



Hannibal-LaGrange  
UNIVERSITY

## 2014-2015 COURSE CATALOG



2800 Palmyra Rd. | Hannibal, MO 63401 | 573.221.3675  
Admissions: 800.HLG.1119 | [admissions@hlg.edu](mailto:admissions@hlg.edu)



The seal of Hannibal-LaGrange University is a circular emblem. It features a central shield with a book and a torch. The shield is surrounded by the text "HANNIBAL-LA GRANGE UNIVERSITY" at the top and "SCIENTIA FIDES AMICITIA" at the bottom. The year "1858" is also visible at the bottom of the seal.

## **WELCOME TO Hannibal-LaGrange UNIVERSITY**

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

**The administrative offices are open  
from 8 a.m. to 5 p.m. Monday through Friday.**

**Please make appointments in advance, if possible.  
See the Campus Office Directory on the next page  
for assistance in contacting the appropriate office.**



## Statements of Compliance

**Nondiscriminatory policy.** Hannibal-LaGrange University does not illegally discriminate on the basis of age, sex, race, color, religious belief, disability, or national origin. The university's policy of nondiscrimination extends to all areas of university operations, including, but not limited to, admissions, student aid, athletics, employment, and educational programs. For question regarding these matters, contact the Director of Human Resources.

**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. For assistance in related matters, contact Dr. Karry Richardson, Associate Dean of Academic and Career Services ([krichardson@hlg.edu](mailto:krichardson@hlg.edu) or 573-629-3016).

**Financial aid inquiries.** Questions regarding financial aid are to be directed to Brice Baumgardner, Director of Financial Aid ([bbaumgardner@hlg.edu](mailto:bbaumgardner@hlg.edu) or 573-629-3280).

**Title VI, Title IX, and Section 504 inquiries.** Inquiries concerning the university's compliance with the regulations implementing Title VI and Section 504 are to be directed to Dr. Robert Bergen, Associate Dean of Academic Administration, ([rbergen@hlg.edu](mailto:rbergen@hlg.edu) or 573-629-3092). Dr. Bergen has been designated by the university to coordinate the institution's effort to comply with the regulations implementing Title VI and Section 504. Title IX inquiries should be directed to Brad Newbold ([brad.newbold@hlg.edu](mailto:brad.newbold@hlg.edu) or 573-629-3008), Dean of Student Life. Further inquiries regarding the institution's compliance may be made by contacting the Assistant Secretary for Civil Rights, U.S. Department of Education.

### 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.

# Contents

Welcome To Hannibal-LaGrange University,	ii
Campus Office Directory,	iii
How to Reach the Campus,	iii
Academic Calendar,	vi
Statements of Compliance and Catalog Disclaimer,	viii

## INTRODUCING HANNIBAL-LAGRANGE UNIVERSITY, 1-5

Accreditations and Approvals,	1
Financial Disclosure,	1
Memberships,	2
Statements of Core Values, Vision, Mission, and Purposes,	2
History,	3
Campus Setting,	3
Buildings and Facilities,	4
Campus/Community Connectors,	5

## ADMISSIONS, 6-12

Campus Visits and Admission Application,	6
Notification of Acceptance,	6
General Admission Policies,	6
Three Levels of Undergraduate Admission Status,	6
Admission Procedures,	7
Admission Under Special Situations,	9
Confidentiality in Student Records,	11

## STUDENT LIFE, 13-20

Student Services,	13
Student Housing,	15
Student Life Guidelines,	15
Spiritual Life and Activities,	16
Student Athletics and Recreation,	17
Student Organizations,	18
Publications,	19
Awards,	20

## ACADEMIC POLICIES, 21-39

Timely Course Registration,	21
General Education Goals,	21
General Education Requirements for Baccalaureate Degrees,	21
Required Courses for Graduation for Associate Degrees,	23
Graduation Notes,	25
Graduation Requirements,	25
Majors and Professional Programs,	27
Course Load,	27
Class Attendance,	28
Summer School,	28
Registration,	29
Changing the Personal Class Schedule,	30
Withdrawals,	31
Advanced Standing Credit,	31
Independent Study,	32
Grading System,	33
Academic Honors Recognition,	34
Auditing Courses,	35
Academic Standing,	35
Repeating a Course,	36
Transcripts,	36
Academic Integrity,	36
Outcomes Assessment,	36
Multicultural Emphasis,	36
Definitions of Academic Terms,	37

**PROGRAMS OF STUDY, 41-160**

- Course Numbering System, 41
- Master's Degree, 42
- Baccalaureate Degrees, 42
- Associate Degrees, 43
- Special Programs of Study, 43
  - Foundations, 43
  - Honors Program, 43
  - Liberal Studies Program, 45
  - Prelaw Studies, 46
  - Online University, 47
- Division of Business and Computer Information Systems, 48
  - Business, 48
  - Computer Information Systems, 56
- Division of Christian Studies, 60
- Division of Fine Arts, 68
  - Art, 68
  - Music, 71
  - Theatre, 78
- Division of Humanities, 82
  - English, 82
  - History and Political Science, 86
  - Media Communication, 89
  - Modern Languages, 94
  - Philosophy, 95
- Division of Innovative Programs, 97
  - ADVANCE Programs, 97
- Division of Natural Science and Mathematics, 106
- Division of Nursing and Allied Health, 116
  - ASN Program, 117
  - RN to BSN Program, 121
  - Practical Nursing Program, 124
- Division of Social Science, 128
  - Behavioral Science, 128
  - Criminal Justice, 134
  - Exercise and Sports Science, 137
- Division of Teacher Education, 145
  - BSE Program, 146
- Division of Graduate Studies, 159
  - MSE Program, 159
  - MA in Leadership Program, 162

**FINANCIAL INFORMATION, 165-177**

- Expenses, 165
- Payment of Accounts, 167
- Refund Policy, 168
- Financial Aid, 170

**PERSONNEL, 178-185**

# Academic Calendar

Fall 2014 - Fall 2015

## 2014 FALL SEMESTER (August 19 - December 11)

August	8	Friday.....	August conferring of degrees (commencement in May 2015)
	13	Wednesday.....	ACT Assessment (residual testing), 8 a.m.
	18	Monday.....	New Employee Orientation, 8:30 a.m.-3:30 p.m.
	19	Tuesday.....	Faculty and Staff Workshop, 8:30 a.m.-3:30 p.m.
	20	Wednesday.....	Faculty Workshop, 9:30 a.m.-12:00 p.m.
	20	Wednesday.....	ACT Assessment (residual testing), 8 a.m.
	21	Thursday.....	Dormitories open to new students, 1 p.m.
	21-25	Thursday-Monday.....	Orientation of new students
	24	Sunday.....	Dormitories open to returning students, 1 p.m.
	25	Monday.....	Registration, 8:15 a.m.-11:45 a.m.; 1:15 p.m.-4:30 p.m.
September	26	Tuesday.....	<b>Day Classes Begin</b> Evening Classes Begin
	1	Monday.....	<i>Labor Day — No Classes</i>
	5	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
October	13-17	Monday-Friday.....	Midterm Week
	20-21	Monday-Tuesday.....	<i>Fall Break for Students — No Classes</i>
November	7	Friday.....	DEADLINE to drop a semester-long* course and receive a W
	14	Friday.....	DEADLINE to file for May graduation
	25	Tuesday.....	DEADLINE to withdraw from a semester-long* course
December	26-28	Wednesday-Friday.....	<i>Thanksgiving Holidays — No Classes</i>
	9-11	Tuesday-Thursday.....	Final Exams
	15	Monday.....	December conferring of degrees (commencement in May 2015)

## 2015 SPRING SEMESTER (January 9 - May 9)

January	7	Wednesday.....	ACT Assessment (residual testing), 8 a.m.
	9	Friday.....	Faculty and Staff Workshop, 8:30 a.m.-3:30 p.m.
	11	Sunday.....	Dormitories open, 2 p.m.
	12	Monday.....	Orientation of new students, 8 a.m.
			Registration, 8:15 a.m.-11:45 a.m.; 1:15 p.m.-4:30 p.m.
February	13	Tuesday.....	<b>Day Classes Begin</b> <b>Evening Classes Begin</b>
	23	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
	13	Friday.....	DEADLINE to file for August conferring of degrees
March	16	Monday.....	Preregistration begins for summer terms
	2-6	Monday-Friday.....	Midterm Week
April	9-13	Monday-Friday.....	<i>Spring Break Week — No Classes</i>
	27	Friday.....	DEADLINE to drop a semester-long* course and receive a W
	1	Wednesday.....	Preregistration begins for fall and spring semesters
	3-6	Friday-Monday.....	<i>Easter Holidays — No Classes</i>
May	16	Thursday.....	DEADLINE to file for December graduation
	20	Monday.....	DEADLINE to withdraw from a semester-long* course
	4-6	Monday-Wednesday.....	Final Exams
	9	Saturday.....	Commencement, 10 a.m.

\*Deadlines for five-week and eight-week courses are listed on page viii.

## 2015 FALL SEMESTER (August 18 - December 10)

August	14	Friday.....	August conferring of degrees (commencement in May 2016)
	17	Wednesday.....	ACT Assessment (residual testing), 8 a.m.
	17	Monday.....	New Employee Orientation, 8:30 a.m.-3:30 p.m.
	18	Tuesday.....	Faculty and Staff Workshop, 8:30 a.m.-3:30 p.m.
	19	Wednesday.....	Faculty Workshop, 9:30 a.m.-12:00 p.m.
	19	Wednesday.....	ACT Assessment (residual testing), 8 a.m.
	20	Thursday.....	Dormitories open to new students, 1 p.m.
	20-24	Thursday-Monday.....	Orientation of new students
	23	Sunday.....	Dormitories open to returning students, 1 p.m.
	24	Monday.....	Registration, 8:15 a.m.-11:45 a.m.; 1:15 p.m.-4:30 p.m.
	25	Tuesday.....	<b>Day Classes Begin</b>
			<b>Evening Classes Begin</b>
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
	7	Monday.....	<i>Labor Day — No Classes</i>
October	12-16	Monday-Friday.....	Midterm Week
	19-20	Monday-Tuesday.....	<i>Fall Break for Students — No Classes</i>
November	6	Friday.....	DEADLINE to drop a semester-long* course and receive a W
	13	Friday.....	DEADLINE to file for May graduation
	24	Tuesday.....	DEADLINE to withdraw from a semester-long* course
	25-27	Wednesday-Friday.....	<i>Thanksgiving Holidays — No Classes</i>
December	8-10	Tuesday-Thursday.....	Final Exams
	14	Monday.....	December conferring of degrees (commencement in May 2016)

\*Deadlines for five-week and eight-week courses are listed below.

## Deadlines for Five-Week and Eight-Week Courses

### Five-Week Courses

Last day to add a course Prior to 2<sup>nd</sup> class  
 Deadline: Withdrawal with a W End of 3<sup>rd</sup> week  
 Deadline: Withdrawal from course End of 4<sup>th</sup> week

### Eight-Week Courses

Last day to add a course Prior to 2<sup>nd</sup> week  
 Deadline: Withdrawal with a W End of 5<sup>th</sup> week  
 Deadline: Withdrawal from course End of 6<sup>th</sup> week

*For other length courses, ask the Registrar about deadlines.*

## SUMMER SCHOOL

2015

May 11 - 29 May Three-Week Term  
 June 8 - July 2 June Four-Week Term  
 July 6 - July 31 July Four-Week Term  
 June 8 - July 31 Eight-Week Term

*In observance of Memorial Day, classes will not meet on Monday, May 25, 2015.*

*In observance of Independence Day, classes will not meet on Friday, July 3, 2015.*





## *Statements of Compliance*

**Nondiscriminatory policy.** Hannibal-LaGrange University does not illegally discriminate on the basis of age, sex, race, color, religious belief, disability, or national origin. The university's policy of nondiscrimination extends to all areas of university operations, including, but not limited to, admissions, student aid, athletics, employment, and educational programs. For question regarding these matters, contact the Director of Human Resources.

**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. For assistance in related matters, contact Dr. Karry Richardson, Associate Dean of Academic and Career Services ([krichardson@hlg.edu](mailto:krichardson@hlg.edu) or 573-629-3016).

**Financial aid inquiries.** Questions regarding financial aid are to be directed to Brice Baumgardner, Director of Financial Aid ([bbaumgardner@hlg.edu](mailto:bbaumgardner@hlg.edu) or 573-629-3280).

**Title VI, Title IX, and Section 504 inquiries.** Inquiries concerning the university's compliance with the regulations implementing Title VI and Section 504 are to be directed to Dr. Robert Bergen, Associate Dean of Academic Administration, ([rbergen@hlg.edu](mailto:rbergen@hlg.edu) or 573-629-3092). Dr. Bergen has been designated by the university to coordinate the institution's effort to comply with the regulations implementing Title VI and Section 504. Title IX inquiries should be directed to Jeff Brown ([jbrown@hlg.edu](mailto:jbrown@hlg.edu) or 573-629-3260), Acting Dean of Student Life. Further inquiries regarding the institution's compliance may be made by contacting the Assistant Secretary for Civil Rights, U.S. Department of Education.

### 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*

**Nondiscriminatory policy.** Hannibal-LaGrange University does not illegally discriminate on the basis of age, sex, race, color, religious belief, disability, or national origin. The university's policy of nondiscrimination extends to all areas of university operations, including, but not limited to, admissions, student aid, athletics, employment, and educational programs. For question regarding these matters, contact the Director of Human Resources.

**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. For assistance in related matters, contact Dr. Karry Richardson, Associate Dean of Academic and Career Services ([krichardson@hlg.edu](mailto:krichardson@hlg.edu) or 573-629-3016).

**Financial aid inquiries.** Questions regarding financial aid are to be directed to Brice Baumgardner, Director of Financial Aid ([bbaumgardner@hlg.edu](mailto:bbaumgardner@hlg.edu) or 573-629-3280).

**Title VI, Title IX, and Section 504 inquiries.** Inquiries concerning the university's compliance with the regulations implementing Title VI and Section 504 are to be directed to Dr. Robert Bergen, Associate Dean of Academic Administration, ([rbergen@hlg.edu](mailto:rbergen@hlg.edu) or 573-629-3092). Dr. Bergen has been designated by the university to coordinate the institution's effort to comply with the regulations implementing Title VI and Section 504. Title IX inquiries should be directed to Brad Newbold ([brad.newbold@hlg.edu](mailto:brad.newbold@hlg.edu) or 573-629-3008), Dean of Student Life. Further inquiries regarding the institution's compliance may be made by contacting the Assistant Secretary for Civil Rights, U.S. Department of Education.

### 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.

# Introducing Hannibal-LaGrange University

---

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

## Accreditations

The Higher Learning Commission of the North Central Association of Colleges and Schools

Website: [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

Accreditation Commission for Education in Nursing (ASN Program)

3343 Peachtree Road NE

Suite 850

Atlanta, Georgia 30326

Website: [www.acenursing.org](http://www.acenursing.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 Early Childhood Special Education or Elementary Education Endorsement*

**Elementary Education** (1-6); *optional Early Childhood Education or Middle School (5-9) Endorsement*

**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 *with optional Vocal/Choral and Instrumental Endorsements*; Physical Education (K-12); Social Studies (9-12); and Unified Science (9-12) *with the required Biology Endorsement*. *Middle School (5-9) Endorsement may be added to secondary education certificates.*

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 nonimmigrant alien students.

Certified by the State of Missouri Department of Health and Senior Services (DHSS), Bureau of Emergency Medical Services, to operate as an Emergency Medical Services training entity.

## Financial Disclosure

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

## Memberships

American Association of Collegiate Registrars and Admissions Officers	Missouri Federation of Music Clubs
American Library Association	Missouri League for Nursing
American Midwest Conference	Missouri Organization of Associate Degree Nursing
Association of Business Administrators of Christian Colleges	Missouri State Board of Nursing
Consortium for Global Education	Missouri State Board of Registration
Council for Christian Colleges and Universities	Missouri Unit of the Association of Teacher Educators
Independent Colleges and Universities of Missouri	Music Educators National Conference (MENC)
International Association of Baptist Colleges and Universities	National Art Education Association
Missouri Academy of Science	National Association for College Admission Counseling
Missouri Association for College Admission Counseling	National Association of Intercollegiate Athletics
Missouri Association for Health, Physical Education, Recreation, and Dance	National Association of Student Financial Aid Administrators
Missouri Association of Colleges for Teacher Education	National Business Education Association
Missouri Association of Colleges of Nursing	National League for Nursing
Missouri Association of Departments and Schools of Music	National Organization for Associate Degree Nursing
Missouri Association of Student Financial Aid Personnel	National Soccer Coaches Association of America
Missouri College Media Association	The Higher Learning Commission of the North Central Association of Colleges and Schools

## 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, for seventy years located at LaGrange, Missouri. LaGrange College was founded in 1858 by the Wyaconda Baptist Association, which was composed at that time of the churches in the four counties of the northeast corner of the state. For sixty-one years the college was controlled and chiefly maintained by this association; but in 1919, its charter was amended to enlist a large number of additional associations and churches in its support and control. Further provisions made in the charter of 1928 required that trustees 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 located at Hannibal. Hannibal-LaGrange College 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 deems appropriate.

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 Mathews Science Building beyond repair. Temporary classrooms and laboratories were constructed on campus for use until the replacement building is for use (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, the major city of Northeast Missouri, 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, better 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 is named for Kenneth A. and Rheyima J. B. Carroll in appreciation for their vision and generous gift that helped to bring to fruition this Center where students can be trained for service in missions. A unique focal point of the Center is a rotating world-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 administrative offices, planning and conference rooms, a lecture hall, and a prayer room.

**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. It is open to the public.

**Hagerman House:** Located at the eastern edge of the campus, this residence provides housing for university guests. The building was named for Alberta Hagerman, longtime friend and trustee of HLGU.

**Hut Green House:** In 2001, the university acquired the home once owned by Hutson S. Green and his wife, Mary Lou. Mr. Green, greatly beloved for his warmth and sincerity, served the university as a development officer. As a tribute to his many years of faithful service, the home now bears his name. It houses office space for Innovative Programs.

**L. A. Foster Student Center:** Completed in 1966, this two-story structure originally housed the L.A. Foster Library, named in honor of Dr. L. A. Foster, who served as president of Hannibal-LaGrange College for 20 years. The first floor includes the office of campus security, the reference room, the listening area, the closed stacks, the archives, the periodicals room, and the computers for student use. The study area, the education curriculum lab, and the open-access bookshelves are located on the second floor.

**Mabee Sports Complex:** Completed in 1991, the 47,000 square-foot complex, located in the northwest corner of the campus, houses a gymnasium, volleyball and tennis courts, a weight room, an aerobics room, the Buddy and Nell Stewart Fitness Room, racquetball courts, classrooms, 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.

**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 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 Larry Lewis and Paul Brown, were completed in 1998 and provide housing for 94 residents. Lewis Hall (the north wing) and Brown Hall (the south wing) are connected 47-bed

facilities, which together form a single dormitory with shared lobbies. All rooms are private and share a bath with one other room. **Fletcher Hall**, completed in 2009 and housing a total of 96 students, was named after Louis and Marie Fletcher, parents of HLGU trustee Jack Fletcher. It includes two two-story buildings, each featuring suites, a spacious commons, and a kitchenette. **Pulliam Street Apartments**, which are four duplex dwellings, provide residency for 24 students. **Becky Thatcher House** provides housing for 12 students. **Mary Wiehe Building**, named in honor of Mary E. Wiehe in recognition of her long tenure as art instructor at HLGU, houses 12 students. The **Pearl Bonner Prince Memorial House**, situated across the drive from the south side of Pulliam Hall, houses 12 students. The three **Student Quadruplexes**, each consisting of four apartments, are located on the north side of the campus. They provide housing for 48 students.

**Roland Fine Arts Center:** Completed in 2003, this 50,000-square-foot building occupies a prominent site at the front of the campus. The Center houses the art, music, theatre, and media communication 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 yearbook production facilities, and offices. The facility is named in honor of Dr. E. Earl and Mary L. Roland for their friendship and generous support.

**Roland Library.** Completed in 2012, the 20,000 square-foot library was named in honor of Dr. E. Earl Roland, alumnus and long-time supporter of the university. This facility is handicap-accessible and contains a multi-media equipped classroom, a computerized student study room, a coffee shop, private and group study rooms, audio and video editing stations, children's reading area, and added space for expanded print and audiovisual collections. The library's remote storage facility, built in 1997, houses bound periodicals, record albums, rare book collection, microfilm, 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, the University Bookstore, the mailroom, and Central Receiving. In 2005 it was given its present name to honor 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

The Campus/Community Connectors, a service organization of community volunteers, provide a link between the HLGU campus and the surrounding community. They serve 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; "adopting" dormitories; and helping to beautify the campus. Connectors are invited to attend university functions as special guests.

# Admissions

---

## Campus Visits and Admission Application

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

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

## Notification of Acceptance

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

## General Admission Policies

Hannibal-LaGrange University seeks applications from persons who have shown a capacity for scholarship and initiative and are motivated by ideals of service. Admittance is open to all academically and morally qualified students, regardless of race, color, sex, national and ethnic origin, religious beliefs, or physical disabilities; it guarantees them access to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

A fee of \$25 (*international students: \$150*) must accompany the application before any consideration will be given to admission. This fee will be refunded only to those applicants who, after having submitted all required information, are denied admittance to the university. Applications for admission may be obtained from the Office of Admissions or online at [www.hlg.edu](http://www.hlg.edu).

