care system, various methods of delivering care, coping with ambiguity and diversity of clients, and the rapid changes in technology. Paired with an experienced nurse, the novice practitioner learns by observing, following guidance, questioning, and participating in nursing care, education, and health promotion of individuals, families and groups. Requires 96 hours of clinical experience. Pass/Fail only. Offered summer term.	2 hours

PSYCHOLOGY

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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
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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. 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. Includes intelligence testing of gifted persons and persons with special needs. Prerequisite: PSY 113 or PSY 263. Offered spring 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 identification measures, instructional and assistive technology, differentiated instructional strategies, Universal Design for Learning, and legal and ethical considerations. 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 (same as SCS 303) 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 fall 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	3 hours

semester.

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 spring 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 fall 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. Prerequisite: 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 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. Prerequisite: 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.	3 hours

Prerequisite: PSY 403. Offered spring semester.

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. Prerequisite: 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 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.	2 hours
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

GENERAL SCIENCE

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

SCI 303	History and Philosophy of Science (same as HON 304 and PHL 303) 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. Offered spring semester, even years.	3 hours
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SOCIAL SERVICES - Adult Degree Completion Program

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

SCS 303	Psychology of Addictions (same as SCS 303) 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.	3 hours
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 321	Juvenile Delinquency (same as CJS 323, CRJ 323, and SOC 323) Investigates the nature and extent of delinquency; competing models and theories; and evaluation of prevention, control, treatment, and research programs.	3 hours
SCS 353	Social Issues This module is intended to help learners better understand, identify, 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.	3 hours
SCS 356	Crisis Intervention (same as CJS 356, and CRJ 356) 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,	3 hours

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.”

SCS 413	Casework Methods 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.	3 hours
SCS 424	Research Methods in Behavioral Science 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.	3 hours
SCS 436	Family Violence (same as CJS 436, CRJ 436, and SOC 436) 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
SCS 443	Ethics in Social Services 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.	3 hours
SCS 453	Social Services in Communities and Groups This module is a study of the social work field and the current 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.	3 hours
SCS 466	Social Services Internship I Provides students with supervised field experience through placement in area agencies and institutions.	3 hours
SCS 476	Social Services Internship II A continuation of SCS 466.	3 hours

SECONDARY EDUCATION

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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, P.E. majors). Prerequisites: EDU 203 and admission to the Teacher Education Program. Offered fall semester.	3 hours

SOCIOLOGY

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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
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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 as needed.	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 and SOC 113. Offered spring semester, odd years.	3 hours
SOC 323	Juvenile Delinquency (same as CJS 323, CRJ 323, and SCS 321) 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 CJS 346 and 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 CJS 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, and control. Prerequisites: PSY 113 and SOC 113. Offered fall semester, even years.	3 hours
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, even years.	3 hours
SOC 436	Family Violence (same as CJS 436, CRJ 436, and SCS 436) Analyzes family, legal, and intervention dynamics related to domestic assault, child abuse, and elder abuse. Presents methods of recognizing	3 hours

victims of violence, abuse, neglect, exploitation, sexual exploitation, and sexual assault. Focuses on intervention strategies. Offered fall semester.

SPORT AND RECREATION MANAGEMENT

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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

SOCIAL WORK

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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 413	Casework Methods Examines the methods of casework, interviewing, verbal and nonverbal communication, recording, and basic intervention	3 hours

techniques in individual, group, and community applications.
Prerequisite: HUS 313 or consent of the instructor. Offered spring semester, even years.

THEOLOGY

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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. Offered spring semester, odd years.	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. 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.	3 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 371	Christian Doctrine I 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. The course focuses on an introduction to the nature of theology with special attention given to the doctrines of revelation, Scripture, and God.	3 hours
THE 372	Christian Doctrine II 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. The course focuses on the doctrines of the person and work of Christ, sanctification, the church, and eschatology.	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. Offered fall semester, odd years.	3 hours
THE 381	Apologetics Clarifies and examines the definition, history, purpose, and specific place of apologetics in Christian life and thought with an emphasis on both theory and pragmatics for the student. The course focuses on the biblical rationale for apologetics, historical apologetics, and issues such as the existence of God, the problem of evil, challenges to Jesus' deity and humanity, and the problem of miracles.	3 hours

THEATRE

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

THR 100	Theatre Appreciation Introduces play analysis, character analysis and interpretation, and theatrical production. Theatre students may not take this appreciation course to meet their fine arts General Education requirement. Offered fall and spring semesters.	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. Select the appropriate 100, 200, 300, or 400 numbering based upon class level. The 100-, 200-, and 300-level courses may be repeated for credit one time. The 400-level courses may be repeated for credit three times. 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: Audition and consent of instructor. Select the appropriate 100, 200, 300, or 400 numbering based upon class level. The 100-, 200-, and 300-level courses may be repeated for credit one time. The 400-level courses may be repeated for credit three times. Offered fall and spring semesters.	1 hour

THR 110	Theatre Activity	1 hour
THR 210	Provide students with activities credit for participating in the current semester's production. Activity course. Prerequisite: Previous level or consent of instructor. Select the appropriate 100, 200, 300, or 400 numbering based upon class level. The 100-, 200-, and 300-level courses may be repeated for credit one time. The 400-level courses may be repeated for credit three times. Offered fall and spring semesters.	
THR 310		
THR 410		
THR 201	Stagecraft, Lighting, and Scene Design	3 hours
	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.	
THR 202	Stage Makeup and Costume Design	3 hours
	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.	
THR 302	Theatrical Directing I	3 hours
	Focuses on script analysis and the principles, methods, and techniques of directing. Students direct class assignments. Prerequisites: THR 103, 201, 202 or consent of instructor. Offered spring semester, even years.	
THR 303	Acting II	3 hours
	Focuses on developing acting techniques and character development on stage. Prerequisite: THR 103. Offered spring semester, even years.	
THR 304	Creative Dramatics	3 hours
	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.	
THR 333	History of the Theatre	3 hours
	Studies significant developments in the history of theatre. Offered fall semester, odd years.	
THR 343	Drama as Literature (same as LIT 343)	3 hours
	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.	
THR 401	Senior Performance	3 hours
	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.

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

VARSAITY SPORTS

NOTE: A maximum of one credit-hour per semester may be received for participation in varsity sports. Activity Course. Prerequisite: Select the appropriate 100, 200, 300, or 400 numbering based upon class level. The 100-, 200-, and 300-level courses may be repeated for credit one time. The 400-level courses may be repeated for credit three times. Offered fall and spring semesters.

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

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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| WOR 103 | Survey of Worship
Provides an overview of worship arts leadership. Surveys the history of worship arts in the church, through music, drama, and different areas of production. Examines the Biblical mandates and implications for worship arts 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. Examines the ethical use of media and technology in ministry and other professions through a biblical worldview. Includes: visual media, sound systems, lighting systems, presentation software, video production, web production, and computer technologies. Prerequisite: WOR 103 or consent of instructor. Offered spring semester, odd years. | 3 hours |
| WOR 481 | Worship Arts Internship
Provides additional experience in the worship arts field at an approved site and under the supervision of an approved professional. Specific placements will vary based upon the student's chosen concentration. Guided by an instructor and the internship supervisor, the student will develop goals and objectives that will be met during the duration of the internship. Prerequisite: 75 completed hours. Offered fall and spring semesters. | 1-3 hours |

WRITING - Adult Degree Completion Program

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered at all levels (191, 291, 391, 491).

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| WRT 306 | Academic Writing
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 |
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GRADUATE COURSE DESCRIPTIONS

BUSINESS MANAGEMENT

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered as BMN 5391.

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

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered as CML 5391.

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 thought of ancient Israel.	3 hours
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

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered as EAD 5391.

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.	3 hours
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Uses Biblical worldview as the foundation on which values, morality, and ethical practice considerations will be formulated.

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| EAD 5111 | <p>K-12 Curriculum, Instruction, & Implementation
 Applies the teaching process, state and national standards, technology, learning objectives, scope and sequence, and assessment to create, implement, and instruct effective kindergarten through 12th grade curriculum in an instructional management system. As part of the course requirements, students are required to complete 17 hours of field experience hours in their major area of administration certification (Elementary or Secondary) and 8 hours in their minor area of administration certification (Elementary or Secondary). Students will complete a total of 25 hours of field experience hours in this course.</p> | 3 hours |
| EAD 5211 | <p>K-12 School Administration for Principals
 Links leading and managing within a school and the community where kindergarten through 12th grade 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. As part of the course requirements, students are required to complete 17 hours of field experience hours in their major area of administration certification (Elementary or Secondary) and 8 hours in their minor area of administration certification (Elementary or Secondary). Students will complete a total of 25 hours of field experience in this course.</p> | 3 hours |
| EAD 5233 | <p>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. As part of the course requirements, students are required to complete 25 hours of field experience in their major area of administration certification (Elementary or Secondary).</p> | 3 hours |
| EAD 5313 | <p>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. As part of the course requirements, students are required to complete 25 hours of field experience hours in their major area of administration certification (Elementary or Secondary).</p> | 3 hours |