## Admission Standards

Degree-seeking applicants for the Freshman Class at Hannibal-LaGrange University must present a final high school transcript showing the date of graduation. Those who have not completed high school will be considered for admission upon successful completion of the GED (General Education Development) test. Information concerning when and how to apply for the GED test may be obtained from high school counselors or from the Office of Admissions, Hannibal-LaGrange University.

Applicants to the Freshman Class will also be required to submit a standardized test score from the ACT Assessment® with a composite score of 20 or above to achieve standard admission. An equivalent SAT score will be given the same consideration. In unusual circumstances and at the discretion of the Admissions Committee, a student's previous cumulative grade point average (CGPA) may also be given consideration.

Applicants with an ACT score of 16-19 (below the minimum standard of 20 required for admittance) who have met all other standard admission requirements may be admitted, but only on a *conditional* basis. They would be required to meet specific requirements during the first year in order to gain fully admitted status for a second year. Those requirements are listed below under "Degree-Seeking."

## Three Levels of Undergraduate Admission Status

All undergraduate students, regardless of age or previous college or university attendance, will be admitted under one of the categories listed below: *Degree-Seeking* (with three sublevels), *Special*, and *Guest*.



## Degree-Seeking

**Definition.** The degree-seeking status applies to all admitted students, regardless of age, who have taken the ACT or who have successfully completed 24 or more hours at another institution and who have shown a clear educational objective for earning a degree.

**Standard Admission** is granted to degree-seeking students who have attained the required ACT of 20 or above or who have successfully completed at least 24 or more hours at another institution.

**Honors Admission** is granted to degree-seeking students with an ACT of 27 or above. This makes them eligible to apply for the honors program.

**Conditional Admission** is given to degree-seeking students with an ACT of 16-19 at the discretion of the Admissions Office. If granted conditional admission, the student is limited to a maximum of 15 credit hours each semester and is required to achieve a cumulative grade point average (CGPA) of 2.0 or higher by the end of the second semester as a condition for further enrollment. If the student earns a CGPA of 2.0 or higher by the end of the first semester, the student is granted *Standard Admission* beginning with the second semester.

## Special

**Definition.** Any nondegree-seeking student and/or those who do not meet the above criteria may request admittance as a special student. A special student may take a maximum of 24 hours of credit. Students desiring to go beyond this maximum number of hours must seek reclassification as a degree-seeking student and meet all admission requirements for this classification.

## Guest

**Definition.** A student who wishes to attend HLGU temporarily and does not wish to pursue a degree on this campus. This student must meet one of the following criteria:

- 1) A student who has recently been accepted for regular admission as a freshman or as a transfer student by another accredited college or university.
- 2) A student who has been enrolled at another accredited college or university at some time during the past 12 months.

## Admission Procedures

### General Admission Requirements for Freshmen

Applicants for admission are required to have a high school diploma or a GED certificate. Before they can be accepted into the Freshman Class, applicants must file the information items listed below with the Office of Admissions:

*(International students must file additional forms, as specified later in this section.)*

1) **Application and Application Fee:**

A completed application for admission accompanied by the nonrefundable \$25 fee (*international students: \$150*). The application is also available online at [www.hlg.edu](http://www.hlg.edu).

2) **High School Transcript:**

An official transcript of all high school work completed to date, mailed to the Office of Admissions directly from the high school. Upon graduation, applicants must have a final high school transcript sent showing the date of graduation.

Applicants not completing high school will be considered upon successful completion of the GED (General Education Development) test. (Information concerning when and how to apply for the GED test may be obtained from high school counselors or from the Office of Admissions, Hannibal-LaGrange University.) Home-schooled students will be evaluated on an individual basis.

3) **Entrance Examination Scores:**

Submission of scores on either the ACT Assessment or the SAT (Scholastic Aptitude Test of the College Entrance Examination Board). Application forms for the ACT may be obtained from [www.act.org](http://www.act.org). Applicants who have not taken the ACT or SAT examination

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

4) **Enrollment Deposit:**

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

5) **Health Form:**

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

## Transfer Students

### ADMISSION STANDARDS:

- 1) Students transferring with fewer than 24 hours will be admitted according to the General Admission Requirements for Freshmen. For admission to degree-seeking status, students will need to have a minimum ACT composite score of 20. Students with ACT composite scores of 16-19, if admitted, will only be granted *conditional* admission status.
- 2) Students transferring with 24 or more hours do not have to meet the minimum ACT standard for admission, but they may be required to submit ACT scores for placement purposes.

Applicants applying for admission as a transfer student from another college or university must submit the items listed below.

*(International students must file additional forms, as specified later in this section.)*

1) **Application for Admission and Application Fee:**

A completed application for admission accompanied by the nonrefundable \$25 fee (*international students: \$150*). The application is also available online at [www.hlg.edu](http://www.hlg.edu).

2) **Transcripts:**

An official transcript from every college or university attended, including a statement of good standing. Applicants with fewer than 24 credit hours must also submit a high school transcript and an official report of ACT or SAT scores. Applicants with 24 or more hours who have not completed English Composition I and College Algebra must submit ACT scores for placement and will be required to take a mathematics placement exam.

3) **Student History Form:**

This release form is signed and sent by applicants to the Dean of Students (or appropriate personnel) of the previous college or university attended with a request that the form be completed and returned to the Office of Admissions at HLGU.

4) **Health Form:**

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

### TRANSFER STUDENTS SHOULD BE AWARE OF THE FOLLOWING:

- 1) Students who are ineligible to continue at another institution, whether for academic or disciplinary reasons, are not eligible for admission to HLGU.
- 2) Normally, all courses from other regionally accredited colleges and universities will be transferred in full, regardless of whether or not those same courses are offered at Hannibal-LaGrange University.

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

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

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

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

transfer policies from specific institutions of higher education.

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

### International Students

Hannibal-LaGrange welcomes qualified students from other countries. To be considered for admission, students who are not citizens of the United States must complete the admission requirements for freshmen or for transfer students, as stated above, in addition to those listed below. All forms must be received no later than June 15 for enrollment in the fall or by October 1 for enrollment in the spring. More information is available online at [www.hlg.edu](http://www.hlg.edu).

- 1) Complete an application for admission accompanied by the nonrefundable \$150 international application fee. The application is also available online.
- 2) Submit a housing form with a \$100 dorm deposit.
- 3) Provide financial documentation and form showing adequate financial resources.
- 4) Meet all requirements of the U.S. Immigration Service for enrollment as a college/university student in the United States.
- 5) Provide a copy of the passport with photo.
- 6) Submit satisfactory TOEFL (Test of English as a Foreign Language) scores if native language is not English. The university requires a minimum score of 520 on the paper version or 190 on the computer version.
- 7) Furnish reference letters from school officials, teachers, or religious leaders.
- 8) Fill out, sign, and submit an AERC (American Education Research Corporation) application so that HLGU can have transcripts evaluated.

### Admission Under Special Situations

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

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

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

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

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

### Veterans

Hannibal-LaGrange University is approved for the education of veterans and their dependents under Chapters 30, 31, 32, 35, or 1606. According to the recommendations of the American Council of Education (see <http://militaryguides.acenet.edu/index.htm>), credit may be granted for courses completed in military services.

Veterans should contact the Veterans Administration representative on campus to determine eligibility for benefits and to receive instructions on proper procedures to obtain them.

### Auditors

To audit a course at HLGU, individuals must complete an application for admission to the university and pay the nonrefundable \$25 Application Fee and the per-hour course fee for auditors. Since all classes are not open to auditors, applicants must have prior approval of the instructor before being admitted.

### Readmission

Former Hannibal-LaGrange University students (those who were not enrolled during the preceding fall or spring semester) must apply for readmission on an application form obtained from the Office of Admissions. Official transcripts from all colleges or universities attended since their last enrollment at HLGU must be mailed directly to the Office of Admissions. In some cases—especially when several years have passed since their last enrollment—former students also may be required to update other application materials (health information).

*Students who owe the university for a previous semester will not be permitted to enroll for additional work until satisfactory arrangements are made with Student Accounts or bills are paid in full.*

### Admission With Advanced Standing

**Advanced standing without credit.** A student may enter HLGU with advanced standing by bypassing select lower-level courses when an instructor for a course has determined that the student has already attained the knowledge and skills involved. The instructor will write a course waiver (approval and signature of the Vice President for Academic Administration required) that will be placed in the student's file. The student will not receive any credit hours on the university transcript but may enroll in the next course level for that academic department. For instance, a student who enters HLGU with computer experience may qualify for a waiver of the course Introduction to Computers.

**Advanced standing with credit.** By the methods listed below, students may enter HLGU not only with advanced standing but also with credit for the courses being bypassed. **Note:** Although credit for these courses is sometimes received after admission to the university, **they may not be entered during the last 32 hours of a bachelor program or last 16 hours of an associate program.**)

**Limitations:** A student is limited—

- ◆ To a total of 45 credit hours from a combination of all sources listed below, plus any credit from correspondence and/or extension work transferred to HLGU from regionally accredited or other HLGU-approved institutions.
- ◆ To a total of 30 hours from all combined examinations (CLEP, DANTES, challenge tests, advanced placement scores, or other tests).
- ◆ To a total of 30 credit hours from any one source.

**College-Level Examination Program (CLEP) and/or Other Approved Exams:** Students working toward a bachelor's degree may receive a maximum of 30 semester hours of work toward graduation requirements through a combination of CLEP or other approved standardized tests. A maximum of eight semester hours credit can be received for any one academic discipline (i.e., courses with the same 3-letter departmental designation). A CLEP exam may not be used to replace a transcribed failing grade. Details and a brochure describing CLEP are available through the Academic and Career Services Office.

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

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

previous education or experience in a particular field may receive university credit for certain courses which they challenge and successfully pass by examination. (As to whether or not challenge examinations are given in a particular course, students should consult the division chair or the course instructor.) Challenge examinations may be taken only with the joint written approval of the course instructor, the division chair, and the faculty advisor, and only after students have properly applied for such an examination by indicating in writing their reason for believing that they should be allowed to challenge the course.

If the examination is requested prior to formal registration in a course, a nonrefundable fee equal to one half of the tuition for that course will be charged for the challenge examination. In the event students do not successfully pass the examination, this fee may be applied to the tuition if they enroll for that course the next time it is offered. Students may challenge-test a course only one time.

Students may request to challenge-test a course in which they are officially enrolled. If the request is granted, no additional cost will be assessed.

**Advanced Placement Credit:** Students who have completed university-level work during secondary school through the College Board's Advanced Placement Program and achieved appropriate scores on comprehensive exams may receive university credit for specific courses. Details are available in the Admissions Office or from students' faculty advisors.

**Credit for Educational Experiences in the Armed Forces:** Credit for properly documented educational experiences in the armed forces will be granted on the basis of recommendations found in *A Guide to the Evaluation of Educational Experiences in the Armed Services* (accessible at <http://www.militaryguides.acenet.edu/index.htm>), insofar as the recommendations can be applied toward requirements for graduation.

**Prior Learning Assessment (PLA):** In some cases, students may wish to receive university credit for a legitimate, adequately documented educational experience gained by some nontraditional means other than those already named. (For example, the successful completion of certain courses offered by reputable law enforcement groups can sometimes result in receiving university credit.) **Note:** Students are required to complete successfully a minimum of 12 credit hours at HLGU before credit earned by this means can be shown on their transcripts.

Students desiring credit for such experience should file a written request, along with full documentation concerning the successful completion of experiences, with the Vice President for Academic Administration, who will decide according to the merits of each case. **To receive this credit, the student must demonstrate that they have learned the same facts, theories, and/or skills and that they have completed the same course objectives that would have been experienced by a student enrolled in the equivalent classroom course (as indicated in the course syllabus).**

**Transcripting of credits.** A special notation is recorded for credits earned by advanced standing, but no grade points for these credits are recorded or used in computing grade point averages. A fee is charged per credit hour to record on transcripts credits earned in the above manner. *Advanced Standing Credit may not be used to fulfill the residency requirement for graduation.*

**Acceptability by other institutions.** Students should understand that policies regarding the acceptability of credits earned through advanced standing vary from one institution to the next. Therefore, the acceptance of such credits by Hannibal-LaGrange University does not guarantee or even imply that such credits will be accepted by other institutions that students might attend later.

## Admission to Majors and Professional Programs

Admission to the university may not automatically admit students to a major or professional program of their choosing. The entrance into certain majors requires that students meet various criteria by the end of their sophomore year in order to be admitted to the particular major in their junior year. HLGU reserves the right to set these requirements. Students are cautioned to check with their advisors concerning requirements.

Admission to certain majors and professional programs of study (for example, ADVANCE, Behavioral Science, Business, Music, Nursing, or Teacher Education) involves meeting criteria unique to that particular program. Although basic information about professional programs may be secured from the Office of Admissions, students should make an appointment to meet with the

director of the program in which they are interested. If requested, the Office of Admissions will assist applicants in setting up their appointments.

### Confidentiality in Student Records

Hannibal-LaGrange University adheres to the Family Educational Rights and Privacy Act (FERPA). The privacy and confidentiality of all student records shall be preserved. Official student academic records, supporting documents, and other student files shall be maintained only by members of the university staff hired for that purpose.

Separate files are maintained for the following educational records: admissions and academic records, supporting documents, and general education records—in the Registrar's Office and/or by the academic advisor; financial records—by Student Accounts and in the Office of Business Services; and financial aid records—in the Financial Aid Office.

**Directory information.** A student's name, address, telephone number, HLGU student email address, date and place of birth, academic major, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and most recent previous institution attended may be made public by the university unless a student requests, *in writing* to the Registrar at the beginning of each semester, that such information be released only upon his or her consent.

# Student Life

---

## Student Services

### Orientation for New Students

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

### Academic Advisement

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

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

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

### Counseling

Personal nonacademic counseling is available. Students are invited to make an appointment with the Associate Dean of Residential Life or with the Dean of Students.

### Financial Assistance

The Director of Financial Aid is responsible for the counseling of students who need financial assistance. The types of assistance available are outlined in this catalog under the **Financial Information** section.

### Healthcare Services

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

### Health Insurance

All full-time students (residing on or off campus) are *required* to be medically insured and to have on file a photocopy of their current health insurance card issued by a recognized health insurance provider. Health insurance will be provided for those students who do not have proof of being insured; the cost for this insurance will be charged to their accounts.

### Employment Opportunities

Part-time employment in Hannibal and on campus is available. To obtain information about off-campus employment opportunities, students may directly contact a site supervisor, review job listings on the HLGU student portal, or check the job bulletin board located on the second floor of Burt Administration Building. The Academic and Career Services Office oversees the posting of incoming employment opportunities. The Christian Studies Division Office handles requests

for supply preachers and off-campus paid Christian ministry-related positions.

### Federal Work-Study (FWS) Employment

The Financial Aid Office determines a student's eligibility for the Federal Work-Study Program. For FWS opportunities, eligible students should directly contact a site supervisor or check for FWS-designated listings on the portal. Upon receiving an FWS employment offer, the FWS student worker must contact the Academic and Career Services Office for final approval.

*NOTE: FWS eligibility does not guarantee job placement.*

### Academic and Career Services Office

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

The Office contains informational materials on study skills, personal development, career planning, resumés, graduate schools, and the military. Students have computer access to online career exploration, learning resources, digital resumés and portfolios, and testing. A resource room is available for students desiring tutoring, special accommodations, or a quiet study area.

### Student Center

The Student Center is located in the L.A. Foster Building. It houses Public Safety as well as a student lounge and study areas.

Student mailboxes, the University Bookstore, and the Snack Shack, formerly part of the Student Center, are located on the first floor of the Administration Building.

### University Bookstore

The University Bookstore, located on the first floor of the Burt Administration Building, is operated as a service facility to provide required textbooks, supplies, gift items, casual clothing with the HLGU logo, and graduation-related items. Students may access the University Bookstore through the Internet at <http://www.hlg.edu/campuslife/university-bookstore.php> for general information regarding services, including the purchasing and returning of textbooks.

### Mail Service

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

### Motor Vehicles

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

Students operating vehicles are expected to observe campus traffic and parking regulations. Violators will be ticketed and fined. A map showing designated parking areas may be obtained from the Office of Public Safety.

### Weather-Related School Closings

In situations where inclement weather may affect the normal operation of HLGU, **students enrolled in the HLGU Alert system will automatically be informed of weather-related closings. To sign up for this service, students may text HLGU ALERT to 68247.** Students may also check the university website homepage ([www.hlg.edu](http://www.hlg.edu)) or call the campus switchboard for recorded messages. Also, radio or television announcements may be heard on stations listed below and/or posted on their websites. The university will try to have this information disseminated between 6 and 6:30 a.m. for daytime classes and between 4:30 and 5 p.m. for evening classes.



Call Letters	Frequency/ Channel	Station Site	Call Letters	Frequency/ Channel	Station Site
KGRC	92.9 FM	Quincy	WGCA	88.5 FM	Quincy
KHMO	1070 AM	Hannibal	WGEM	1440 AM	Quincy
KICK	98 FM	Quincy	WGEM	105 FM	Quincy
KIRK	99.9 FM	Kirksville	WLIQ	1530 AM	West Quincy
KJFM	102.1 FM	Louisiana	WPWQ	106.7 FM	Mt. Sterling
KRES	104.7 FM	Moberly	WQCY	99.3 FM	Quincy
KWIX	1230 AM	Moberly	WTAD	930 AM	Quincy
KWWR	96 FM	Mexico	Y 101	100.9 FM	Quincy
KXEO	1340 AM	Mexico	KHQA-TV	Channel 7	Quincy
KZZK	105.9 FM	Quincy	WGEM-TV	Channel 10	Quincy
WCOY	99.5 FM	Quincy			

## Community Concerts

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

## Library

The Roland Library contains over 135,000 volumes. Approximately 300 periodical and newspaper titles are held in print or micro-format. Various audio visuals, computers, and equipment are also available. Some online databases such as EBSCOHost are available from home; others are accessible only on campus. Other library services include interlibrary loan, online database searching, Internet, laminating, bibliographic instruction, and reference. Membership in the MOBIUS consortium allows HLGU students access to the collections of 62 participating academic libraries throughout the state of Missouri.

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

## Student Housing

### Residence Hall Requirement

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

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

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

## Student Life Guidelines

### Standards of Conduct

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

Students are expected to cooperate in the promotion of high moral ideals and are held responsible for the standards relating to student life as outlined in the Student Handbook, where

a full discussion of the policies and regulations may be found. HLGU does not sponsor social dances on or off campus. The standards for dress, as listed in the Student Handbook under POLICIES & REGULATIONS—*APPEARANCE*, are to be observed.

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

**Disciplinary action.** The following is a list of offenses that will result in disciplinary action (this list is not inclusive). Students who commit these offenses are in danger of being placed on disciplinary probation or suspension or of being dismissed from the university. (Please see the *Student Handbook* (<http://www.hlg.edu/campuslife/downloads/student-handbook.pdf>) for specific details.)

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

### Discipline

When students fail to honor the policies and regulations of the university, or when students interfere in any way with the university's responsibilities to other members of the academic community, the university will take appropriate disciplinary measures. These measures may or may not include probation, suspension, or dismissal. Students who are placed on probation or suspension or who have been dismissed may appeal by following the procedures as outlined in the Student Handbook (<http://www.hlg.edu/campuslife/downloads/student-handbook.pdf>).

### Spiritual Life and Activities

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

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

Christian service opportunities include weekend ministry teams, mission trips during school

breaks, student summer missions through various organizations, and local volunteerism.

### **Chapel Attendance**

Chapel programs are held once each week and help define who we are and what we stand for as a Baptist, church-related, and evangelical institution of higher education. They provide a forum for corporate worship, spiritual encouragement, and educational and cultural enrichment for the HLGU family. Distinguished visitors—speakers, musicians, and other outstanding persons— are guest presenters for most of these programs.

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

### **Church Attendance**

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

### **Ministry Guidance**

Hannibal-LaGrange University offers practical guidance to students preparing for Christian ministry vocations. Ministry guidance is designed to enhance the effectiveness of those already experienced in ministry as well as to train the inexperienced. Students are afforded the opportunity to serve Christ in a variety of ministry capacities. Opportunities for such guidance include weekend pulpit supply, revival/DiscipleNow teams, church placement for various staff positions, missions service, monthly CMV Fellowship meetings, internships, and campus ministry events.

### **Ministry Groups and Ensembles**

**Chamber Choir** involves up to 16 select men and women performing sacred choral music of all genres. Performs at university and non-university events. Audition required.

**Band** membership is open to all students who are proficient on band instruments. The band represents the university at various campus activities. Audition is required.

**Concert Choir** involves 40-60 select SATB singers performing choral literature while representing the university at major events. Emphasizes vocal technique required to perform a variety of master works from all time periods. Audition is required.

**GateKeepers** is a one-on-one mentoring program between HLGU students and at-risk 4th and 5th graders in area schools. This program is open to persons of integrity and in good academic standing who are highly motivated to make a difference in a young student's life.

**New Edition** is a repertory group performing biblically based sketches with the purpose of presenting the Gospel of Jesus Christ in a creative fashion. Audition is required.

**Praise Song** is a musical ensemble specializing in contemporary styles of Christian music. The group consists of vocalists, a backup band, and a sound technician. Locally and throughout the Midwest, members share their ministry through music and testimony at youth retreats, worship services, on-campus events, and at functions sponsored by civic organizations. Audition is required.

**Youth Ministry Teams** are provided opportunity, through the Office of Ministry Guidance, to lead in church DiscipleNow weekends, revivals, lock-ins, youth rallies, and various other ministries.

### **Student Athletics and Recreation**

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

Many on-campus and off-campus recreational facilities are available to students, as suggested

by the selection below.

*Mabee Sports Complex:* This campus facility houses three full-size basketball courts (surrounded by a walking track)—two of which are also marked for volleyball and tennis—a weight room, an aerobics room, a fitness room, racquetball courts, a training room, an equipment room, locker rooms, offices, classrooms, and a foyer with concession area.

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

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

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

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

## Student Organizations

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

All activities sponsored on or off campus by student organizations must have the written approval of the Dean of Student Development. Those activities listed on the Student Activities Calendar have that approval.

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

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

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

**Baptist Church Music Conference—Student Chapter (BCMC)** is open to all students interested in careers in church music. The purpose of this group is to promote church music in general; to inform students of trends and issues that relate to church music; to assist the university in ministry and service; and to promote the work of Southern Baptists through cooperation with local, state, and national groups.

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

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

**Hands In Motion** is an organization designed to provide students interested in sign language with an opportunity to interact with others who share that interest.

**History Underground** is an organization designed to increase students' understanding and appreciation of history through films and other avenues. It provides students with an opportunity to discuss and refine their interest in history in a Christ-centered fellowship.

**HLGU Computer Club**, open to all students, is organized to further the knowledge of computers; to help provide services for the campus; to build a respectable foundation for HLGU's computer program; and to increase the number of computer majors.

**HLGU Democrats** is a student organization that promotes the principles of, and encourages the active participation in, the Democratic party. Membership is by application. For a fuller description of this organization, see the Student Handbook.

**HLGU Republicans** is a student organization that promotes the principles of, and encourages the active participation in, the Republican party. Membership is by application. For a fuller description of this organization, see the Student Handbook.

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

**Lambda Alpha Epsilon (LAE)** is an organization whose purpose is to foster professionalism, better understanding, and communication between agencies of criminal justice and institutions of higher education, and to provide a unified voice for students of criminal justice in all matters of professional concern to them.

**Math Club** is an organization whose purpose is to create a community environment for students majoring in or interested in mathematics.

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

**NIC (Naturea Investigatio Circulus)**, an educational science organization, is open to all students who are interested in biology or in any area of science. See faculty sponsor for membership requirements.

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

**Phi Beta Lambda (PBL)** is a national organization for all HLGU students who are enrolled in business or business teacher education programs. PBL provides social, educational, and career development opportunities for students preparing for careers in business and business-related fields.

**Physical Education and Recreation League** is open to all physical education educators and recreation majors. The League is a service organization. Its purpose is to benefit the university and the community, and to provide opportunities for its members to have hands-on experience in their field.

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

**Pre-Med Association** is a student organization made up of pre-med majors. To be a member of the Pre-Med Association a candidate must be an active member of NIC.

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

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

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

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

**Trojan Student Senate** serves as the official elected representative leadership organization of the HLGU student body. The organization serves to promote the general welfare of all HLGU students through its committees and sponsored activities.

## Publications

The *STUDENT HANDBOOK* (<http://www.hlg.edu/campuslife/downloads/student-handbook.pdf>), produced by the Office of Student Development, makes available detailed information concerning rules and procedures for approved student activities and guidelines for student conduct.

*VANGUARD* ([www.hlgvanguard.com](http://www.hlgvanguard.com)), the university's online newspaper, is published by a student staff. It publishes news about campus life and current socio-political issues. Interested students learn about journalism theory through opportunities in newsgathering, organizing and

writing news stories, newspaper planning and layout, and advertising.

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

## Awards

The descriptions of the following awards may be obtained from the Office of Academic Administration.

Addison Pike Porter and Cora Elizabeth Porter  
Memorial Award

ADVANCE Program Distinguished Achievement  
Award

Chappell-Lewis Award

Dorothy Dudley Seibel Memorial Music Award

Dr. Bual and Letha Bales Ministerial Award

Earl O. Harding Memorial Fund Award

Evening Etude Award

First Baptist Church of New London, Missouri,  
Annual Memorial Award

Founders Partnership Award

Francis M. Baker and Claudie A. Baker Award

George Walley Memorial Athletic Award

Luray Baptist Church Award

Mary E. Wiehe Art Award

Northeast Missouri Medical Society Award

Nursing Clinical Achievement Award

Nursing Division Award

Rev. William B. Stone Memorial Award

Robert E. Baker Memorial Award

Vanskike Service Award

Who's Who Among Seniors At Hannibal-LaGrange  
University

# Academic Policies

---

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

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

## Timely Course Registration

**CAUTION:** No less than ten (10) business days prior to a term-start date, all *returning* students

- 1) Must be registered for courses
- 2) Must become official in those courses (payments made or arranged)

After July 1, failure to become official as stated above will result in the assessment of the Late Enrollment Fee of \$250.00 ten (10) business days prior to a term-start date.

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

**NOTE 2:** At the close of the Registration Week unofficial *returning* student will be removed from course rosters.

**NOTE 3:** All transcripts must be received by HLGU within 30 days of the term start date to finalize financial aid.

## 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.)

**ADVANCE, Nursing, and Teacher Education Programs:** The General Education Requirements listed below do not apply to students enrolled in the ADVANCE, 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.

### General Education Requirements for Baccalaureate Degrees

**Exceptions:** For the BSE, BSN, and ADVANCE degrees, these requirements are listed with their other requirements.

<b>Courses</b>	<b>Hours</b>	<b>Courses</b>	<b>Hours</b>
Freshman Seminar <sup>1</sup>	0-2	Mathematics <sup>3</sup>	3
Chapel	0	Natural Science <sup>4</sup>	7-8
Old & New Testament Survey	6	History <sup>5</sup>	6
English Composition I & II	6	Physical Education <sup>6</sup>	2
Literature	6	Language <sup>7</sup>	6
Intro to Speech Communication	3	<i>General Education Options</i> <sup>8</sup>	6
Fine Arts <sup>2</sup>	4-6		

### Total General Education Requirements

Bachelor of Arts Degree (language required). . . . . 55-60 hours  
 Other Bachelor's Degrees (no language required)..... 49-54 hours

### NOTES:

<sup>1</sup>**FRESHMAN SEMINAR:** Required of all incoming full-time freshmen; required of all transfer students except those with at least 24 hours from a regionally accredited, post-secondary school other than HLGU. High school dual-credit and dual-enrollment courses cannot be counted toward the 24 transfer hours. Students currently enrolled in dual-credit and dual-enrollment courses are not required to take Freshman Seminar.

<sup>2</sup>**FINE ARTS:** 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 Appreciation); THR 100 (Introduction to Theatre); and MUS 103 (Music Appreciation). Private music lessons (MUA courses) will satisfy the music requirement.

#### Exceptions:

- Majors in the Christian Studies Division may optionally select MUS 213 (Survey of Church Music) or MUS 342 (Hymnology) to satisfy the appreciation requirement.
- Art majors may optionally select either ART 440 (Art History I) or ART 441 (Art History II) to satisfy the appreciation requirement.
- Music majors may use MUL 282 (Choral & Instrumental Literature) to meet the appreciation requirement.

<sup>3</sup>**MATHEMATICS:** Only 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 131 cannot be used as a prerequisite to any other course. Academic advisors will use a placement exam to place new students in the appropriate course.

<sup>4</sup>**NATURAL SCIENCE:** Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, botany, zoology) and one in the physical (non-life) sciences (for example: chemistry, physics, earth science); at least one of these courses must be a lab course.

<sup>5</sup>**HISTORY:** Only HST courses fulfill this six-hour requirement. Missouri State Statute 170.011 requires that all students graduating from any institution of learning in Missouri be knowledgeable about American history, the Constitution of the United States, and the Constitution of the State of Missouri. Hannibal-LaGrange University offers a variety of courses that will help students meet this requirement. Detailed information concerning this requirement may be obtained from the faculty advisor.

<sup>6</sup>**PHYSICAL EDUCATION:** Students must select activity courses. The following activity courses fulfill this requirement: *One-hour* courses at the PHE 1xx-level, any varsity or junior varsity sport, PHE 219, PHE 220, PHE 233, and PHE 234. (REC and EXS courses do not fulfill this requirement.)

<sup>7</sup>**LANGUAGE:** The BA degrees require 6 hours of modern or biblical language in the same language. Language is optional with other bachelor's degrees.



<sup>8</sup>**GENERAL EDUCATION OPTIONS:** Students must take two of the following courses, but the courses must be from two different academic course departments.

CRJ 113	Intro to Criminal Justice System	PHL 253	Intro to Logic
ECO 213	Macroeconomics	PLS 113	Intro to Government
ECO 223	Microeconomics	PSY 113	General Psychology
MAN 243	Principles of Business Management	SOC 113	Intro to Sociology
PHL 213	Intro to Philosophy	SOC 123	Marriage & the Family

## Required Courses for Graduation for Associate Degrees

The General Education Requirements listed under each of the three associate degrees are those required for graduation with that degree. To complete their degree, students will choose the appropriate electives.

### Associate of Arts Degree (AA)

<u>Courses</u>	<u>Hours</u>	<u>Courses</u>	<u>Hours</u>
Freshman Seminar <sup>1</sup>	0-2	Fine Arts <sup>2</sup>	4-6
Chapel	0	Mathematics <sup>3</sup>	3
Old & New Testament Survey	6	Natural Science <sup>4</sup>	7-8
English Composition I & II	6	History <sup>5</sup>	6
Literature	6	Physical Education <sup>6</sup>	2
Intro to Speech Communication	3	General Education Options <sup>8</sup>	6

General Education: 49-54 semester hours

Electives: 10-15 semester hours

Required Total: 64 semester hours

**NOTE:** The General Education Requirements for the AA are the same as those for the bachelor's degrees, *above*, not requiring a language. Refer to NOTES under Baccalaureate Degrees.

### Associate of Divinity Degree (ADiv)

<u>Courses</u>	<u>Hours</u>	<u>Courses</u>	<u>Hours</u>
English Composition I & II	6	Introduction to Philosophy	3
Church History	3		

Minimum General Education: 12 semester hours

Program-related: 48 semester hours

Required Total: 60 semester hours

**NOTE 1:** The ADiv degree is offered only at churches and Baptist associations who are providing university-credit courses for pastors, missionaries, and church workers who need Bible and Christian ministry courses. It is offered only on the basis of a Memorandum of Understanding between the organization and HLGU. All courses offered must meet the same standards required for on-campus courses and all instructors must meet the standards required for HLGU.

**NOTE 2:** Disclaimer — The student should note that if a baccalaureate degree is sought from a college or university other than HLGU in Bible or Christian ministry, that institution will likely require that half of its major will be taken at that institution. Consequently many of the courses taken in this program may not count toward the major at another institution.

**Associate of Science Degree (AS)**

<b>Courses</b>	<b>Hours</b>	<b>Courses</b>	<b>Hours</b>
Freshman Seminar <sup>1</sup>	0-2	Mathematics <sup>3</sup>	3
Chapel	0	Natural Science (lab course)	4
Old or New Testament Survey	3	History	3
English Composition I & II	6	Physical Education <sup>4</sup>	2
Humanities and Fine Arts <sup>2</sup>	2	<i>General Education Options</i> <sup>5</sup>	3

General Education: 26-28 semester hours

Electives: 36-38 semester hours

Required Total: 64 semester hours

**NOTES:**

<sup>1</sup> **FRESHMAN SEMINAR:** Required of all incoming full-time freshmen and transfer students with less than 24 hours.

<sup>2</sup> **HUMANITIES AND FINE ARTS:** Students must take at least one course from one of these areas:

Art	Music	Speech
Literature	Philosophy	Theatre

<sup>3</sup> **MATHEMATICS:** Only MTH 113, 123, or higher will meet this requirement.

<sup>4</sup> **PHYSICAL EDUCATION:** Students must select activity courses. The following activity courses fulfill this requirement: *One-hour* courses at the PHE 1xx-level, any varsity or junior varsity sport, PHE 219, PHE 220, PHE 233, and PHE 234. (REC and EXS courses do not fulfill this requirement.)

<sup>5</sup> **GENERAL EDUCATION OPTIONS:** Students are required to choose from the courses listed under footnote 8 of *General Education Requirements for Baccalaureate Degrees* (see above).

**Associate of Applied Science Degree (AAS)**

<b>Courses</b>	<b>Hours</b>	<b>Courses</b>	<b>Hours</b>
Freshman Seminar <sup>1</sup>	0-2	Humanities and Fine Arts <sup>2</sup>	3
Chapel	0	Mathematics <sup>3</sup>	3
Old or New Testament Survey	3	Natural Science	4
English Composition I	3	<i>General Education Options</i> <sup>5</sup>	6

General Education: 22-24 semester hours

Electives: 36-38 semester hours

Required Total: 60 semester hours

**NOTE:** For notes about the AAS degree, refer to NOTES under the Associate of Science Degree (AS), above.

**Associate-Degree Emphases**

Under associate-degree programs in several academic departments of study (see **Programs of Study** section), students will find additional courses suggested for particular emphases. It should be clearly understood that these additional courses are not graduation requirements for the two-year degrees. Rather, they are given to guide the student to the most appropriate courses for the chosen emphasis.

Students who plan to earn a baccalaureate degree should choose these additional courses carefully in order to satisfy the first two years of their major program. *Students who choose a major not offered at HLGU should determine early where they plan to complete their last two years of coursework; they should seek to complete the first two years of courses required in the major at the second institution while at HLGU.*

## Graduation Notes

**Graduation Dates.** HLGU has one annual commencement ceremony, held in early May. But degrees are also conferred on two other dates during the year: August and December. The student's degree conferral date will be the next one after all requirements are complete—thus it could be a date later or earlier than the ceremony 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 required course during graduation week, the student cannot graduate.**

**Diplomas Printed.** Beginning with the fall of 2009, a diploma is not printed until after the student has completed all of the degree requirements. After the degree is conferred on the student and all requirements are complete, then the diploma will be printed and mailed within ten (10) weeks. No diplomas will be available on graduation day.

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

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

## Graduation Requirements

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

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

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

- 1) Remove all deficiencies in the HLGU entrance requirements
- 2) Complete the appropriate **General Education Requirements** for the four-year degree or the Required Courses for the two-year degree, as listed above
- 3) Complete the appropriate **Bible survey requirement**:
  - 6 hours are required for all baccalaureate degrees and for the AA degree. *Exceptions:* The BSE, BSN, and ADVANCE programs have modified Bible requirements
  - 3 hours are required for the AS, ASN, and AAS degrees
- 4) Complete the specific requirements for the chosen major in a four-year program or for an optional emphasis in a two-year program
- 5) Complete the **minimum semester hours** required for the chosen degree with an overall grade point average of 2.0 (C) or better. The *minimum* semester hours are:

All bachelor's degrees	124	Associate of Applied Science	60
Associate of Science in Nursing	73	Associate of Divinity	60
Associate of Arts or Science	64		

### 6) Activity Courses

**Limitations:** Only a limited number of hours from *activity courses* may be counted toward a degree, including music ensembles (MUE), physical education one-hour courses (PHE), varsity sports (VAR), and other activity courses.

- a) In the AAS degree, *no activity courses are permitted*
- b) In four-year degrees, a maximum of 8 hours of music ensemble plus a maximum of 4 additional credit hours of physical education and other activity courses beyond those

allowed in the General Education and in specific majors can be counted toward the minimum hours required for graduation (exception: a major that requires additional activity courses)

- c) In the AA and AS degrees, a maximum of 6 hours of music ensemble plus a maximum of 4 hours of physical education and other activity courses are permitted
- 7) **Residency Requirement.** Take at least the last 32 semester hours (16 semester hours for associate degrees) in residence at HLGU.

*Limitations:* 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*, below.
- 8) **Missouri History Requirement.** Pass the appropriate courses or an exam for the Missouri requirement concerning knowledge about American history, the Constitution of the United States, and the Constitution of the State of Missouri
- 9) Pay all fees owed to the university
- 10) Submit an **Application for Graduation** in the Registrar's Office prior to the deadline shown in the academic calendar (before Thanksgiving for May graduation or early February for August completion; early April for December completion). *Students seeking a Bachelor's degree should not apply until earning at least 90 credit hours.*
- 11) Receive a written **Statement of Graduation Requirements** from the Registrar verifying the semester for graduation and the requirements that still need to be met before making any plans to graduate (that is, before ordering cap and gown, announcements, etc.).

**Please note:** *Students seeking a Bachelor's degree who have earned less than 90 hours will not be evaluated.*

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

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

**Attendance at graduation.** *All graduating students are required to practice for and attend the graduation day exercises.* Students are permitted to graduate in absentia only in cases of severe illness or unusual circumstances of a serious nature. A formal written request must be submitted to the Vice President for Academic Affairs at least two weeks prior to the day of graduation.

### Graduation Under a Particular Catalog

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

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

- 1) The chosen catalog is not more than six academic years old
- 2) The student had enrolled for coursework under the chosen catalog

♦ It is important to note, however, that the catalog *current at the time of graduation* will be followed regarding academic policies governing graduation requirements, honors recognition, and all other policies—**only the course requirements** for the student's program of study may be taken from an earlier catalog. The current policies will apply to every degree candidate, regardless of

which catalog the student has chosen for the program of study.

### Requirements for a Second Bachelor's Degree

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

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

### Majors and Professional Programs

Admission to the university does not automatically admit students to a major or professional program of their choosing. See *Admission to Majors and Professional Programs* in the **Admissions** section for details.

### Program Completion Lengths

**Certificate Programs.** Hannibal-LaGrange University's one certificate program, Practical Nursing, is an 11½ month academic program.

**Associate Degree Programs.** Hannibal-LaGrange University offers five associate degrees: Associate of Arts, Associate of Science, Associate of Science in Nursing, Associate of Applied Science, and Associate of Divinity. The Associate of Arts (64 hrs.), Associate of Science (64 hrs.), Associate of Science in Nursing (73 hrs.), and Associate of Applied Science (60 hrs.) degrees are designed to be completed in two years. The Associate of Divinity (60 hrs.) program is currently designed to be completed in three years.

**Baccalaureate Degree Programs.** Hannibal-LaGrange University offers five baccalaureate degrees: 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 124-credit hr. programs designed to be completed in four years.

**ADVANCE Degree Programs.** Hannibal-LaGrange University offers two baccalaureate degrees in the ADVANCE undergraduate degree completion program: Bachelor of Science and Bachelor of Applied Science. A prerequisite for each ADVANCE baccalaureate degree is that the student has completed 60 credit hours of undergraduate work. Both ADVANCE degrees at Hannibal-LaGrange University are 124-credit hr. programs designed to be completed in 18 months (for all majors except Social Work) or 19 months (for Social Work).

**Masters Degree Programs.** Hannibal-LaGrange University offers two masters degrees: Master of Science in Education (30 hrs.) and Master of Arts in Leadership (30 hrs.). The Master of Science in Education is designed to be completed in two years; the Master of Arts in Leadership is designed to be completed in one year.

### Course Load

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

During regular semesters the maximum load is normally 17 semester hours. However,

students with at least sophomore standing can register for 18 hours with the approval of the faculty advisor. (**NOTE:** Additional tuition is charged for all hours over 17.) Students with at least junior standing and a CGPA of 3.0 or higher may register for additional hours with the written approval (on the enrollment form) of the Vice President for Academic Affairs.

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

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

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

**Academic difficulty or probation.** A student on academic difficulty or probation is restricted to the maximum hours allowed (see *Academic Standing*, below). Exceptions will be granted only by the Vice President for Academic Affairs, whose signature is required on the student's written request. Other academic restrictions may also apply.

## Class Attendance

Since class attendance is a vital part of the learning process, regular and punctual attendance is expected in all classes and labs. At the beginning of each semester/term, instructors will notify students of their specific attendance policies, either verbally or through their course syllabi. Students are expected to be knowledgeable about these policies. A grade of FA (Failure Due to Absences) may be given for excessive absenteeism.

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

If an absence is known ahead of time, students should notify the instructor during a previous class. If it occurs unexpectedly, students can confer with the instructor immediately after returning to class. If an extended absence is unavoidable, students should make direct contact with the instructor as soon as possible to make appropriate arrangements for the interim period until they can return to class.

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

## Summer School

The Summer School schedule includes all terms that occur in May, June, July, and early August. The summer offerings include many General Education courses and some special courses not offered at other times of the year. The same course standards prevail, and all

university policies and rules apply that are maintained during the fall and spring semesters.