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| EAD 5323 | Educational Administration Practicum
Provides the opportunity to engage in the daily management and leadership as a principal with a veteran administrator. As part of the course requirements, students are required to complete 170 hours of field experience hours for their administration certification. Students will complete 86 hours in their major area of administration certification (Elementary or Secondary) and 34 hours in their minor area of administration certification (Elementary or Secondary) and 50 hours at the student's discretion. | 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 complete this project after all other coursework in the MED in Education Administration is complete. | 3 hours |

EDUCATION

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered as EDU 5391.

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| 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 lessons. Utilization of counseling theory, techniques, and advocacy will be presented in the course. Provides application in group interaction, navigating relational conflict, focusing on the individual, and linking resources to children and their families to promote engagement. 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, evaluation of abilities, 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 MED students in their major area of administration certification (Elementary or Secondary).	3 hours
EDU 5063	Literacy for Diverse Learners Prepares practitioners to meet the literacy needs of diverse populations. Examines social, cultural, ethnic, socioeconomic, 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.	3 hours
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 MED students in their major area of administration certification (Elementary or Secondary).	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 content, processes, pedagogy, and differentiated instruction needed for teaching mathematics to students with math deficits. 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.	3 hours
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), instructional and assistive technology, 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	3 hours

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.

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, Mathematics, Business, English, Social Science, and Speech/Theatre.	3 hours
EDU 5901	Field Experience I Provides field experience (25 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 (25 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. Prerequisite: 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	9 hours

classroom according to their certification track. Sessions on educational topics are required throughout the semester. See TEP Website for enrollment deadlines. Professional fee. Prerequisite: Admission to the Teacher Education Program.

LEADERSHIP CORE

Special Topics and Advanced Topics courses are offered on occasion to meet special needs of students. These variable credit-hour courses are offered as LDR 5391.

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
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

2020 Board of Trustees

Officers:

Tyler Foster, *Chairman*

Mark Anderson, *Vice Chairman*

Bobbie Crane, *Secretary*

Glenn Miller, *Treasurer*

Board

Members:

<u>Term Expiring</u>	<u>Name</u>	<u>Vocation</u>	<u>Residence</u>
2020	Phil Bray	Pastor	Macon, MO
2020	Richard Clouse	Pastor	Higbee, MO
2020	James Freeman	Attorney	Lee's Summit, MO
2020	*Tom Rains	Pastor	Quincy, IL
2020	Joel Russell	Retired Army Chaplain	Leonard, ND
2020	Tim Smith	Pastor	Eldon, MO
2021	*Michael Atherton	Pastor	Cottleville, MO
2021	Carey Casey	Minister & Businessman	Chicago, IL
2021	*Tyler Foster	Businessman	Springfield, MO
2021	*Adam Mallette	Pastor	Lawton, OK
2021	Randall Sharpe	Businessman	Lewistown, MO
2022	*Bobbie Crane	Businesswoman	St. Peters, MO
2022	Leo Endel	Pastor	Rochester, MN
2022	Ilda Kennon	Retired Educator	Pevely, MO
2022	Gary Shultz	Pastor	Tallahassee, FL
2023	*Nate Adams	Businessman	Springfield, IL
2023	*Mark Anderson	Pastor	Jackson, MO
2023	*Dwight Blankenship	Pastor	St. Louis, MO
2023	*Glenn Miller	Businessman	Kansas City, MO
2023	Girard Secker	Businessman	Hannibal, MO
2023	Chris Williams	Pastor	Lee's Summit, MO
2024	Matt Bartig	Pastor	Troy, MO
2024	Lisa Branch	Businesswoman	Gladstone, MO
2024	Vinita Henry	Educator	St. Charles, MO
2024	Mitchell Jackson	Pastor	Sikeston, MO
2024	Luke Stockeland	Pastor	Columbia, MO