The maximum course load for the entire summer is 18 credit hours (3-week term, 4 hours; 4-6 week terms, 7 hours; 7-10 week terms, 18 hours). (For additional information about course loads, see *Course Load*, above.) Students are considered full time if the combined course load from all summer terms is 12 credit hours.

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

## Registration

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

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

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

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

The faculty advisor will answer questions concerning the following:

- 1) Steps in the registration process
- 2) Values of various majors, minors, and emphases
- 3) Courses that will contribute to the student's educational, vocational, and personal goals
- 4) General education and graduation requirements, as stated above
- 5) Courses needed in a two-year program for transfer to a four-year major **or** to another school
- 6) Courses needed for application to graduate schools
- 7) Any other questions about scheduling or procedural steps toward graduation

**Personal curriculum plan.** Students should develop a personal plan that will complete the course requirements for the selected major and for any chosen emphasis or minor. This plan should include four parts: graduation requirements, general education requirements, major course requirements (with any professional or support course requirements), and electives. It must take into account prerequisites and course sequences as well as specified semesters and summer terms when the courses are offered. A student may also include a minor in their curriculum plan, in which case all its associated requirements must be included. **NOTE:** It is imperative that students work closely with their advisors to confirm that all graduation requirements have been met. This effort will assist them in their personal curriculum planning.

**Registration periods.** During the fall and spring registration periods (see the Academic Calendar), students are expected to meet with their faculty advisors to plan the next semester or year of studies. *Students should come to this meeting with a list of courses to be taken during the targeted semesters/terms.* (During the spring registration period, students may choose to register for the summer terms and for the following fall and spring semesters.) 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) Fit into the total two-year or four-year plan mentioned under PERSONAL CURRICULUM PLAN, above

- 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. (Current schedules of course offerings are available in the Registrar's Office.)
- 5) Avoid any schedule conflicts between the courses selected

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

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

- 1) The selection of his/her major and minor
- 2) The selection of courses to meet program requirements and prerequisites
- 3) The fulfillment of all graduation requirements
- 4) The timely completion of registration each semester. **NOTE:** Registration for the upcoming semester should be completed one week before the final exams begin

## Changing the Personal Class Schedule

### Drop/Add Procedure

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

- 1) Obtain a Drop/Add Form from the Registrar's Office or the HLGU web site
- 2) Stay within the requirements listed under *Course Load*, above
- 3) Secure permission and signatures from the instructor(s) involved and from the faculty advisor. (If the Add Procedure causes a course load to exceed 18 hours, the student must also obtain the appropriate signature as indicated in the table under *Course Load*, above.)
- 4) Pay the change-of-schedule (drop/add) fee in cash, if applicable, to Student Accounts. This fee cannot be charged. A single change-of-schedule may involve any number of courses (if from the same semester or from the same summer) and will result in a single fee

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

### Dates Affecting Course-Schedule Changes

Various deadlines affect the Drop/Add Procedure. The official Academic Calendar lists specific dates for item 3, below:

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



- record
- d) For the last date—about two weeks before finals—that a student can withdraw from a course so that the grade is not averaged into the GPA

## Withdrawals

**Withdrawal from courses.** See "Drop/Add Procedure," above. **CAUTION:** Students who stop attending one or more courses without following the proper drop/add procedure will automatically receive a grade of F or FA.

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

**Official Withdrawal.** In order to withdraw officially from Hannibal-LaGrange University and receive a letter grade of W, WP, or WF on all incomplete courses, the student must submit a completed and signed withdrawal form to the Registrar's Office according to the DEADLINE dates listed in the Academic Calendar. See below under *Grading System* for the meaning of the letter grades. **NOTE:** Failure to follow the withdrawal procedure below will result in grades of F or FA.

**Procedure for official withdrawal:**

- 1) Obtain the proper form from the Registrar's Office or from the HLGU web site
- 2) Complete an exit interview
- 3) Secure the appropriate signatures
- 4) Process the form through the Registrar's Office

Any refunds will be calculated according to Hannibal-LaGrange University's Refund Policy. (For policy on refunds, see **Financial Information** section of this catalog.)

**Unofficial Withdrawal.** A student may be unofficially withdrawn for the following reasons:

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

**Administrative Withdrawal.** Hannibal-LaGrange University reserves the right to administratively withdraw from the university a student who has ceased attending classes.

**Leave of Absence.** The following guidelines govern withdrawal related to leave of absence:

- 1) If a student does not return from an approved leave of absence, the date that the institution determines the student began the leave of absence is the student's withdrawal date.
- 2) If a student takes a leave of absence that does not meet federal guidelines, the date that the student began the leave of absence is the student's withdrawal date.

## Advanced Standing Credit

Sometimes advanced standing credit may be obtained for certain university courses through nontraditional methods based on prior learning experiences. For detailed information and limitations, see the **Admissions** chapter of this catalog.

## Independent Study

An *independent study* is either (1) a course scheduled on a regular basis in a classroom setting that a student petitions to take independently outside the classroom setting or (2) a Special or Advanced Topics course.

**Policies for an independent study.** Students petitioning to take an independent study are to comply with the following guidelines:

- 1) Pay the fee for each independent study (See **Financial Information** section of this catalog for fee amount.)
- 2) Have attained at least a junior classification
- 3) Have no incomplete courses (a grade of IN) when registering for an independent study
- 4) Have a cumulative grade point average (CGPA) of at least 2.5
- 5) Enroll in no more than two (2) independent studies in a semester
- 6) Enroll in no more than one (1) independent study in any four-week term

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

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

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

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

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

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

**How to enroll for an independent study course.** To enroll in an independent study course, the student must do the following:

- 1) Propose the independent study to the faculty advisor and the prospective instructor for approval
- 2) Obtain the Independent Study form from the Registrar's Office
- 3) Fill out the form with the faculty advisor and obtain the required signatures
- 4) Take the form to the Office of Academic Affairs for computer entry
- 5) Submit the form to the Registrar

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

## Grading System

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

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

Grade Points Per Semester Hour		
<b>A</b>	(Excellent)	4.0
<b>B</b>	(Above Average)	3.0
<b>C</b>	(Average)	2.0
<b>D</b>	(Passing, but unsatisfactorily)	1.0
<b>F</b>	(Failure)	0
<b>FA</b>	(Failure Due to Absences)	0

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

### 2) *Credit Used to Meet Graduation Requirements but Not Used to Calculate the GPA*

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

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

For limitations on this kind of credit, see **Admissions** section of the catalog.

### 3) *Transcript Notations Not Used in Calculating the GPA*

<b>W</b>	(Withdrew) No credit is recorded
<b>WP</b>	(Withdrew While Passing) No credit is recorded
<b>WF</b>	(Withdrew While Failing) No credit is recorded
<b>P</b>	(Passed) Occasional courses receive a grade of P or F. Credit is recorded, but no grade points are given
<b>IN</b>	(Incomplete) Required work not yet completed
<b>AU</b>	Indicates auditor completed course. No numerical value is assigned
<b>NC</b>	(No Credit) Auditor dropped or failed to complete course
<b>CE</b>	(Continuing Education Unit) Certain courses may be taken for CEUs rather than for university credit

*W, WP, and WF:* These grade notations cannot be assigned until the student has submitted to the registrar a course withdrawal form bearing the student's signature.

*Incomplete (IN):* When, in the instructor's opinion, circumstances beyond a student's control prevent the completion of required coursework during a semester or summer term, the instructor may record a notation of IN on the student's record—but only after a contract has been made between that student and the instructor. In this contract the student agrees, by his/her signature, to complete all coursework by a specified deadline that is not to exceed six weeks following the close of the semester or term. Failure to comply with the agreement may result in a grade change from IN to the grade earned, and that grade will be included in recomputing the student's GPA. A student seeking approval for an extension beyond six weeks must direct that request to the Vice President for Academic Affairs.

*Continuing Education Unit:* A CE is a record-keeping symbol, not a grade, that indicates 10 clock hours of satisfactory participation in an official, university-sponsored classroom experience.

### Calculating the Grade Point Average

While plus and minus signs (e.g., the “+” in B+) are not considered in assigning grade points or in calculating the grade point average (GPA), those reported are recorded on grade reports and permanent records.

The student's GPA for a single semester is computed as follows:

- 1) All grade points earned for a semester are totaled
- 2) All semester hours attempted for the same semester are totaled, with the following exceptions:
  - a) Courses with the following notations are not used—W, WP, WF, P, IN, Credit by Examination, Prior Learning Experience, Transfer, Audit, or CES. However, an IN is changed eventually to a grade that is used to recompute the GPA
  - b) The lower grades for courses that have been repeated are not used
- 3) The total semester hours attempted (as limited above) are divided into the grade point total. The result is the GPA (grade point average).

The student's HLGU cumulative grade point average (CGPA) for a series of semesters is computed in the same way as the GPA except that the cumulative grade points and the cumulative semester hours of all work completed to date (both at HLGU and transfer hours) are calculated in the CGPA.

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

### Academic Honors Recognition

**Semester honors.** Students are placed on the *Dean's List* when they complete at least 12 semester hours with a GPA of 3.50 or higher for the current semester. Students receiving a grade of F or IN for the current semester are not eligible for this honor.

**Graduation honors for baccalaureate students.** The CGPA used for the determination of eligibility to receive the honors *cum laude*, *magna cum laude*, and *summa cum laude* will include all university hours, including both HLGU and transfer hours, with the exception of hours for which no grade points are awarded. At least half of all degree requirements must have been taken at HLGU. Non-residency and advanced standing credits (see **Admissions** section) are not counted as HLGU hours. A student with the appropriate CGPA and no more than three hours to be completed during the upcoming May Miniterm 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 better. These honors are based on the following scale:

*Cum Laude*—CGPA of 3.50 through 3.69

*Magna Cum Laude*—CGPA of 3.70 through 3.89

*Summa Cum Laude*—CGPA of 3.90 through 4.0

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

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

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

**Honors Program diploma.** Students who complete the Honors Program and all its requirements will receive a special diploma 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 of the catalog).

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

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

## Academic Standing

**Satisfactory academic progress.** Students are making satisfactory academic progress when (1) the CGPA (cumulative grade point average) is 1.5 or above at the end of the first semester of their freshmen year or is 2.0 or above during subsequent semesters and (2) they have completed the prescribed number of credit hours for the number of semesters that they have completed. This includes all hours successfully attained such as dual and transfer credit hours.

**NOTE:** See *Satisfactory Academic Progress Policy for Federal Financial Aid* under *Financial Information* in the **Financial Aid** section of this catalog.

**Academic difficulty.** Students (including first-semester freshmen) are in *academic difficulty* when the CGPA is between 1.5 and 1.99. Academic difficulty is considered an official institutional academic warning that requests (and encourages) the student to take necessary corrective action. The student is restricted to 15 semester hours or less each semester while on "academic difficulty" and advised to limit and to prioritize extracurricular activities.

**Academic probation.** Students are placed on *academic probation* when they fall between 1.0 and 1.4999 CGPA or when they fail to earn a CGPA of 2.0 or better after one semester of "academic difficulty," whichever occurs first. Probation restricts students to 12 semester hours or less each semester and makes them ineligible to represent the university in any official university-sponsored activity, on or off campus. Moreover, students on *academic probation* are **required** to contact the Associate Dean of Academic and Career Services for a directed study in basic study skills.

**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 remains below 2.0 after one semester of *academic probation* (whichever occurs first) unless the student has shown substantial academic progress. Substantial academic progress is determined by the Vice President for Academic Affairs .

### Students should understand these additional facts about academic suspension:

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

## Repeating a Course

Students with a grade below C on a course may repeat the course one time with the approval of the faculty advisor. Only the higher of the two grades received will be used in computing a student's GPA—although both grades will remain on the permanent record. To enroll a third time requires special written permission from the Vice President for Academic Affairs.

## Transcripts

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

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

## Academic Integrity

**Plagiarism.** Plagiarism constitutes the theft of ideas or other intellectual property protected by copyright laws. It is the act of treating an idea or other intellectual property as if it were original with the student when, in reality, it was borrowed from someone else, either in direct quotation, **merely by paraphrase**, or by other unattributed use. Plagiarism is the failure, **purposely or unknowingly**, to give credit by documentation in footnotes, parenthetical notes, or endnotes to the person from whom the idea or other intellectual property was borrowed. Plagiarism can result in a failing grade in the assignment or in the course.

**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 better than one's best through unfair, deceptive means.

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

## Outcomes Assessment

Like all accredited universities, Hannibal-LaGrange University is actively involved in an ongoing process of outcomes 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 outcomes 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

<b>Academic Load</b>	The academic load is the number of semester or credit hours that a student carries during any one semester or during a summer term or combined summer terms.
<b>Academic Policies</b>	Rules that control the student's program of study and graduation. The student is responsible for reading the <b>Academic Policies</b> section of this catalog.
<b>Academic Probation</b>	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.
<b>Academic Suspension</b>	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.
<b>ACT Assessment®</b>	College entrance exam required for admission to Hannibal-LaGrange University.
<b>Activity Courses</b>	Activity courses include: all Physical Education (PHE) 100-level, <i>one-hour</i> courses; any varsity or junior varsity sport; PHE 219 (Lifeguarding); and music ensembles. See "Graduation Requirements" in <b>Academic Policies</b> for limitations for counting activity courses toward graduation requirements.
<b>Advanced Placement</b>	Students who participated in high school advanced placement courses may qualify for university credit in those courses. See <b>Admissions</b> section.
<b>Appreciation Courses</b>	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 for a degree program at the beginning of the <b>Academic Policies</b> section.
<b>Associate Degree</b>	The two-year degree. HLGU offers four associate degrees: AA, AS, ASN, and AAS. See <b>Programs of Study</b> section for emphases and <b>Academic Policies</b> section for courses required for graduation.
<b>Attempted Hours</b>	Credit hours for which a student is enrolled or has received grades, even if not a passing grade.
<b>Bachelor's Degree</b>	The four-year degree. See <b>Programs of Study</b> section for specifics and the <b>Academic Policies</b> section for General Education and Graduation Requirements. <b>NOTE:</b> The Bachelor of Arts degree differs from the other bachelor's degrees in that it requires a non-English language component.
<b>Catalog Number</b>	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 masters).
<b>Certification</b>	See <i>Teacher Certification</i> .
<b>CGPA</b>	Cumulative grade point average. See <i>Grading System</i> in the <b>Academic Policies</b> section.
<b>Class Rank or Class Standing</b>	The numeric position within the student's graduating class determined by comparing the student's CGPA with that of other students in the same graduating class.
<b>Class Schedule</b>	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> .

<b>Classification</b>	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.
<b>CLEP</b>	(College Level Examination Program) Exams which provide limited university credit by examination.
<b>Concentration</b>	A group of courses with a particular focus which may include courses from more than one academic department or from outside the student's major area.
<b>Conditional Students</b>	Conditional students are degree-seeking students with an ACT score of 16-19 who are admitted <i>conditionally</i> for only one semester. Admittance to a second semester is conditioned upon earning a minimum GPA of 2.0 during the first semester.
<b>Controlled</b>	A listed set of courses within a major or minor in which the student may enroll to meet
<b>Electives</b>	requirements related to the major or minor. See also <i>Electives</i> .
<b>Core Requirements</b>	A group of basic courses taken by more than one kind of major.
<b>Corequisite</b>	A course that is to be taken simultaneously with another course.
<b>Course Load</b>	See <i>Academic Load</i> .
<b>Course Number</b>	See <i>Catalog Number</i> .
<b>Credit Hour</b>	Same as semester hour. For a non-laboratory course, one credit hour equals 50 minutes each week for 16 weeks. Laboratory, studio, and activity courses may require up to 100 minutes of class time (including both lecture and lab) each week for each semester hour of credit.
<b>Developmental Courses</b>	Developmental courses are offered to assist the student who is inadequately prepared for university-level work in specific areas.
<b>Directed Study</b>	Any course which is (1) not normally scheduled but which is listed in the catalog, or (2) intentionally designed to be taught in other than a classroom or standard online setting.
<b>Disciplinary Probation</b>	Probation resulting from unsatisfactory conduct. Disciplinary probation restricts a student's activities.
<b>Disciplinary Suspension</b>	Suspension resulting from unsatisfactory conduct. Disciplinary suspension makes a student ineligible to enroll for the following semester.
<b>Drop/Add Procedure</b>	The specified procedure for dropping and adding courses. See <b>Academic Policies</b> section.
<b>Elective</b>	A course chosen by the student which is not listed in the curriculum plan for the major. See also <i>Controlled Electives</i> .
<b>Emphasis</b>	A group of courses that represent one of the specializations within a major or degree.
<b>Endorsement</b>	The addition of a teacher certification area after an initial certificate area has been completed.
<b>Faculty Advisor</b>	A faculty member assigned to guide the student in the academic planning process. See <b>Academic Policies</b> section.
<b>Freshman</b>	A student who has earned passing grades for less than 24 credit hours.
<b>Full-Time Student</b>	One who takes 12 credit hours or more in a regular 16-week semester or during combined summer school terms.
<b>General</b>	A group of courses providing all undergraduate students with a broad background
<b>Education Requirements</b>	of general knowledge in addition to their major and minor requirements.
<b>GPA</b>	Grade point average. See also <i>CGPA</i> . For further information, see <i>Grading System</i> in the <b>Academic Policies</b> section.



---

<b>Grade</b>	A letter or pair of letters indicating a student's level of performance within a class. Possible grades consist of the following: A, B, C, D, F, FA. See <i>Grading System</i> in the <b>Academic Policies</b> section.
<b>Graduate</b>	A person who has completed all HLGU degree, course, and financial requirements, with a minimum of the required number of transcribed credit hours that fulfill applicable graduation requirements (60 for an associate of applied science degree, 64 for an associate of arts or science degree, 73 for an associate of science in nursing degree, 124 for a baccalaureate degree, the requisite number for a masters degree).
<b>Graduate Student</b>	A student who has earned a bachelor's degree and is currently enrolled in a masters-level program.
<b>Graduation Checklist</b>	A list of course requirements for the completion of a major. Faculty advisors may provide their advisees with a <i>Graduation Requirements Checklist</i> for a specific degree or major. The typical checklist includes four parts: graduation requirements, general education course requirements, major course requirements (with any professional, support, or core course requirements), and electives courses.
<b>Guest Student</b>	A student who wishes to attend HLGU temporarily and does not wish to pursue a degree on this campus. See <b>Admissions</b> section.
<b>Honors Course</b>	A course limited to students with exceptional academic preparation and ability.
<b>Incomplete Grade</b>	(or <b>IN</b> ) The transcript notation given when a student has been unable to complete coursework because of illness or unavoidable delays.
<b>Independent Study</b>	(or <b>IS</b> ) It is any course scheduled on a regular basis in a classroom setting but which a student petitions to take independently because of schedule conflicts or other circumstances. Limitations apply. A fee is charged for each independent study. See <b>Academic Policies</b> and <b>Financial Information</b> sections.
<b>Internship</b>	A course that includes practical experience under the supervision of a professional.
<b>Junior</b>	A student who has earned passing grades for 60-89 credit hours.
<b>Major</b>	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.
<b>Minor</b>	The student's secondary chosen field of study (in an academic department other than his major) that includes 18 or more credit hours. Courses counted toward a major may not be counted toward a minor.
<b>Orientation</b>	A series of meetings designed to familiarize new students with the campus facilities, procedures, and expectations.
<b>Part-Time Student</b>	One who takes less than 12 credit hours in a regular 16-week semester or during combined summer school terms.
<b>Personal Class Schedule</b>	The schedule of courses in which an individual student is enrolled in a given academic term.
<b>Prerequisite</b>	A requirement that must be met before registering for a course.
<b>Probation</b>	See <i>Academic Probation</i> and <i>Disciplinary Probation</i> .
<b>Remedial Courses</b>	See <i>Developmental Courses</i> .
<b>Residency Requirement</b>	The graduation requirement that at least the last 32 semester hours (16 semester hours for associate degrees) must be earned from HLGU.
<b>Quarter Hour</b>	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.
<b>Satisfactory Academic Progress</b>	When a student is meeting the university's standards for grade point average and accumulation of credits.

<b>Semester Hour</b>	See <i>Credit Hour</i> .
<b>Semester/Term</b>	The part of the calendar year taken by a set of courses: 16 weeks for each fall and spring semester; 3 to 8 weeks for summer terms. See <b>Academic Policies</b> section.
<b>Senior</b>	A student with passing grades in 90 or more credit hours.
<b>Sophomore</b>	A student with passing grades in 24-59 credit hours.
<b>Special Student</b>	<p>Any nondegree-seeking student and/or those who have not met the admission standards.</p> <p>As a student's educational objective becomes clear, that student may declare degree-seeking status and be fully admitted upon meeting the appropriate admission requirements. A maximum of 24 hours of credit may be taken by Special Students. Students desiring to go beyond this maximum must complete and/or meet the admission requirements for degree-seeking students.</p>
<b>Support Requirements</b>	A set of courses that are required to supplement a major.
<b>Suspension</b>	See <i>Academic Suspension</i> and <i>Disciplinary Suspension</i> .
<b>Teacher Certification</b>	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> .
<b>Transcript</b>	The student's permanent academic record. See <b>Academic Policies</b> section.
<b>Withdrawal</b>	The official act of dropping one or all courses before the end of a semester or term. See <b>Academic Policies</b> section.

# Programs of Study

The academic programs of Hannibal-LaGrange University are organized into nine academic divisions: Business and Computer Information Systems, Christian Studies, Education, Fine Arts, Humanities, Innovative Programs, Natural Science and Mathematics, Social Science, and the Division of Nursing and Allied Health. In addition to programs of study in these divisions, HLGU offers special programs: Foundations, Honors, Liberal Studies (an interdisciplinary major), Prelaw Studies, Online University, and Travel/Study.

## Course Numbering System

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

### Courses of Instruction

COURSE PREFIXES		COURSE PREFIXES	
ACC	Accounting	ICM	Intercultural Missions
ADJ	Administration of Justice— ADVANCE Program	LIT	Literature
ART	Art	MAN	Management
BIB	Bible	MKT	Marketing
BIO	Biology	MLN	Modern Languages
BIS	Business Information Systems	MTH	Mathematics
BLN	Biblical Languages	MUA	Music—Applied
BUS	Business	MUE	Music—Ensembles
CAM	Communication Arts—Media	MUI	Music—Instrumental Methods
CAS	Communication Arts—Speech Communication	MUL	Music—Literature
CED	Christian Education	MUP	Music—Practicum
CHD	Child Development— ADVANCE Program	MUS	Music—General
CHM	Chemistry	MUT	Music—Theory
CIS	Computer Information Systems	NUR	Nursing
CML	Christian Ministry—MA in Leadership	OML	Organizational Management—MA in Leadership
CMS	Christian Ministries	ORM	Organizational Management— ADVANCE Program
CRJ	Criminal Justice	PHE	Physical Education
CTE	Computer Technology— ADVANCE Program	PHL	Philosophy
ECE	Early Childhood Education	PHS	Physical Science
ECS	Early Childhood Special Education	PHY	Physics
ECO	Economics	PLS	Political Science
EDU	Education	PNE	Practical Nursing
EED	Elementary Education	PSY	Psychology
ENG	English	REC	Recreation
EXS	Exercise Science	RSC	Respiratory Care
FIN	Finance	SCI	General Science
GEO	Geography	SCW	Social Work—ADVANCE Program
HLG	Foundations	SED	Secondary Education
HLT	Health	SOC	Sociology
HON	Honors	SWK	Social Work
HST	History	THE	Theology
		THR	Theatre
		VAR	Varsity Sports

## Master's Degree

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

Literacy	Teaching and Learning
----------	-----------------------

**MA** (*Master of Arts in Leadership*) with two tracks, as follows:

Organizational Management	Christian Ministry
---------------------------	--------------------

## Baccalaureate Degrees

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

Accounting	History
Art	Liberal Studies
Bible	Media Communication
Biology	(offers tracks in Broadcast Communication and Journalism)
Business Administration (offers emphases in Finance, General Business, Management, and Marketing)	Psychology
Christian Education	Public Relations
Christian Theatre	Social Work
English	Sociology
	Theatre

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

Accounting	Mathematics
Administration of Justice—ADVANCE Program	Media Communication (offers tracks in Broadcast Communication and Journalism)
Bible	
Biology	
Business Administration (offers emphases in Finance, General Business, Management, and Marketing)	Organizational Management—ADVANCE Program
Child Development—ADVANCE Program	Psychology
Christian Education	Public Relations
Christian Theatre	Recreation Management
Computer Information Systems	Social Work
Criminal Justice	Social Work—ADVANCE Program
Exercise Science	Sociology
Liberal Studies	Theatre

**BM** (*Bachelor of Music*)

**BSE** (*Bachelor of Science in Education*) with majors in the following:

Early Childhood Education (Birth-Grade 3) with optional Special Education Endorsement  
 Elementary Education (1-6) with optional Middle School Endorsement (5-9)  
 Secondary Education with optional Middle School Endorsement (5-9); *certifications* in the following subject areas:

Art [K-12]	Physical Education [K-12]
Biology [9-12]	Music [K-12]
Business Education, Nonvocational [9-12]	Social Studies [9-12]
English [9-12]	Unified Science with
Mathematics [9-12]	Biology Endorsement [9-12]

**BSN** (*Bachelor of Science in Nursing*) for Rns

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

Child Development—ADVANCE Program	Computer Technology—ADVANCE Program
Administration of Justice—ADVANCE Program	Organizational Management—ADVANCE Program

## Associate Degrees

**AA** (*Associate of Arts*) with emphases in the following areas:

Art  
English

Music

**ADiv** (*Associate of Divinity*) with emphasis in Christian Ministries

**AS** (*Associate of Science*) with emphases in the following areas:

Prechemistry  
Predental Hygiene  
Predental Medicine

Premedical Technology  
Prepharmacy

**ASN** (*Associate of Science in Nursing*)

**AAS** (*Associate of Applied Science*) with emphasis in the following area:

Criminal Justice

---

## SPECIAL PROGRAMS OF STUDY

---

### FOUNDATIONS

Foundations courses are designed to provide Hannibal-LaGrange University students with common educational elements that prepare them for educational and personal success.

### *Course Offerings*

**HLG 010 Chapel**

**0 hours**

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 every semester.

**HLG 011 Freshman Seminar**

**1 hour**

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 throughout their university experience. Offered every semester.

**HLG 101 Gatekeepers**

**1 hour**

Involves students in formal programs that benefit the community; a service learning course. Prerequisite: Consent of instructor. Offered fall and spring semesters.

**HLG 111 Community Service**

**1 hour**

Involves students in formal programs that benefit the community; a service learning course. Prerequisite: Consent of instructor. Offered fall and spring semesters.

### HONORS PROGRAM

**Samuel J. Swisher, Jr., Coordinator**

The Honors Program has been designed to provide academically gifted and highly motivated students

with a course of study focusing upon classic texts from all ages. Twenty-one semester hours of honors courses will comprise the regular coursework in the Honors Program. Additionally, a three-hour senior research project will be required.

Students who complete the 24 semester hours of honors courses and who maintain the required GPA will be awarded a special diploma at graduation in addition to their standard degree diploma.

### Requirements for Admission

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

### Requirements for Maintaining Eligibility

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

### Suggested Course Sequence

	Fall Term	Spring Term
<b>Freshman Year</b>	HON 302*	HON 303*
<b>Sophomore Year</b>	HON 305,306 HON 400 Level Honors Lit <u>or</u> Study Abroad Sem.**	HON 304,305,306 HON 400 Level Honors Lit <u>or</u> Study Abroad Sem.**
<b>Junior Year</b>	HON 305,306 HON 400 Level Honors Lit <u>or</u> Study Abroad Sem.**	HON 304,305,306 HON 400 Level Honors Lit <u>or</u> Study Abroad Sem.**
<b>Senior Year</b>	HON 305,306 HON 400 Level Honors Lit	HON 483 Honors Res. Colloquium Presentation

NOTE: HON 400 Level Honors Lit ( 2 Semesters), HON 304, and 305 may be used to satisfy General Education requirements for 6 hours of literature, 3 hours of non-lab science, and 3 hours of history, respectively. HON 302 and 303 will satisfy the 6 hours of General Education options.

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

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

NOTE: In addition to the courses listed above, honors students may be able to take one upper-level course in their major for honors credit, in consultation with their department chair or academic adviser and the Director of the HLGU Honors program. Approval for this must be given by the Director of the HLGU Honors Program prior to the semester in which the course is to be take for honors credit.

A total of 24 semester hours is required for students to complete the program and receive their Honors Certificates at graduation.

## *Course Offerings*

Enrollment in courses listed below is limited to students who have met the requirements for entry into the Honors Program. HON 101, 102, 304, 305 may be used to satisfy general education requirements for 6 hours of literature, 3 hours of non-lab science, and 3 hours of history. Two of the interdisciplinary honors courses—HON 302 and 303—will satisfy the 6 hours of general education options. When successfully completed at Harlaxton College, ID 282 (a 6-hour interdisciplinary course in British studies) may be substituted for any two of the following: HON 101, 102, 302, 303, 304, 305.

**HON 101 Honors Studies I: Domestic Conflict in 20<sup>th</sup> Century English Novels** **3 hours**

A study of the human condition drawn from novels written in the twentieth century. Offered fall semester.

**HON 102 Honors Studies II: Development of British Comedy** **3 hours**

A continued study of the human condition with special attention to societal conflict in British comedy. Offered spring semester.

**HON 302 Intellectual Development of the Western World I** **3 hours**

Primary source readings in the development of western thought from the ancient world through the Renaissance, with an emphasis on discussion of critical issues and presentation of student research. Offered fall semester.

**HON 303 Intellectual Development of the Western World II** **3 hours**

Primary source readings in the development of western thought from the Enlightenment to the present, with an emphasis on discussion of critical issues and presentation of student research. Offered spring semester.

**HON 304 Honors Interdisciplinary Studies: Man in the Universe** **3 hours**

A study in the development of significant scientific ideas focusing on their historical development. Offered spring semester.

**HON 305 Honors Studies in Western History** **3 hours**

In-depth study of a major era of history taught in conjunction with existing history courses. Offered fall and spring semesters.

**HON 306 Honors Studies in the New/Old Testament** **3 hours**

Focused study in selected texts from the New/Old Testament taught in conjunction with existing Bible courses. Offered fall and spring semesters.

**HON 401 Honors Research** **3 hours**

A senior research paper and presentation in one's major field. Offered fall and spring semesters.

**HON 491-3 Advance Topics** **1-3 hours**

Select topics to meet special needs.

## LIBERAL STUDIES PROGRAM

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

### Purpose

The liberal studies major is intended for the student whose educational and career objectives cannot be met by one of the traditional academic majors offered by the university.

### Nature

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

**Requirements**

A student who desires to major in liberal studies must:

- 1) Present to the liberal studies advisor, in writing, a proposed plan for the major. This proposal should be presented before the student has completed 76 semester hours of coursework. It should also give the student's rationale for not pursuing one of the traditional academic majors listed in the catalog.
- 2) Receive written approval for the plan from the liberal studies advisor. Once the plan has been approved, any change must also be approved in writing by the advisor.
- 3) Use none of the required general education courses to meet the major requirements for the liberal studies major. (This is an exception to the rule in some majors.)
- 4) Include in the liberal studies major at least three courses (and at least 8 hours) from each of three different academic departments. A core course requirement from each department is prescribed; the list may be obtained from the liberal studies advisor.

**NOTE:** This program constitutes a single major with courses from three academic departments, not three separate majors.

- 5) Include at least 30 semester hours in the liberal studies major with at least ten semester hours of the major courses taken from the 300 and 400 level. Pass each course in the liberal studies major with a grade of C or better.
- 6) Count no more than 40 hours from any one department toward the degree.
- 7) Meet both the General Education Requirements for the chosen degree (BA or BS) and the Graduation Requirements (see **Academic Policies** for both).

**PRELAW 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. A variety of university majors are represented on the part of law-school students, including the following majors offered at HLGU: business, criminal justice, English, history, media communication, 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, who serves as the advisor for students interested in prelaw 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

## *Course Offerings*

**LAW 213 Introduction to Law School****3 hours**

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 semester, even years.



## ONLINE UNIVERSITY

**Jill M. Arnold, Coordinator**

Hannibal-LaGrange's Online University offers university courses that are delivered in an online format. Its purpose is to meet the educational needs of working adults and others who do not have access to traditional university programs because of their home location, schedule, or work and family responsibilities. Information about available programs will be posted on the HLGU website at <http://www.hlg.edu/academics/online.php>.

---

## DIVISION OF BUSINESS AND COMPUTER INFORMATION SYSTEMS

---

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

### BUSINESS

**Bachelor of Arts Degree:** *Majors*— Accounting, Business Administration

**Bachelor of Science Degree:** *Majors*— Accounting, Business Administration

**Minors:** Accounting, Business Administration

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

The degrees with a major in business administration allow the student to select an emphasis in one of the following areas: finance, general business, management, or marketing.

### Statement of Business Department Mission and Purpose

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

### Objectives for the Business Department Majors

#### Accounting Major

- 1) Accounting majors completing the program will demonstrate a basic knowledge in each of the following three assessed areas (as compared to national norms)— Finance, Management, and Marketing, and score at least Proficient level in Accounting.
- 2) Accounting majors will be able to demonstrate an understanding of the accounting concepts used in the preparation of financial statements for annual reports.
- 3) Accounting majors will demonstrate knowledge of key concepts by significantly improving their scores on the Comprehensive Business Exam (CBE) Pre- and Post-Test

#### Business Administration Major

- 1) Business Administration majors completing the program will 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 emphasis.
- 2) Business Administration majors will 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
3. Business Administration majors will demonstrate knowledge of key concepts by significantly improving their scores by at least 50% on the Comprehensive Business Exam (CBE) Pre- and Post-Test

## Requirements for BA or BS Degree with Majors in Accounting or 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).
  - a) Business administration and accounting majors must earn a grade of C or better in MTH 143, 153, or 185 to fulfill the mathematics general education requirement.
  - b) For business administration and accounting majors, ECO 213 (with a grade of C or better) is required to *partially* fulfill the general education's *options* requirement.
- 2) Pass each of the Basic Major Courses with a grade of C or better.

### BASIC MAJOR COURSES: 36 hours

ACC 243	Principles of Accounting I	ECO 343	Money & Banking <u>or</u>
ACC 263	Principles of Accounting II	FIN 343	Money & Banking
BUS 273	Business Statistics	FIN 323	Principles of Finance
BUS 303	Business Communications	MAN 243	Principles of Business
BUS 363	Business Law		Management
ECO 223	Microeconomics	MKT 313	Principles of Marketing

**Controlled Electives:** To complete the 39 hours of Basic Major Courses, take 6 hours of BIS or CIS courses, 200-level or above (Exception: BIS 353 cannot be counted toward this requirement).

- 3) Submit an application to the chair of the Business Department during the junior year, requesting acceptance as an accounting or business administration major. Application deadlines are November 1 or April 1. Contact a Business Department advisor for an application form and for information on admission procedures. **NOTE:** To be eligible to submit an application:
  - a) Successfully complete at least 12 hours in residence at HLGU before making application.
  - b) Successfully complete at least 60 hours (which include at least six of the Basic Major Courses) and satisfy the minimum CGPA requirement of 2.25 or above. The six completed Basic Major Courses must include 6 hours of economics, 6 hours of accounting, 3 hours of business software applications, and BUS 333 (Applied Calculus). (*The general business emphasis does not require Applied Calculus.*)
- 4) Select either the major in accounting or the major in business administration, choosing one emphasis. Pass each of the course requirements listed under the major chosen with a grade of C or better.
- 5) Successfully complete a nationally normed exit exam.

### Major in Accounting: 33 hours

ACC 333	Intermediate Accounting I	ACC 433	Advanced Accounting
ACC 343	Intermediate Accounting II	ACC 453	Government & Not-for-Profit Accounting
ACC 363	Cost Accounting		
ACC 373	Intermediate Accounting III	BIS 353	Business Information Systems
ACC 403	Tax Accounting	BUS 333	Applied Calculus
ACC 423	Auditing	BUS 499	Business Strategy

**Major in Business Administration:** Choose from one of the following emphases:

**Finance:** 24 hours

ACC 333	Intermediate Accounting I	BUS 499	Business Strategy
ACC 343	Intermediate Accounting II	FIN 363	International Trade & Finance
BIS 353	Business Information Systems	FIN 443	Principles of Investments
BUS 333	Applied Calculus	FIN 463	Corporate Finance

**General Business:** 24 hours

BIS 353	Business Information Systems	BUS 499	Business Strategy
---------	------------------------------	---------	-------------------

**In addition to the above courses (6 hours):** To complete the general business emphasis, students are required to take an additional 18 hours of upper-level courses in accounting, business, business information systems, economics, finance, management, or marketing.

**Management:** 24 hours

BIS 353	Business Information Systems	MAN 353	Production/Operations Management
BUS 333	Applied Calculus	MAN 433	Human Resources Management
BUS 499	Business Strategy	MAN 463	Retail Business Management
MAN 323	Organizational Behavior		

**Controlled Elective:** To complete the 24 hours, take an additional 3-hour upper-level Business Department course.

**Marketing:** 24 hours

BIS 353	Business Information Systems	MKT 323	Principles of Advertising
BUS 333	Applied Calculus	MKT 343	Sales Management
BUS 499	Business Strategy	MKT 483	Marketing Research
CAM 453	Public Relations: Strategies & Tactics		

**Controlled Elective:** To complete the 24 hours, take an additional 3-hour upper-level Business Department course.

## Requirements for Minors

A grade of C or better is required in all courses in a minor.

**Accounting.** . . . . . 18 hours— ACC 243, 263, 333, 343; plus 6 hours from 300- and 400-level accounting courses

**Business Administration.** . . . 18 hours— ACC 243; ECO 213; MAN 243; MKT 313; plus 6 hours from 300- and 400-level courses from any area in the Business Department  
(*This minor is not available to accounting majors.*)

## *Course Offerings*

### ACCOUNTING

**ACC 243 Principles of Accounting I**

**3 hours**

Introduces students to fundamental accounting principles, preparation of financial statements, interpretation of accounting data, and the role of financial accounting concepts in business decisions. Prerequisite: MTH 143. Offered fall and spring semesters.

**ACC 263 Principles of Accounting II**

**3 hours**

Continues ACC 243, with an emphasis on accounting principles and problems related to

corporations, stocks and bonds, and financial statement analysis. Includes an introduction to cost accounting. Prerequisite: ACC 243. Offered fall and spring semesters.

**ACC 291-3 Special Topics** **1-3 hours**  
Courses offered to meet special needs of students.

**ACC 333 Intermediate Accounting I** **3 hours**  
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 fall semester.

**ACC 343 Intermediate Accounting II** **3 hours**  
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 spring semester.

**ACC 363 Cost Accounting** **3 hours**  
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 fall semester.

**ACC 373 Intermediate Accounting III** **3 hours**  
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 fall semester.

**ACC 391-3 Advanced Topics** **1-3 hours**  
Courses offered to meet special needs of students. Prerequisite: ACC 243.

**ACC 403 Tax Accounting** **3 hours**  
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 spring semester.

**ACC 413 Internship** **3 hours**  
Provides opportunities for supervised experience in Accounting. Prerequisites: Admission to business department and consent of instructor. Offered as needed.

**ACC 423 Auditing** **3 hours**  
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 fall semester.

**ACC 433 Advanced Accounting** **3 hours**  
Provides advanced instruction in accounting theory; includes accounting issues resulting from business combinations, consolidation accounting, foreign currency denominated statements, hedging, international accounting issues, and the role of the SEC. Prerequisite: ACC 343. Offered spring semester.

**ACC 453 Governmental and Not-for-Profit Accounting** **3 hours**  
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 fall semester.

**ACC 483 Accounting Capstone** **3 hours**  
Provides students with an opportunity to use concepts learned from previous accounting courses, along with additional concepts, to analyze recent real-world case studies and arrive at potential solutions. Examines ethical issues associated with the cases. Includes project assignments which utilize computerized accounting and auditing software. Prerequisite: ACC 373 and ACC 423. Offered spring semester.

**ACC 491-3 Advanced Topics** **1-3 hours**  
Courses offered to meet special needs of students. Prerequisite: ACC 343.

**BUSINESS INFORMATION SYSTEMS****BIS 201 Web Page Design 1 hour**

Introduces the creation of web pages using HTML (Hypertext Markup Language). Examines document elements, tags, and structures. Presents the philosophy of HTML and good web-page design, including titles, headings, paragraphs, lists, horizontal rules, text appearance and color, special characters, importing images, simple tables, and hyperlinks. Lab fee. Offered fall and spring semesters.

**BIS 203 Programming for Business (same as CIS 203) 3 hours**

Emphasizes program coding and data structures; includes terminology, flow charting, and pseudocoding. Prerequisite: CIS 103 or consent of instructor. Lab fee. Offered fall semester.

**BIS 211 Introduction to Word Processing 1 hour**

Covers basic text entry, editing, revising, and refining, using word processing features. Emphasis on outlines, reports, and tables. Lab fee. Offered fall and spring semesters.

**BIS 221 Intermediate Word Processing Applications 1 hour**

Continues study of topics introduced in BIS 211; emphasizes creating and formatting newsletters and complex tables, and on merging documents. Lab fee. Prerequisite: BIS 211 or consent of instructor. Offered spring semester.

**BIS 231 Advanced Word Processing Applications 1 hour**

Continues study of topics in BIS 221; emphasizes graphics, macros, and more complex merge applications. Lab fee. Prerequisite: BIS 221. Offered upon sufficient demand.

**BIS 241 Introduction to Spreadsheets 1 hour**

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. Lab fee. Offered fall and spring semesters.

**BIS 251 Intermediate Spreadsheet Applications 1 hour**

Continues study of topics introduced in BIS 241. Focuses on spreadsheet enhancements, format and edit commands, building templates, and using functions. Lab fee. Prerequisite: BIS 241 or consent of instructor. Offered fall and spring semesters.

**BIS 261 Introduction to Presentation Graphics 1 hour**

Concentrates on creating effective graphic presentations, using computer presentation software. Emphasizes creating, editing, enhancing, and refining presentations. Lab fee. Offered fall and spring semesters.