*Executive Committee

2020-2021 Administration

Year Hired	Name	Title(s)
2012	Anthony W. Allen	President; Associate Professor of Christian Education <i>BA, Duke University; MDiv, ThM (Ethics), Southeastern Baptist Theological Seminary; EdD, North Carolina State University</i>
2000	Betty L. Anderson	Vice President for Business and Finance <i>BS, Hannibal-LaGrange College; MS, MBA, Liberty University</i>
2019	Will Brantley	Vice President for Enrollment Management and Marketing <i>BA, MA, Union University; MBA, Oklahoma Baptist University</i>
1984	Raymond W. Carty	Vice President for Institutional Advancement <i>AA, Hannibal-LaGrange College; BS, Southwest Baptist University; MA, Liberty University; EdD, University of Missouri-Columbia</i>
2008	Larinee B. Dennis	Vice President for Academic Administration; Dean of the Faculty; Professor of Education <i>BSE, Hannibal-LaGrange College; MEd, University of Missouri-Columbia; PhD, New Mexico State University</i>
1998	Jason Nichols	Athletic Director, Head Coach: Women's Varsity Soccer <i>BA, Westmar University; MSE, William Woods University</i>
2014	Joshua T. Pierce	Dean of Students; Director of Student Life <i>BS, MAL, Hannibal-LaGrange University</i>

2020-2021 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; 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, Division of Fine Arts; Chair, Theatre Department
BA, Hannibal-LaGrange College; MA, Lindenwood University
- 2012 Bruce K. Capp Assistant Professor of Administration of Justice; Chair, Division of Social Science
BS, Northeast Missouri State University; MA, Western Illinois University.
- 2006 Michael J. Chlebanowski Associate Professor of Art; 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, DNP, University of Missouri-Columbia; further study, University of Illinois-Springfield, University of Missouri-Columbia
- 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
- 2020 Timothy G. Finlay Instructor of Business
BS, University of Illinois; MBA, Quincy University
- 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 Associate Professor of English; Chair, Division of Humanities; 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 J. 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 D. Janes Assistant Professor of Education
BSE, Hannibal-LaGrange College; MEd, Grand Canyon University
- 2017 Lanett S. 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
- 2020 Jason T. Laczkoski Assistant Professor of Music
BA, Mansfield University of Pennsylvania; MA, University of Iowa
- 2015 Miles S. Mullin II Professor of Christian Studies & Religious
History; Director, Center for Christian
Worldview; Director, Honors Program
BA, University of Virginia; MDiv, Southeastern Baptist Theological Seminary; MA, PhD, Vanderbilt University
- 2000 Lonnie R. Nelson Professor of Philosophy
BSBA, University of Missouri-Columbia; MDiv, New Orleans Baptist Theological Seminary; MA, PhD, Tulane University
- 2019 Erica J. Parker Instructor of Nursing
ASN, Hannibal-LaGrange University; 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
- 2020 Alyssa J. Pyne Instructor of Music
BME, BSM, MEd Clarks Summit University; MM, Houghton College
- 2012 Kelly L. 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; Chair, Department of
History
BS, Wingate University; MA, East Carolina University; PhD, Arizona State University; further study, Johns Hopkins 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,
2004 Louis W. Riggs Assistant Professor of English
BA, Westminster College; JD, University of Missouri-Columbia
- 2014 Melanie L. Smith Assistant Professor of Education
BSE, MEd, University of Missouri-Columbia; Specialist of Education, William Woods
- 2009 Amanda L. St. Juliana Assistant Professor of Nursing
BSN, Culver-Stockton College; MSN-Ed, Western Governor's University
- 2017 Lois E. Storrs Instructor of Nursing
BSN, Hannibal-LaGrange College
- 2015 Benjamin D. Strother Instructor of Business; Head Coach: Varsity
Baseball
BSE, Hannibal-LaGrange University; MEd. William Woods University.
- 2019 Cheryl S. Stuckman Instructor of Nursing
BSN, Blessing Rieman College of Nursing; BS, Truman State University
- 2014 Janet S. Stuckman Associate Professor of Nursing
Graham Hospital School of Nursing; BSN, Quincy University; MSN, University of Missouri-Columbia
- 2020 Rodrick Sweet Instructor of Christian Studies; Site Director at
the Jefferson City Correctional Center
BS, ThM, The College of Biblical Studies - Houston
- 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*
- 2019 Wendy D. Tunnell Instructor of Nursing
Missouri Baptist Hospital School of Nursing; BSN, University of Missouri-St. Louis
- 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; PhD, New Orleans Baptist Theological Seminary; further study,
Chicago School of Professional Psychology, New Orleans Baptist Theological Seminary*
- 2011 Rachel E. Wallace Assistant Professor of English
BA, Hannibal-LaGrange College; MA, Bowling Green State University
- 2020 P. Lynn Wilkinson Instructor of Education
BSE, Hannibal-LaGrange College; MSE, University of Missouri - Columbia
- 1987 David C. Ziegler Professor of Chemistry; Chair, Department of
Chemistry

BS, Carson Newman College; PhD, Purdue University; further study, Arizona State University, Princeton University

1988 Deborah G. Ziegler Assistant Professor of Mathematics; Chair,
Division of Natural Science and Mathematics;
Chair, Department of Mathematics
BS, Westminster College (Pa.); MS, Purdue University

Emeriti

Year Hired	Name	Title(s)
1987	Martha S. Bergen	Professor of Christian Education Emerita (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>

2020-2021 Staff

(Maintenance, Housekeeping, and Grounds personnel are employed through National Resources Management. Cafeteria personnel are employed through Fresh Ideas).