**BIS 271 Introduction to Databases 1 hour**

Introduces students to electronic databases and database management. Focuses on planning and creating a database; designing and analyzing tables; adding, changing, and deleting information; and creating reports. Lab fee. Offered fall and spring semesters.

**BIS 281 Intermediate Database Applications 1 hour**

Continues study of topics introduced in BIS 271. Emphasizes controlling data input, using advanced queries, enforcing referential integrity, and creating custom forms and reports. Lab fee. Prerequisite: BIS 271 or consent of instructor. Offered fall and spring semesters.

**BIS 291-3 Special Topics 1-3 hours**

Courses offered to meet special needs of students.

**BIS 353 Business Information Systems 3 hours**

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.

**BIS 391-3 Advanced Topics 1-3 hours**

Courses offered to meet special needs of students.

**BUSINESS****BUS 273 Business Statistics** (same as MTH 273) **3 hours**

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 better in MTH 143. Offered fall and spring semesters.

**BUS 291-3 Special Topics** **1-3 hours**

Courses offered to meet special needs of students.

**BUS 303 Business Communications** **3 hours**

Focuses on the preparation of business correspondence. A business level of vocabulary and communication skills is stressed. Emphasizes written, oral, and employment communications. Prerequisites: BIS 211, 261, and ENG 106. Lab fee. Offered fall and spring semesters.

**BUS 333 Applied Calculus** (same as MTH 333) **3 hours**

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 better in MTH 143. Offered fall and spring semesters.

**BUS 363 Business Law** **3 hours**

Introduces students to the legal and social environment of business; focuses on the fundamentals of law pertaining to contracts, the uniform commercial code, negotiable instruments, secured transactions, agency and employment, antitrust, and real property. Prerequisite: Junior standing. Offered fall semester.

**BUS 391-3 Advanced Topics** **1-3 hours**

Courses offered to meet special needs of students.

**BUS 413 Business Internship** **3 hours**

Provides opportunities for supervised experience in business. Prerequisites: Admission to business department and consent of instructor. Offered as needed.

**BUS 491-3 Advanced Topics** **1-3 hours**

Courses offered to meet special needs of students. Prerequisites: Junior or senior standing and consent of instructor.

**BUS 499 Business Strategy** **3 hours**

Serves as a capstone course designed to integrate a student's knowledge of accounting, economics, finance, management, and marketing to solve problems and develop alternative strategies for various types of organizations. Prerequisites: Completion of all Basic Major Courses, senior standing, and acceptance by the Business Department as a major. Offered spring semester.

**ECONOMICS****ECO 213 Macroeconomics** **3 hours**

Introduces students to macroeconomics; emphasizes national income accounting, national income determination, and money and banking economic growth. Offered fall semester.

**ECO 223 Microeconomics** **3 hours**

Introduces students to microeconomics; emphasizes price determination, distribution of income, and international economics. Prerequisite: ECO 213 recommended, but not required. Offered spring semester.

**ECO 291-3 Special Topics** **1-3 hours**

Courses offered to meet special needs of students.

**ECO 343 Money and Banking** (same as FIN 343) **3 hours**

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 fall semester.

**ECO 363 International Trade and Finance** (same as FIN 363) **3 hours**

Examines the economic relationships among nations and the implications of such relationships for

domestic economic activity and policies. Covers international trade theories, balance of payments, protectionism, foreign exchange, and the role of international institutions and international arrangements such as the International Monetary Fund, economic unions, and cartels. Prerequisite: ECO 343. Offered fall semester, odd years.

**ECO 391-3 Advanced Topics** 1-3 hours  
Courses offered to meet special needs of students.

**ECO 413 Internship** 3 hours  
Provides opportunities for supervised experience in economics. Prerequisites: Admission to business department and consent of instructor. Offered as needed.

**ECO 491-3 Advanced Topics** 1-3 hours  
Courses offered to meet special needs of students. Prerequisites: ECO 213, 223.

## FINANCE

**FIN 291-3 Special Topics** 1-3 hours  
Courses offered to meet special needs of students.

**FIN 323 Principles of Finance** 3 hours  
Introduces students to business finance. Emphasizes the time value of money, ratio analysis, capital management, and financial planning. Prerequisite: ACC 263. Offered fall and spring semesters.

**FIN 343 Money and Banking** (same as ECO 343) 3 hours  
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 fall semester.

**FIN 363 International Trade and Finance** (same as ECO 363) 3 hours  
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 fall semester, odd years.

**FIN 391-3 Advanced Topics** 1-3 hours  
Courses offered to meet special needs of students.

**FIN 413 Internship** 3 hours  
Provides opportunities for supervised experience in finance. Prerequisites: Admission to business department and consent of instructor. Offered as needed.

**FIN 443 Principles of Investments** 3 hours  
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 spring semester, even years.

**FIN 463 Corporate Finance** 3 hours  
Explores financial environment, financial analysis and control, working capital management, capital budgeting, and capital structure decisions. Prerequisite: FIN 323. Offered spring semester, odd years.

**FIN 491-3 Advanced Topics** 1-3 hours  
Courses offered to meet special needs of students. Prerequisites: FIN 323 and junior or senior standing.

## MANAGEMENT

**MAN 243 Principles of Business Management** 3 hours  
Introduces students to organizational behavior and management principles. Focuses on the processes used to manage effectively with an emphasis on behavioral implications. Examines the functions of planning, organizing, leading, and controlling. Prerequisite: Sophomore standing or consent of instructor. Offered fall and spring semesters.



**MAN 291-3 Special Topics****1-3 hours**

Courses offered to meet special needs of students.

**MAN 323 Organizational Behavior****3 hours**

Presents concepts and theories of the behavioral sciences as they apply to theory and practice of 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.

**MAN 353 Production/Operations Management****3 hours**

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.

**MAN 391-3 Advanced Topics****1-3 hours**

Courses offered to meet special needs of students.

**MAN 413 Internship****3 hours**

Provides opportunities for supervised experience in management. Prerequisites: Admission to business department and consent of instructor. Offered as needed.

**MAN 433 Human Resources Management****3 hours**

Presents the principles used to effectively utilize human resources in organizations. Studies the historical, psychological, legal, and social development of personnel management practices. Analyzes recruitment, selection, development, evaluation, compensation, and union-management relations. Prerequisite: MAN 243. Offered spring semester.

**MAN 463 Retail Business Management****3 hours**

Deals with planning, organization, purchasing, pricing, advertising, and budget control. Prerequisite: MAN 243. Offered fall semester.

**MAN 491-3 Advanced Topics****1-3 hours**

Courses offered to meet special needs of students. Prerequisites: MAN 243 and junior standing.

**MARKETING****MKT 291-3 Special Topics****1-3 hours**

Courses offered to meet special needs of students.

**MKT 313 Principles of Marketing****3 hours**

Provides an introduction to marketing. Presents a basic overview of marketing principles and concepts, strategic planning, and the operation of the marketing system. Prerequisite: Sophomore standing; MAN 243 is recommended, but not required. Offered fall and spring semesters.

**MKT 323 Principles of Advertising****3 hours**

Examines the background and social implications of advertising. Includes organization of advertising departments and agencies as related to mass media and marketing, creation of advertisements, media planning, and selection. Some laboratory work done in conjunction with campus and other media. Prerequisite: MKT 313. Offered fall semester.

**MKT 343 Sales Management****3 hours**

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.

**MKT 391-3 Advanced Topics****1-3 hours**

Courses offered to meet special needs of students.

**MKT 413 Internship****3 hours**

Provides opportunities for supervised experience in marketing. Prerequisites: Admission to business department and consent of instructor. Offered as needed.

**MKT 483 Marketing Research**

**3 hours**

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.

**MKT 491-3 Advanced Topics**

**1-3 hours**

Courses offered to meet special needs of students. Prerequisites: MKT 313 and junior or senior standing.

---

## COMPUTER INFORMATION SYSTEMS

**Bachelor of Science Degree:** *Major*—Computer Information Systems

**Minor:** Computer Information Systems

### Statement of Mission

The mission of the Computer Information Systems 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 is designed to provide students enrolled in it with the opportunity to

- 1) Install, use, and support hardware and software in accordance with IT professional standards
- 2) Create original, meaningful programs in accordance with IT professional standards
- 3) Design and support database applications in accordance with IT professional standards
- 4) Design, implement, and administrate networks in accordance with IT professional standards
- 5) Design, create, and support websites in accordance with IT professional standards
- 6) Acquire professional IT experience through internships
- 7) Demonstrate commitment to ethical professional conduct

### Requirements for BS Degree with Major in Computer Information Systems

- 1) Complete the campuswide General Education Requirements and the Graduation Requirements (see **Academic Policies** for both), considering the following recommendations:
  - a) MTH 143 or higher; MTH 210 preferred
  - b) PHL 253 is preferred to *partially* fulfill the General Education option requirement.
  - c) ART 113 is preferred to *partially* fulfill the General Education fine arts requirement.
- 2) Pass each course in the major course requirements with a grade of C or better.

**Major Course Requirements: 51 hours**

CIS 103	Intro to Computers	CIS 376	Computer Security & Forensics
CIS 123	Web Design	CIS 383	Internal Internship
CIS 203	Programming Fundamentals	CIS 403	Database Administration
CIS 283	PC Hardware	CIS 413	Computer Architecture
CIS 303	Program Design	CIS 473	Advanced Network Administration
CIS 313	Database Management	CIS 483	External Internship
CIS 333	Web Development	CIS 489	Information Technology Seminar
CIS 353	Operating Systems		
CIS 373	Networking		

**Controlled Electives:** To complete the Major Course Requirements, choose three of the BIS one-hour applications courses; at least one database course and one web page design course are preferred.

**Requirements for Minor**

A grade of C or better is required in all courses in a minor.

**Computer Information Systems.** . . . 18 hours—CIS 103, 203, 283; plus 3 hours of BIS one-hour applications courses and 6 hours of CIS electives

## *Course Offerings*

*For additional choices, see Business Information Systems (BIS) courses under the Business Department, above, especially the one-hour applications courses. The computer graphics courses are located in the Art Department.*

**CIS 103 Introduction to Computers****3 hours**

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. Lab fee. Offered fall semester.

**CIS 123 Web Design****3 hours**

Emphasizes website architecture, design, development, and documentation. Uses current standards for HTML, CSS, client-side scripting, and current libraries and frameworks to develop sites. Lab fee. Prerequisite: CIS 103 and BIS 203, or consent of instructor. Offered spring semester.

**CIS 203 Programming Fundamentals** (same as BIS 203)**3 hours**

Emphasizes program coding along with basic algorithms and data structures. Lab fee. Prerequisite: CIS 103 or consent of instructor. Offered fall semester.

**CIS 283 PC Hardware****3 hours**

Focuses on hands-on assembly and troubleshooting of computers, aligning with industry hardware standards. Lab fee. Prerequisite: CIS 103 or consent of instructor. Offered fall semester.

**CIS 291-3 Special Topics****1-3 hours**

A course to meet special needs of students. Prerequisite: Consent of instructor. Lab fee. Offered as needed.

**CIS 303 Program Design****3 hours**

Examines systems design, concepts, and techniques for the development of computer programs. Lab fee. Prerequisite: CIS 203. Offered spring semester.

**CIS 313 Database Management****3 hours**

Provides instruction in database design techniques: data models, database structures, structured query language (SQL), and basic server-side scripting (PHP). Lab fee. Prerequisites: BIS 281 and CIS 203. Offered fall semester.

**CIS 316 Visual Basic** **3 hours**  
Applies Visual Basic to the development of computer applications; emphasizes designing and managing graphical-user interfaces, procedures, file management, debugging, and testing. Lab fee. Prerequisite: CIS 303.

**CIS 323 Systems Analysis and Design** **3 hours**  
Focuses on the proper methods and techniques for analyzing and designing systems to meet various business needs. Lab fee. Prerequisite: CIS 353 or consent of instructor. Offered fall semester, even years.

**CIS 326 Programming in C++** **3 hours**  
Applies the C programming language to programming problems; focuses on its I-O functions, array handling, pointers, and structure data types. Lab fee. Prerequisite: CIS 303.

**CIS 333 Web Development** **3 hours**  
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. Lab fee. Prerequisites: CIS 123, 203, 313, or consent of instructor. Offered spring semester, odd years.

**CIS 341-43 Technology Project** **1-3 hours**  
Encourages CIS students, freshman to senior standing, to use a team approach to provide solutions for a current technology issue. Lab fee. Prerequisite: consent of instructor. Offered upon CIS faculty recommendation.

**CIS 353 Operating Systems** **3 hours**  
Presents concepts and design of operating systems with the appropriate commands, utilities, and system calls to manipulate those operating systems. Lab fee. Prerequisite: CIS 283. Offered fall semester.

**CIS 366 Java** **3 hours**  
Applies the Java programming language to programming problems. Lab fee. Prerequisite: CIS 303.

**CIS 373 Networking** **3 hours**  
Introduces foundational concepts for local area and wide area networks, aligning with CISCO industry standards. Lab fee. Prerequisite: CIS 283. Offered spring semester.

**CIS 376 Computer Security and Forensics** **3 hours**  
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. Offered fall semester, even years.

**CIS 383 Internal Internship** **3 hours**  
Provides students with the opportunity to design solutions to an on-campus computer-related project. Each student will be required to present a project summary to a panel of knowledgeable persons. Requires 120 hours of work. Prerequisite: Junior standing. Offered fall and spring semesters.

**CIS 391-3 Advanced Topics** **1-3 hours**  
A course to meet special needs of students. Lab fee. Prerequisite: Consent of instructor.

**CIS 403 Database Administration** **3 hours**  
Examines the database administrator's responsibilities: monitoring and tuning of the database and its reliability and security in a client/server environment. Lab fee. Prerequisite: CIS 313. Offered spring semester, even years.

**CIS 413 Computer Architecture** **3 hours**  
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. Lab fee. Prerequisite: CIS 353. Offered fall semester, odd years.

**CIS 473 Advanced Network Administration** **3 hours**  
An in-depth continuation of CIS 373. Lab fee. Prerequisite: CIS 373. Offered fall semester.

**CIS 483 External Internship** **3 hours**  
Provides students with opportunities to interview with CIS Department-approved prospective companies to gain work experience in the computer field. Requires 120 hours of work.

Prerequisites: CIS 383 and senior standing. Offered spring semester.

**CIS 489 Information Technology Seminar**

**3 hours**

Serves as a capstone course that focuses on relevant current topics and provides further study of technology management. Lab fee. Prerequisite: Senior standing. Offered spring semester.

**CIS 491-3 Advanced Topics**

**1-3 hours**

A course to meet special needs of students. Lab fee. Prerequisite: Consent of instructor.

---

---

## DIVISION OF CHRISTIAN STUDIES

Martha S. Bergen, *Chair*

---

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

**Bachelor of Arts Degree:** *Majors*—Bible, Christian Education

**Bachelor of Science Degree:** *Majors*—Bible, Christian Education

**Associate of Divinity Degree:** *Emphasis*—Christian Ministry

**Minor for Majors in Bible:** Christian Education

**Minors—Available to All Other HLGU Students:** Bible, Biblical Languages, Christian Education

### 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.

### Mission and Purpose of the Christian Studies Division Majors

#### Bible

The mission of the Bible Major is to provide an excellent education in the biblical, theological, and ministerial disciplines in a distinctively Christian environment that integrates Christian faith and learning in preparing graduates for both personal and career effectiveness.

#### Christian Education

The mission of the Christian Education Major is to provide an excellent education for guiding spiritual formation and practical ministry in a distinctively Christian environment that integrates Christian faith and learning in preparing graduates for personal and career effectiveness.

### Objectives for the Christian Studies Division Majors

#### Bible

- 1) The Bible major will demonstrate an exposure to the content of all of the chapters in the Old Testament
- 2) The Bible major will demonstrate knowledge of Old Testament exegetical and research skills
- 3) The Bible major will demonstrate mastery of the content and recommended techniques associated with sharing the Gospel of Jesus Christ in witnessing
- 4) The Bible major will demonstrate the knowledge and skills required to accomplish an inductive-exegetical Bible study and to prepare and deliver biblically-based expositional sermons

- 5) The Bible major will demonstrate knowledge of introductory, exegetical, and hermeneutical issues pertinent to the content of the New Testament
- 6) The Bible major will demonstrate knowledge of the content and issues associated with basic Christian doctrines

### Christian Education

- 1) The Christian Education major will demonstrate an understanding of the developmental characteristics of the human lifespan (infancy through older adulthood)
- 2) The Christian Education major will demonstrate an understanding of Christian education and its foundational elements
- 3) The Christian Education major will demonstrate an understanding of Bible teaching
- 4) The Christian Education major will demonstrate familiarity with the Baptist distinctives
- 5) The Christian Education major will demonstrate familiarity with the various purposes/functions of SBC entities
- 6) The Christian Education major will demonstrate knowledge of leadership theory
- 7) The Christian Education major will demonstrate knowledge of the levels of leadership legacy

### Ministry Guidance

Hannibal-LaGrange University offers practical guidance to students preparing for Christian ministry vocations (CMV). Ministry guidance is designed to enhance the effectiveness of those already experienced in ministry as well as to train the inexperienced. Opportunities for such guidance include weekend pulpit supply, revival/DiscipleNow teams, church placement for various staff positions, missions service, monthly CMV Fellowship meetings, and internships.

### Availability of Christian Ministry Vocations (CMV) Scholarship

Financial aid is available for CMV 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, or missions organization. For information about eligibility requirements, see Christian Ministry Vocations Scholarship among the "Denominational Scholarships" under *Financial Aid* in the **Financial Information** section.

**NOTE:** Students who are called to a Christian ministry vocation but who are not seeking a major under the Division of Christian Studies may also qualify for this aid. See the section cited above for specific requirements.

### Requirements for the BA and BS Degrees in Bible and in Christian Education

- 1) Complete the campuswide General Education Requirements (with the language requirement if seeking the BA) and the Graduation Requirements (see **Academic Policies** for both).  
**NOTE:** All majors in the Christian Studies Division may select MUS 213 (Survey of Church Music) or MUS 342 (Hymnology) to satisfy the fine arts appreciation requirement.
- 2) Pass each of the following Core Course Requirements with a grade of C or better:

#### CORE COURSE REQUIREMENTS FOR ALL MAJORS: 27 hours

BIB 143	Biblical Interpretation	CMS 323	Intro to Evangelism
CED 103	Survey of Christian Education	CMS 443	Senior Seminar
CED 113	Intro to Southern Baptist Work	THE 313	Christian Ethics
CED 313	Church Admin & Leadership	THE 373	Christian Doctrine
CMS 103	Philosophy of Ministry*		

\*CSD majors must take CMS 103 during the *first fall semester* of their major.

- 3) Pass each of the Major Course Requirements for the chosen degree program with a grade of C or better. (These requirements include the *Controlled Electives* under the Christian Education major.)

**BA or BS Degree with Major in Bible** (*Major Course Requirements: BA degree, 41 hours; BS degree, 38 hours*)

BIB 213	Old Testament I	BIB 423	New Testament III
BIB 233	New Testament I	CMS 353	Foundations of Preaching
BIB 353	Old Testament II	CMS 361	Preaching Lab
BIB 363	New Testament II	CMS 452	Introduction to Theological Field Education
BIB 413	Old Testament III	CMS 462	Christian Studies Internship

**Biblical Language Courses for the BA:** To fulfill the general education language requirement, BA students must take the following: BLN 213, 233, 303, and 343 (a total of 12 hours required).

**Additional 9 Hours for BS Requirements:** BS students must also take the following courses: CMS 423 (Christian Counseling), ICM 303 (Fundamentals of Intercultural Missions), and either THE 213 (Introduction to Philosophy) or THE 323 (Comparative Religions). (Language is not required.)

**Note:** The general education requirement for 6 hours of Bible Survey is satisfied by the upper-level Bible courses.

**BA or BS Degree with Major in Christian Education** (*Major Course Requirements: BA degree, 34 hours; BS degree, 43 hours*)

CED 303	Foundations of Christian Education	CED 373	Ministering with Older Adults
CED 323	Childhood Education	CED 383	The Bible as Curriculum
CED 333	Youth Education	CMS 452	Introduction to Theological Field Education
CED 343	Adult Education	CMS 462	Christian Studies Internship

**Controlled Electives:** As part of the Major Course Requirements for Christian Education, *choose 9 hours from any additional CED, CMS, ICM courses, or from the following:*

EDU 202	Child Growth & Development	PSY 333	Developmental Psychology
PSY 223	Educational Psychology	SOC 123	Marriage & the Family

Courses may also be chosen from Recreation (REC) courses or from the Department of Media Communication, excluding internships and practicums.

**Language Requirement for the BA:** To fulfill the General Education language requirement, BA students are advised to take Greek or Hebrew.

**Additional 9 Hours for BS Requirements:** BS students must take also the following courses: CMS 423 (Christian Counseling), ICM 303 (Fundamentals of Intercultural Missions), and either THE 213 (Introduction to Philosophy) or THE 323 (Comparative Religions). (Language is not required.)