Rachel Abrahamson	Admissions Counselor
Silas Acuff	Assistant Coach, Men's Soccer; International Student Admissions Counselor
Mary Bailey	Audio-Visual Cataloguer, Library
Gail Barrowclough	Adult and Graduate Enrollment Counselor
Daniel Bartlett	Admissions Counselor
Brice Baumgardner	Director of Financial Aid
Susan Booth	Manager, Campus Store
Kyle Brennemann	Chief Public Safety and Compliance Officer
Dan Capp	Head Coach: Wrestling
Mikayla Clamon	Admissions Representative
Brian Clark	Systems Administrator
Emily Crain	Adult and Graduate Enrollment Counselor
Stephen Crain	Director of Student Activities

Darrin DeLaPorte	Public Safety Officer
Scott Douglas	Admissions Representative
Shelby Echelmeier	Women's Residential Director; Residential Life Coordinator
Catherine (Kay) Ellis	Cataloging Assistant, Library
Jason Farr	Director of Sports Information; Athletic Development Officer
Tim Fenton	Campus Sound Coordinator
Michelle Gibson	Office Manager, Office of Academic Administration; Special Assistant to Vice President for Academic Administration
Jesse Graham	Periodicals Assistant, Library
Cindy Hammock	Accounts Payable Clerk
Nathan Hammock	Head Coach: Shotgun Sports
Austin Hawes	IT Help Desk Manager
Sheri Haye	Controller, Office of Business Services
Halee Hensley	Head Coach: Women's Volleyball
Albert Higdon	Chief of Campus Police
David Hutchison	Office Manager and Public Services Technician, Library
Jenny Johnson	Office Manager and Special Events Coordinator, Office of Admissions
Jacob King	Director of Concurrent Programs and Institutional Compliance; Interim Director of International Studies
Marilyn Lehenbauer	Mailroom Supervisor and Central Receiving Coordinator
Andrew Lemons	Head Coach: Cross Country and Track & Field
Jordahn Leonard	Payroll Accountant; HR Benefits Coordinator; Employee Title IX Coordinator
Cary Lieurance	Director of Computer Services
Kathryn Martin	Nursing Admissions Coordinator, Craigmiles School of Nursing
Lee McBride	Public Safety Officer
Karla McDonald	Student Accounts Manager, Perkins Loan Administrator
Josh Miley	Head Athletic Trainer
Ashley Newton	Financial Aid Counselor
Mark Nowak	Library Acquisitions and Computer Technician, Library
Kailee O'Laughlin	Assistant Athletic Trainer
Charles Rapp	Assistant Coach: Baseball
Stephanie Reece	Business Operations Manager & Administrative Assistant to the President
Martin Sartin	Head Coach: Men's JV Basketball; Assistant Coach: Men's Varsity Baseball; Grounds Keeper for Athletic Field Maintenance
Caren Sheputis	Institutional Information Manager
Mary Shirley	Assistant Director of Financial Aid
Rebecca Sneed	Assistant Director of Marketing; Graphic Design Coordinator and Photographer
Carla Steinbeck	Advancement Coordinator
Pamela Stewart	Office Manager for Education and Adult & Graduate Studies
Titus Vester	Director of Campus Ministry & Missions
Jeremy Wallace	Registrar
Jamie Woodhurst	Assistant Registrar
Jeremy Worcester	Systems Analyst and Reporting Specialist
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, & 19+ countries represented

FINANCIAL AID 98% of students qualify for financial aid {Average package - \$21,450}

STUDENT-TO-FACULTY RATIO 13:1
{Average class size - 22}

ATHLETICS NAIA and NCCAA Athletics {16 teams}

UNIVERSITY MOTTO Knowledge for Service

SCHOOL COLORS Scarlet & Blue

MASCOT Trojan {AKA: "Theologian the Trojan" or "Theo"}

SOCIAL MEDIA



2800 Palmyra Road | Hannibal, MO 63401

www.hlg.edu | 573.629.3000 | admissions@hlg.edu