**Requirements for the Associate of Divinity (ADiv) Degree with Emphasis in Christian Ministry**

**NOTE:** This program of study is offered by HLGU only through Baptist Associations or authorized sites as specialized training for those working in churches and Christian ministries. It requires a minimum of 60 credit hours.

- 1) Complete the following General Education Requirements courses (*12 hours*)

ENG 104	English Composition I	HST 293	Church History
ENG 106	English Composition II	PHL 213	Introduction to Philosophy

- 2) Complete 48 hours of Bible, Christian education, ministry, and theology courses as stated in the Memorandum of Understanding with the site where the courses are taught.

**Requirements for Minors**

A grade of C or better is required in all courses in a minor.



**MINOR FOR MAJORS IN BIBLE**

**Christian Education** . . . . . 18 hours— in addition to the CED courses required in the respective major, any 18 hours from Christian Education (CED) courses and CMS 412 and 433 (*Music majors must include CED 313.*)

**MINORS AVAILABLE TO ALL OTHER HLGU STUDENTS**

**Bible** . . . . . 18 hours— THE 373; 12 hours of any Bible course; and a 3-hour elective from BIB, CED, CMS, or THE (*At least 6 of the 18 hours must be taken at the 300 or 400 level*)

**Biblical Languages** . . . . . 18 hours— BLN 213, 233, 303, 343, plus 6 hours from BLN 413, 423, 491-3

**Christian Education** . . . . . 21 hours— CED 103, 313, 323, 383; BIB 143; THE 373; plus 3 hours of Christian Education age-level courses (*This minor is not available to Bible or Christian Education majors; see above*)

## *Course Offerings*

**BIBLE**

**BIB 113 Old Testament Survey** **3 hours**  
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.

**BIB 123 New Testament Survey** **3 hours**  
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.

**BIB 143 Biblical Interpretation** **3 hours**  
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.

**BIB 213 Old Testament I (The Torah)** **3 hours**  
Examines the first five books of the Old Testament, noting relevant linguistic, historical, and archaeological information and critiquing major scholarly approaches to the Torah. Prerequisite: BIB 143 or consent of instructor. Offered every third semester, beginning fall 2014.

**BIB 233 New Testament I (Four Gospels)** **3 hours**  
Examines the life and teachings of Christ as presented in the four gospels. Gives attention to how the four gospels harmonize. Prerequisite: BIB 143 or consent of instructor. Offered every third semester, beginning spring 2014.

**BIB 291-3 Special Topics** **1-3 hours**  
Courses to meet special needs of students. Prerequisites: BIB 113 and 123, or BIB 143, or consent of instructor.

**BIB 353 Old Testament II (Joshua-Esther)** **3 hours**  
Examines Israel's history from the entrance into Canaan through the early Second Temple period. Prerequisite: BIB 143 or consent of instructor. Offered every third semester, beginning fall 2013.

**BIB 363 New Testament II (Acts and Pauline Epistles)** **3 hours**  
Presents a historical and exegetical study of Acts and the Pauline Epistles of the New Testament, emphasizing their historical background, proper interpretation, and relevant application. Prerequisite: BIB 143 or consent of instructor. Offered every third semester, beginning fall 2014.

**BIB 391-3 Advanced Topics** **1-3 hours**  
In-depth studies in various Old and New Testament books to meet special interests and needs. Prerequisites: BIB 113 and 123, or BIB 143, or approval of the instructor.

**BIB 413 Old Testament III (Job-Malachi)** **3 hours**  
Provides a detailed introduction to those Old Testament books classified as poetry, wisdom literature, and major and minor prophets (Job-Malachi). Prerequisites: BIB 143 and 353 or consent of instructor. Offered every third semester, beginning spring 2014.

**BIB 423 New Testament III (Non-Pauline Epistles and Revelation) 3 hours**

Presents a historical and exegetical study of the non-Pauline Epistles of the New Testament and Revelation with emphasis upon their historical background, proper interpretation, and relevant application. Prerequisite: BIB 143 or consent of instructor. Offered every third semester, beginning fall 2013.

**BIB 491-3 Advanced Topics 1-3 hours**

In-depth studies in biblically related areas emphasizing principles of research and contemporary application. Prerequisites: Junior standing, BIB 113 and 123, or BIB 143, or approval of instructor.

**BIBLICAL LANGUAGES****BLN 213 Elementary Greek I 3 hours**

Introduces students to the basic elements of New Testament Greek, stressing vocabulary, conjugation, declension, composition, and translation. Offered fall semester, even years.

**BLN 233 Introductory Hebrew I 3 hours**

Introduces students to the basic elements of Biblical Hebrew, stressing vocabulary, syntax, and translation with some practice in vocalization. Offered fall semester, odd years.

**BLN 303 Elementary Greek II 3 hours**

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.

**BLN 343 Introductory Hebrew II 3 hours**

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.

**BLN 391-3 Advanced Topics 1-3 hours**

Courses to meet special needs of students. Prerequisite: BLN 343 or 423, as appropriate, or consent of instructor.

**BLN 413 Intermediate Greek I 3 hours**

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.

**BLN 423 Intermediate Greek II 3 hours**

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.

**BLN 491-3 Advanced Topics 1-3 hours**

In-depth studies to meet special needs of students. Prerequisites: BLN 343 or 423, as appropriate, and junior standing, or consent of instructor.

**CHRISTIAN EDUCATION****CED 103 Survey of Christian Education 3 hours**

Provides an overview of the foundations, philosophy, principles, and methods of Christian education with a comparison of modern practices to the strategies of Jesus Christ. Reviews HLC's Christian Education Program and courses and examines ministry opportunities for the Christian educator. Offered fall semester.

**CED 113 Introduction to Southern Baptist Work 3 hours**

Introduces students to the heritage, history, organizational structure, and work of Southern Baptists—in the local church, the association, the state convention, and the Southern Baptist Convention. (*CSD majors must take this course during the first spring semester of their major.*) Offered spring semester.

**CED 291-3 Special Topics 1-3 hours**

Courses to meet special needs of students. Prerequisite: CED 103 or consent of instructor.

**CED 303 Foundations of Christian Education 3 hours**

Examines the history and philosophy of education along with some principles of educational psychology with application for developing one's own personal philosophy of Christian education. Prerequisites: CED 103 and *one* of the following: CED 323, 333, 343, or 373. Offered spring semester, odd years.

**CED 313 Church Administration and Leadership 3 hours**

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 103, 113; CMS 103; and junior standing. Offered fall semester, odd years.

**CED 323 Childhood Education****3 hours**

Studies childhood development from birth through grade 6, presents principles and methods for reaching and teaching children. Prerequisite: CED 103. Offered spring semester, odd years.

**CED 333 Youth Education****3 hours**

Studies the developmental characteristics and specific problems of youth ages 12 through 17; examines the church's role and responsibility in the education of youth. Prerequisite: CED 103. Offered fall semester, odd years.

**CED 343 Adult Education****3 hours**

Examines the developmental characteristics of adults at the various stages of life and the implications of those findings for Christian education, ministry, problems, and challenges. Prerequisite: CED 103. Offered fall semester, odd years.

**CED 373 Ministering with Older Adults****3 hours**

Presents a Christian perspective on the aging process, emphasizing the spiritual, social, physical, and psychological needs of older adults. Study includes structuring and evaluating a program for older adults in the church. Prerequisite: CED 103. Offered fall semester, even years.

**CED 383 The Bible as Curriculum****3 hours**

Provides a workshop approach to the development of Bible teaching. Gives attention to curriculum theory and design; cognitive, affective, and behavioral taxonomies; and writing of goals and objectives for developing a teaching plan. Students will gain experience in writing and teaching Bible lesson materials. Prerequisites: CED 103 and *one* of the following: CED 323, 333, 343, or 373. Offered spring semester, even years.

**CED 391-3 Advanced Topics****1-3 hours**

Courses to meet special needs of students. Prerequisite: CED 103 or consent of instructor.

**CED 491-3 Advanced Topics****1-3 hours**

In-depth studies with an emphasis on research and creative problem-solving. Prerequisites: CED 103 and junior standing or consent of instructor.

**CHRISTIAN MINISTRIES****CMS 103 Philosophy of Ministry****3 hours**

Examines what a *divine call* means; focuses on qualities, traits, and abilities essential in a Christlike 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 a CMV scholarship. Offered fall semester.

**CMS 291-3 Special Topics****1-3 hours**

Courses to meet special needs of students. Prerequisite: Consent of instructor.

**CMS 323 Introduction to Evangelism****3 hours**

Provides a general introduction to Christian evangelism. Includes a study of the theology, New Testament practice, and history of evangelism, as well as contemporary techniques used in the practice of evangelism. Prerequisite: CMS 103 or consent of instructor. Offered fall semester, even years.

**CMS 333 Pastoral Ministries****3 hours**

Focuses on developing pastoral leadership skills; provides instruction on performing baptisms, weddings, funerals, etc. Offered upon sufficient demand.

**CMS 353 Foundations of Preaching****3 hours**

Explores the biblical and historical roots of Christian preaching and the relevance and status of preaching in contemporary society. Utilizes the inductive-exegetical approach to Bible study, to provide the foundation and structure for the expository sermon. Prerequisite: BIB 143 plus six hours of Bible above the 100 level, or consent of instructor. Offered fall semester.

**CMS 361 Preaching Lab****1 hour**

Provides lab experience built upon CMS 353 (Foundations of Preaching) with emphasis on the delivery and evaluation of sermons. Prerequisite: CMS 353. Offered spring semester.

**CMS 363 Christian Worship****3 hours**

Examines the church's function of worship, giving attention to its biblical basis, historical background, and role within both corporate church life and the individual Christian experience. Students will be expected to design and lead a worship experience. Prerequisite: CMS 103. Offered upon sufficient demand.

**CMS 391-3 Advanced Topics****1-3 hours**

Courses to meet special needs of students. Prerequisite: Consent of instructor.

**CMS 412 Youth Discipleship and Evangelism****2 hours**

Presents the processes, resources, and methods needed for developing a comprehensive strategy of youth discipleship and evangelism in the church. Prerequisite: CED 333 or consent of instructor. Offered spring semester, odd years.

**CMS 423 Christian Counseling****3 hours**

Presents principles and techniques of counseling, gives attention to specific counseling situations often encountered by the church staff member. Prerequisite: PSY 113. Offered spring semester, even years.

**CMS 433 Youth Issues****3 hours**

Focuses on understanding youth and their culture while preparing the Christian educator/worker to minister to youth primarily in a church setting in light of contemporary issues: youth-identity formation, generational gap, social and moral values, sexual and behavioral patterns, and social and political involvement. Prerequisite(s): CED 333 and/or PSY 333. Offered spring semester, even years.

**CMS 443 Senior Seminar****3 hours**

Provides an integrative application of the educational experience of Christian Studies Division majors to contemporary ministry-related issues. Prerequisite: Senior standing. Offered spring semester.

**CMS 452 Introduction to Theological Field Education****2 hours**

Prepares students for the internship experience. Includes an overview and examination of the history and philosophy of theological field education. Students will be assigned to an approved supervisor for observation and shadowing; together they will formulate objectives and goals for the fieldwork experience in CMS 462. Prerequisites: Senior status and intention to complete all graduation requirements no later than the following fall semester. Offered fall semester.

**CMS 462 Christian Studies Internship****2 hours**

Focuses on fulfilling the fieldwork assignments prepared in Introduction to Theological Field Education (CMS 452). Students perform guided ministry activities under their assigned supervisors. Includes periodic progress reports and evaluations. Prerequisite: CMS 452. Offered spring semester.

**CMS 472 Youth Ministry Practicum****2 hours**

Provides opportunities for a minimum of 90 hours of supervised field experience in youth ministry within a local church or community agency. Prerequisites: CED 333; CMS 412, 433. Offered by arrangement.

**CMS 491-3 Advanced Topics****1-3 hours**

In-depth studies to meet special needs of students. Prerequisite: Junior standing or consent of instructor.

**INTERCULTURAL MISSIONS****ICM 111 Missions Activity****1 hour**

Provides students with practical experience (a minimum of three weeks) on a mission trip under preapproved, qualified supervision. Graded on a pass/fail basis. Offered by arrangement.

**ICM 291-3 Special Topics****1-3 hours**

Courses to meet special needs of students. Prerequisite: Consent of instructor.

**ICM 303 Fundamentals of Intercultural Missions****3 hours**

Presents a practical approach to the skills, knowledge, and worldview needed in 21<sup>st</sup>-century Christian missions. Addresses academic and practical topics such as historical cross-cultural models, cross-cultural living fundamentals, raising financial support, working with national organizations and personnel, and keys to effective intercultural relationships. Prerequisites: BIB 113 and 123, or BIB 143, with junior standing, or consent of instructor. Offered fall semester, even years.

**ICM 312 Missions Practicum****2 hours**

Provides students with practical experience (a minimum of three weeks) on a mission trip under preapproved, qualified supervision; requires a performance evaluation and documentation of learning experiences. May be taken two times for credit. Offered by arrangement.

**ICM 333 Intercultural Missions Practicum****3 hours**

Provides students with practical experience (a minimum of four weeks) on a mission trip under preapproved, qualified supervision; requires a performance evaluation and documentation of learning experiences. May be taken two times for credit. Offered by arrangement.

**ICM 373 International Missions****3 hours**

Studies the history and functioning process 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.

**ICM 391-3 Special Topics**

**1-3 hours**

Courses to meet special needs of students. Prerequisite: Consent of instructor.

**ICM 491-3 Advanced Topics**

**1-3 hours**

In-depth studies to meet special needs of students. Prerequisite: Junior standing or consent of instructor.

**THEOLOGY**

**THE 213 Introduction to Philosophy** (same as PHL 213)

**3 hours**

Surveys the basic problems, procedures, and systems of philosophy. Assists students in developing a critical and constructive attitude toward knowledge. Prerequisite: Sophomore standing. Offered spring semester, odd years.

**THE 291-3 Special Topics**

**1-3 hours**

Courses to meet special needs of students. Prerequisite: Consent of instructor.

**THE 313 Christian Ethics** (same as PHL 313)

**3 hours**

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. Prerequisite(s): BIB 113 and 123, or BIB 143. Offered fall semester, even years.

**THE 323 Comparative Religions** (same as PHL 323)

**3 hours**

Provides a historical and descriptive introduction to the major religions of the world. Attention is given to comparing them with orthodox Christianity. Prerequisite: Junior standing or consent of instructor. Offered spring semester, even years.

**THE 373 Christian Doctrine**

**3 hours**

Presents a systematic study of the classical categories of Christian theology, employing the tools of biblical theology, historical theology, systematic theology, and an inductive approach to biblical interpretation. Prerequisite: Junior standing or consent of instructor. Offered fall semester, odd years.

**THE 391-3 Advanced Topics**

**1-3 hours**

Courses in theology to meet special needs of students. Prerequisite: THE 373 or consent of instructor.

**THE 491-3 Advanced Topics**

**1-3 hours**

In-depth studies to meet special needs of students. Prerequisites: THE 373 and junior standing or consent of instructor.

---

---

## DIVISION OF TEACHER EDUCATION

Larinee Dennis, *Interim Chair*  
*Interim 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 follow degrees and endorsements are offered through the Division of Education:

**Bachelor of Science in Education Degree:** *Majors*—Early Childhood Education (Birth-Grade 3); Elementary Education (1-6); and Secondary Education (All majors have been approved by the Missouri State Board of Education and the Missouri Department of Elementary and Secondary Education—DESE.)

**Secondary Education Certification Areas:** Art (K-12); Biology (9-12); Business Education (9-12); English (9-12); Mathematics (9-12); Music Education/Vocal Endorsement (K-12); Physical Education (K-12); Social Studies (9-12); Unified Science (9-12) with *biology endorsement*

**Endorsements:** *Middle School Endorsement* (may be added to elementary and secondary certificates); *Early Childhood Special Education Endorsement* (may be added to early childhood); *Elementary Education Endorsement* (may be added to early childhood certificate)

## BSE PROGRAM

### BACHELOR OF SCIENCE IN EDUCATION

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).

Students seeking admission to the Teacher Education Program (preeducation majors) and education majors are advised to print a copy of the HLGU Teacher Education Program (TEP) Handbook from the university Website. The handbook provides specific information regarding program philosophy, required coursework, scheduling, departmental procedures, and admission and exit requirements.

The Bachelor of Science in Education degree is awarded to students who have met all admission and exit requirements for the Teacher Education Program and have fulfilled the State of Missouri history requirement and all requirements for the BSE degree plan. In compliance with Missouri Department of Elementary and Secondary Education (DESE) policy, the Teacher Education Program does not accept any coursework in general education, professional education, or in areas of specialization completed through prior learning experience programs. Eligibility for current certification and timely program completion are requirements for graduation.

Timely completion is dependent on the following: 1) semester of admittance to the Teacher Education program; 2) courses accepted in transfer/dual credit; 3) prerequisites and schedule of course offerings; and 4) number of hours successfully completed each semester. Due to these factors and specific courses required by the Missouri Department of Elementary and Secondary Education (DESE), transferring multiple courses into HLGU's Teacher Education program may lengthen the number of semesters needed to complete the course of study.

Upon receiving the BSE degree from Hannibal-LaGrange University, and upon the recommendation of the Teacher Education Committee, the graduate may apply for an Initial Professional Certificate (IPC) with the Missouri Department of Elementary and Secondary Education (DESE). (CAUTION: Students 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 at the time of initial university enrollment. Students must work closely with their Teacher Education Program advisor to ensure that all university and state requirements have been met prior to their application for teacher certification.)

As required by the Title II amendment to the Higher Education Act, Hannibal-LaGrange University reports on the number and percentage of students who pass the examination required for certification in the state of Missouri. For the report year 2012-2013, the pass rate for HLGU students on the Praxis II test (published by the Educational Testing Service) was 96 percent, based on 57 students who completed all program requirements and took the test during the year. Approximately 188 students majored in teacher

education that year.

## Requirements for Admission

- 1) Upon successful completion of 45 hours of credit, students should submit the following to the HLGU office of Teacher Education:
  - a) The HLGU Teacher Education Program application form
  - b) A typed autobiographical sketch demonstrating written language skills and stating personal intention to enter the teaching profession
  - c) Documented passage of all portions of CBASE under current time regulation in a maximum of three attempts. Documented passage of all portions of the Missouri General Education Assessment (MoGEA) in a maximum of three attempts
  - d) A recent photograph for identification purposes only (the photo will not be used in the evaluation process for admission)
  - e) Favorable recommendation from faculty member outside Teacher Education (Dispositions Assessment: University Classroom form)
  - f) Favorable recommendation from freshman or sophomore field-experience cooperating teacher (Dispositions Assessment: Early Clinical Placement form)
  - g) Current transcript with verification from the Registrar of the following:

*When applying for admission to the Teacher Education program*

- A CGPA of 2.50 on a 4.0 scale (includes all transfer credit)
- A CGPA of 2.75 on a 4.0 scale in all "Professional Education Requirements" and "Subject Area Certification Requirements" (some of which may overlap with General Education courses)

*The Teacher Education Program accepts no grades lower than C in any course required for certification.*

- h) Successful completion of EDU 203 (Fundamentals of Teaching) or equivalent technology course
- i) Completion of Missouri Educator Profile (MEP)

**Students must complete step 1 prior to enrolling in 300-level or 400-level professional education courses. See *Course Offerings* for descriptions.**

- 2) After filing this information, students will be scheduled for a formal interview with the Teacher Education Committee. Upon committee recommendation, students will be denied admission, granted probationary admission with suggested corrective measures, or be granted tentative admission and allowed to continue in the program, provided they maintain the following:
  - a) Minimum academic status required for admission.
  - b) Campus/community citizenship that reflects moral character and sincere interest in teaching.

### NOTES:

- 1) Students may be requested to appear personally before the Teacher Education Committee during the tentative admission period for any reason the committee deems necessary to reevaluate tentative admission status.
- 2) Background checks will be required for field and student-teaching experiences and again for certification in the state of Missouri. Students 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.
- 3) Upon committee recommendation, students 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:
  - a) Minimum academic status required for admission
  - b) Campus/community citizenship that reflects moral character and sincere interest in teaching
- 4) When applying for student teaching and certification
  - a) a CGPA of 2.75 on a 4.0 scale (includes all transfer credit)
  - b) a CGPA of 3.00 on a 4.0 scale in all "Professional Education Requirements" and "Subject Area Certification Requirements" (some of which may overlap with General Education courses)

*The Teacher Education Program accepts no grades lower than C in any course required for certification.*

## Readmission Policy

Students 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.

### Requirements for Exit/Program Completion

Upon receiving the following, the Teacher Education Committee will recommend students for graduation:

- 1) Recommendation from student-teaching supervisory and cooperating teachers.
- 2) Verification from the Registrar's Office of coursework completion and CGPA requirements
- 3) Verification that all HLGU admission and, later, graduation requirements have been completed.

Upon receiving the following, students will also be recommended for certification:

- 1) Verification of successful passage of the appropriate state-designated content assessment and Missouri Performance Teacher Assessment (MoPTA)
- 2) A completed certificate application form, returned to the HLGU certification officer.

### Missouri State History Requirement

Missouri State Statute 170.11 requires that all students graduating from any institution of learning in Missouri be knowledgeable about American history, the Constitution of the United States, and the Constitution of the State of Missouri. Hannibal-LaGrange University offers courses that help meet this requirement: HST 213, 223; PLS 113. **NOTE:** PLS 131 is required for non-Missouri high school graduates. For detailed information, consult with the faculty advisor.

### Requirements for Degree Plan in BSE

- 1) Complete the Admission and Exit Requirements listed above.
- 2) Complete the Graduation Requirements (see **Academic Policies**).
- 3) Complete the General Education Requirements that are listed under their respective major with the required 2.50 CGPA and a grade of C or better.
- 4) Complete the Professional Education Requirements and the Subject Area Certification Requirements for the chosen major with the required 2.75 CGPA and a grade of C or better in each course.

### Required Courses for Majors in Early Childhood Education and in Elementary Education

The required courses for both early childhood and elementary education majors fall into two categories: General Education Requirements and Professional Education Requirements. The following General Education Requirements meet or exceed general education minimums as required by the Missouri Department of Elementary and Secondary Education (DESE).

#### General Education Requirements: 40-41 hours

Courses	Hours	Courses	Hours
Freshman Seminar <sup>1</sup>	0-1	Biological Science <sup>4</sup>	4
Fine Arts <sup>2</sup>	3	Physical Science <sup>5</sup>	4
Literature	3	Mathematics <sup>6</sup>	3
English Composition	6	Bible	3
Intro to Speech Communication	3	General Psychology	3
U.S. History and/or Government <sup>3</sup>	6	First Aid & CPR	2

#### NOTES:

<sup>1</sup>**Freshman Seminar:** Required of all incoming full-time freshmen and transfer students with less than 24 hours.

<sup>2</sup>**Fine Arts:** Requirement includes two areas: art and music. ART 111, 112, 280, and 340 will not satisfy the art requirement. Applied music will not satisfy the music requirement.

<sup>3</sup>**History and/or Government:** Students must take two of the following: HST 213, 223; PLS 113.



<sup>4</sup>**Biological Science:** Must be with lab.

<sup>5</sup>**Physical or Earth Science:** PHS 103 (Survey of Physical Science for PreK-6 Educators) is recommended.

<sup>6</sup>**Mathematics:** MTH 143 (College Algebra) or higher level, excluding MTH 163 (Structure of the Real Number System). A mathematics placement exam is required for all who do not have College Algebra credit.

### Early Childhood Education Major (Birth-Grade 3): 78½-79 hours

#### **Professional Education Requirements:**

**NOTE:** Students MAY NOT enroll for 300-level or 400-level courses in this section until they have fulfilled all program admission requirements and submitted all paperwork for admission to the Teacher Education Program.

<b>EDU 100</b>	Freshman Field Experience†	<b>ECE 400</b>	Senior Field Experience**
<b>EDU 103</b>	Intro to Education†	<b>ECE 479</b>	Early Childhood Education Professional Semester***
<b>EDU 202</b>	Child Growth & Development	<b>EED 253</b>	Literature for Children
<b>EDU 203</b>	Fundamentals of Teaching*	<b>EED 301</b>	Teaching Mathematics in Elem School†
<b>EDU 223</b>	Educational Psychology	<b>EED 302</b>	Teaching Science in Elementary School
<b>EDU 313</b>	Psychology & Education of the Exceptional Child	<b>EED 311</b>	Teaching Lang Arts in Elem School
<b>EDU 383</b>	Educational Tests & Measurements	<b>EED 312</b>	Teaching Social Studies in Elem School
<b>EDU 403</b>	Classroom Management	<b>EED 321</b>	Mathematics Practicum†
<b>EDU 433</b>	Reading Diagnosis & Correction†	<b>EED 323</b>	Integrating Art in Elementary Classrooms
<b>ECE 201</b>	Infant/Toddler Practicum	<b>EED 333</b>	Teaching Reading in Elementary School
<b>ECE 243</b>	Organization & Administration of Early Childhood Programs	<b>EED 353</b>	Integrating Health & Physical Education in Elementary Classrooms
<b>ECE 312</b>	Lang Acquisition & Development	<b>EED 382</b>	Integrating Music in Elementary Classrooms
<b>ECE 321</b>	PreK/Kindergarten Practicum	<b>EED 453</b>	Literacy Practicum†
<b>ECE 352</b>	Curriculum Methods & Materials in ECE		
<b>ECE 362</b>	Utilizing Fam & Community Resources		

\*Required prior to admission to the Teacher Education Program.

\*\*Fulfilled by EED 453 (Literacy Practicum) for students enrolled at HLGU's Hannibal campus.

\*\*\*All BSE work must be completed before the professional semester. No course work may be taken during any given student teaching assignment.

†EDU 100 and EDU 103 must be taken concurrently; EED 301 and EED 321 must be taken concurrently; EDU 433 and EED 453 must be taken concurrently on HLGU's Hannibal campus.

**Electives:** 4-6 hours

**EARLY CHILDHOOD SPECIAL EDUCATION ENDORSEMENT:** Early childhood education majors seeking an endorsement in **early childhood special education** may do so by taking the following 15 additional hours as online courses: ECS 203 (Special Education Process); ECS 313 (Implementing and Evaluating Interventions); ECS 323 (Communication Disorders); ECS 413 (Environmental and Personal Strategies for Self-Management); ECS 423 (Current Trends in Early Childhood Special Education)

**ELEMENTARY EDUCATION ENDORSEMENT:** Early childhood education majors seeking an endorsement in elementary education may do so by taking the following 9 additional hours: ECO 213 (Macroeconomics), GEO 103 (World Geography), and MTH 163 (Structure of the Real Number System). To be classified as a "highly qualified" certified teacher by DESE, a passing score on the content assessment must also be earned.

### Elementary Education Major (1-6): 77 hours

#### **Professional Education Requirements:**

**NOTE:** Students MAY NOT enroll for 300-level or 400-level courses in this section until they have fulfilled all program admission requirements and submitted all paperwork for admission to the Teacher Education Program.

<b>ECO 213</b>	Macroeconomics	<b>EED 311</b>	Teaching Language Arts in Elem School
<b>EDU 100</b>	Freshman Field Experience†	<b>EED 312</b>	Teaching Social Studies in Elem School
<b>EDU 103</b>	Intro to Education†	<b>EED 321</b>	Mathematics Practicum†
<b>EDU 200</b>	Sophomore Field Experience	<b>EED 323</b>	Integrating Art in Elementary Classrooms
<b>EDU 202</b>	Child Growth & Development	<b>EED 333</b>	Teaching Reading in Elem School
<b>EDU 203</b>	Fundamentals of Teaching*	<b>EED 353</b>	Integrating Health & Physical Education in Elementary Classrooms
<b>EDU 223</b>	Educational Psychology	<b>EED 382</b>	Integrating Music in Elementary Classrooms
<b>EDU 313</b>	Psychology & Education of the Exceptional Child	<b>EED 400</b>	Senior Field Experience
<b>EDU 353</b>	Instructional Planning & Assessment ††	<b>EED 423</b>	Reading Diagnosis & Correction
<b>EDU 383</b>	Educational Tests & Measurements	<b>EED 453</b>	Literacy Practicum†††
<b>EDU 403</b>	Classroom Management	<b>EED 479</b>	Elementary Education Professional Semester
<b>EED 253</b>	Literature for Children	<b>GEO 103</b>	World Geography
<b>EED 300</b>	Junior Field Experience	<b>MTH 163</b>	Structure of the Real Number System***
<b>EED 301</b>	Teaching Mathematics in Elementary School†		
<b>EED 302</b>	Teaching Science in Elem School		

\*Required prior to admission to the Teacher Education Program.

\*\*Fulfilled by EED 453 (Literacy Practicum) for students enrolled at HLGU's Hannibal campus.

\*\*\*All BSE work must be completed before the professional semester. No course work may be taken during any given student teaching assignment..

†EDU 100 and EDU 103 must be taken concurrently; EED 301 and EED 321 must be taken concurrently; EED 423 and EED 453 must be taken concurrently on HLGU's Hannibal campus.

††EDU 353 is required only for students at HLGU's TRC campus.

†††Fulfilled by EED 452 (Reading in the Content Areas) at HLGU's TRC campus.

#### **Controlled Electives: 10-11 hours** (to complete the 21-semester-hour concentration)

NOTE: The elementary education major must have a 21-semester-hour subject area concentration in language arts or mathematics or social studies or science (see academic advisor for course lists). Courses completed as General Education Requirements may be applied toward the 21-hour total. Students should carefully select remaining elective hours to complete their 21-semester-hour concentration.

**EARLY CHILDHOOD EDUCATION ENDORSEMENT:** Elementary Education majors seeking an endorsement in Early Childhood Education may do so by taking the following 13 additional hours: ECE 201 (Infant/Toddler Practicum), ECE 243 (Organization & Administration of Early Childhood Programs), ECE 312 (Language Acquisition and Development), ECE 321 PreK/Kindergarten Practicum, ECE 352 (Curriculum Methods and Materials in ECE), and ECE 362 (Utilizing Family and Community Resources). To be classified as a "highly qualified" certified teacher by DESE, a passing score on the content assessment must also be earned.

**MIDDLE SCHOOL ENDORSEMENT:** Elementary Education majors seeking the middle school endorsement, in addition to the chosen subject area concentration (see website or advisor for specific subject area requirements), may do so by taking the following 10 additional hours: EDU 323 (Middle School Curriculum and Instruction), EDU 332 (Middle School Philosophy and Organization), EDU 423 (Trends and Issues in Middle School Literacy), PSY 243 (Adolescent Psychology). To be classified as a "highly qualified" certified teacher by DESE, a passing score on the content assessment must also be earned.

## Required Courses for Major in Secondary Education

The following General Education Requirements meet or exceed general education minimums, as required by the Missouri Department of Elementary and Secondary Education (DESE).

#### General Education Requirements: 42-43 hours

<b>Courses</b>	<b>Hours</b>	<b>Courses</b>	<b>Hours</b>
Freshman Seminar <sup>1</sup>	0-1	General Psychology	3
Fine Arts <sup>2</sup>	3	Biological Science <sup>5</sup>	4
Literature <sup>3</sup>	6	Physical Science <sup>6</sup>	3
English Composition	6	Mathematics <sup>7</sup>	3
Intro to Speech Communication	3	Bible	3

U.S. History **and/or** Government<sup>4</sup>

6

Physical Education<sup>8</sup>

2

**NOTES:**

<sup>1</sup>**Freshman Seminar:** Required of all incoming full-time freshmen and transfer students with less than 24 hours.

<sup>2</sup>**Fine Arts:** Requirement includes three areas: art, music, and theatre. For students seeking certification in art or music, the fine arts requirement is fulfilled by courses in their subject area certification requirements. THR 100, 103, 110 will satisfy the theatre requirement. Applied music will not satisfy the music requirement.

<sup>3</sup>**Literature:** For students seeking certification in music or unified science, the literature requirement is 3 hours.

<sup>4</sup>**History and/or Government:** Students must take two of the following: HST 213, 223; PLS 113. Social Studies majors must take all three.

<sup>5</sup>**Biological Science:** Must be biology or botany with lab. Students seeking certification in physical education must take BIO 105 (General Biology).

<sup>6</sup>**Physical or Earth Science:** Must be a course chosen from one of the following course offering areas: chemistry, physics, or physical science.

<sup>7</sup>**Mathematics:** MTH 143 (College Algebra) or higher level, excluding MTH 163 (Structure of the Real Number System). A mathematics placement exam is required for all who do not have College Algebra credit.

<sup>8</sup>**Physical Education:** Students may select from the following acceptable activity *courses*: *one-hour* courses at the PHE 100-level, any varsity or junior varsity sport, PHE 219 (Lifeguarding), and PHE 200 (First Aid and CPR). (REC courses do not fulfill this requirement.) Students seeking certification in physical education fulfill this requirement under Subject Area Certification Requirements.

**Professional Education Requirements: 37 hours**

**NOTE:** Students MAY NOT enroll for 300-level or 400-level courses in this section until they have fulfilled all program admission requirements and submitted all paperwork for admission to the Teacher Education Program.

EDU 100	Freshman Field Experience†	SED 323	Teaching in the Secondary School
EDU 103	Intro to Education†	SED 332	Reading & Writing in the Content Areas
EDU 200	Sophomore Field Experience	SED 3__	Teaching [ <i>Art, Business Education, English, Mathematics, Music, Physical Education, Science, or Social Studies</i> ]
EDU 203	Fundamentals of Teaching*		in Secondary School
EDU 223	Educational Psychology		
EDU 300	Junior Field Experience***		
EDU 301	Content Area Field Experience***	SED 479	Secondary Education Professional Semester ††
EDU 313	Psychology & Education of the Exceptional Child		
EDU 400	Senior Field Experience		
PSY 243	Adolescent Psychology** <b>or</b>		
PSY 333	Developmental Psychology**		

\*Required prior to admission to the Teacher Education Program for all secondary education majors.

\*\*To complete their Professional Education Requirements, education majors who are seeking K-12 certification (art, music, physical education) are required to take PSY 333. Other secondary education majors are required to take PSY 243.

\*\*\*Co-requisite with SED 3\_\_ Teaching [*Art, Business Education, English, Mathematics, Music, Physical Education, Science, Studies*] in Secondary School; Art, music, and physical education majors are required to take SED 300 and SED 400. All other secondary education majors are required to take SED 301.

†EDU 103 and SED 100 must be taken concurrently.

††All BSE work must be completed before the professional semester. No course work may be taken during any given student teaching assignment

**Subject Area Certification Requirements:**

Each Secondary Education content-area specialization is designed to meet and/or exceed Missouri's minimum total hour requirement. Students seeking the BSE with a major in Secondary Education must contact the Hannibal-LaGrange University's Director of Teacher Education or the Teacher Education contact person within each of the approved areas for the specific courses needed in each specialization category. Transfer students will follow the same procedure to determine required HLGU coursework.

**NOTE:** Some Subject Area Certification Requirements may be fulfilled by General Education Requirements.

**ART (K-12): 45 hours**

Hours		Hours	
1	Art Orientation	12	Two-Dimensional Art
6	Design/Composition	9	Three-Dimensional Art
6	History, Theory, Criticism in the Visual Arts	3	Teaching Art in Elementary School
		8	Electives

**BIOLOGY EDUCATION (9-12): 49-54 hours**

Hours		Hours	
3	Cell Biology	2-4	Research
4	General Botany	10	Chemistry
4	General Zoology	4	General Physics
4	Human Anatomy & Physiology	3	Earth Science I or II
4	General Genetics	3	General Ecology
4	Microbiology	3	History/Philosophy of Science
1-4	Advanced Topics		

**BUSINESS EDUCATION (9-12): 45-46 hours\***

Hours		Hours	
6	Accounting	3	Economics
3	Business Communications	3	Management
3	Business Law	3	Marketing
9	Computer/Emerging Technology	12-13	Electives
3	Vocational Education		

\*One year or 2000 hours of approved occupational experience required.

**ENGLISH (9-12): 45 hours**

Hours		Hours	
6	American Literature	6	Study of the English Language
12	Composition/Rhetoric	3	Young Adult Literature
9	English/World Literature	9	Electives

**MATHEMATICS (9-12): 44 hours**

Hours		Hours	
3	Abstract Algebra	3	History of Mathematics
15	Calculus/Analytic Geometry	3	Linear Algebra
3	Computer Information Systems	3	Probability/Statistics
3	Differential Equations	1	Seminar in Mathematics I
3	Discrete Mathematics	1	Seminar in Mathematics II
3	Geometry	3	Technology in Mathematics

**MUSIC (K-12), Vocal Concentration: 47 hours**

Hours		Hours	
1	Percussion Methods & Literature	3	History of Music
3	Choral & Instrumental Literature	12	Theory, Sight-singing, & Dictation
1	Music & Music Theory Orientation	3	Music for Elementary Grades
3	Basic Conducting	3	Choral Techniques
3	Advanced Choral Conducting	2	Choral Arranging
0	Teaching Music in Secondary School*	3	Applied Piano & Proficiency
5	Applied Music in major	4	Choral Ensemble
		1	Beg Guitar Class <u>or</u> Instrument I

**NOTE:** Recital Attendance is required every semester and will be monitored through applied lessons..

\*This course requirement is met through SED 324, a professional education requirement.

**PHYSICAL EDUCATION (K-12): 46 hours**

Hours		Hours	
2	Adapted Physical Education	6	Methods in Phys Ed & Health
2	Exercise Physiology	2	Motor Development & Learning
2	First Aid & CPR	2	Movement & Rhythms
4	Health-Related Fitness & Wellness	2	Psychological Aspects of Phys Ed
4	Human Anatomy & Physiology I	2	Sociological Aspects of Phys Ed
2	Intro to Health, Phys Ed,	1	Sports Injuries

	Athletics, & Recreation	2	Tests & Measurements in Phys Ed
3	Kinesiology	3	Electives in Physical Education
7	Lifetime Activities & Dance		

**SOCIAL STUDIES (9-12): 47 hours**

Hours		Hours	
12	American History	3	Geography
6	Behavioral Science (Anthropology, <i>Criminology, Psychology,</i> <i>Sociology, etc.</i> )	6	Political Science
3	Economics	12	World History
		5	Electives in U.S. or non-U.S. History

**UNIFIED SCIENCE (9-12): 62 hours (includes the 21-hour required biology endorsement)**

Hours		Hours	
10	Chemistry	4	General Botany
8	Earth Science I & II	8	General Physics I & II
4	Fundamentals of Environmental Ecology	4	General Zoology
		3	History & Philosophy of Science

**BIOLOGY ENDORSEMENT: 21 Hours**

Hours		Hours	
3	Field Biology	4	Human Anatomy & Physiology I
3	General Ecology	4	Microbiology
4	General Genetics	3	Principles of Cell Biology

**MIDDLE SCHOOL ENDORSEMENT:** Secondary Education students seeking the middle school endorsement, in addition to the chosen subject area concentration listed above, may do so by taking the following 10 additional hours: EDU 323 (Middle School Curriculum and Instruction), EDU 332 (Middle School Philosophy and Organization), EDU 423 (Trends and Issues in Middle School Literacy), PSY 243 (Adolescent Psychology). To be classified as a "highly qualified" certified teacher by DESE, a passing score on the content assessment must also be earned.

## *Course Offerings*

**EDUCATION****EDU 100 Freshman Field Experience****½ hour**

Provides field experience (15 clock hours) for students desiring early childhood, elementary, or secondary certification. See TEP Website for enrollment deadlines. Professional fee. Must be taken concurrently with EDU 103. Offered fall and spring semesters.

**EDU 103 Introduction to Education****3 hours**

Orients students to teaching and the teaching profession: presents various philosophies, problems, and trends in modern education; the teacher's relationship to the community and to professional organizations; ethics of the profession and the teacher's need for in-service growth in teaching skills; and legal and sociological foundations. Includes a brief overview of the historical and philosophical forces that influence modern education. Must be taken concurrently with Freshman Field Experience. Offered fall and spring semesters.

**EDU 200 Sophomore Field Experience****½ hour**

Provides field experience (15 clock hours) for students desiring early childhood, elementary, or secondary certification. See TEP Website for enrollment deadlines. Professional fee. Prerequisites: EDU 100 (may be taken concurrently) and at least sophomore standing. Offered fall and spring semesters.

**EDU 202 Child Growth and Development****3 hours**

Focuses on physical, emotional, social, and mental growth of early childhood, from birth to 12 years. Prerequisite: PSY 113 or consent of instructor. Offered fall semester.

**EDU 203 Fundamentals of Teaching****3 hours**

Introduces instructional planning, formal and informal assessment, knowledge and performance standards, grade-level frameworks and expectations, and utilization of technology in the classroom. Required prior to admission to the Teacher Education Program. Offered fall and spring semesters.

**EDU 223 Educational Psychology (same as PSY 223)****3 hours**

Presents scientific psychological principles that are foundational in education. Emphasizes the relevant phases of learning motivation, growth, and development of personality, personalized teaching strategies, and the evaluation of achievement. Prerequisites: PSY 113 and sophomore standing, or consent of instructor. Offered fall and spring semesters.

**EDU 300 Junior Field Experience****½ hour**

Provides field experience (20 clock hours) for students desiring K-12 certification in art or physical education. Must be taken concurrently with content area methods course. See TEP Website for enrollment deadlines. Professional fee. Prerequisites: EDU 200 and admission to the Teacher Education Program. Offered fall and spring semesters.

**EDU 301 Content Area Field Experience****1 hour**

Provides field experience (40 clock hours) for students desiring content area certification in grades 9-12. Must be taken concurrently with secondary content methods course. See TEP Website for enrollment deadlines. Professional fee. Prerequisite: admission to the Teacher Education Program. Offered fall and spring semesters at the Hannibal campus, beginning fall 2014.

**EDU 313 Psychology and Education of the Exceptional Child** (same as PSY 313)**3 hours**

Studies the physical, social, mental, and emotional characteristics of the exceptional child, from birth through high school. Includes an overview of assessment measures. Requires classroom observation hours. Prerequisites: PSY 113, and PSY 223 or 333, and admission to the Teacher Education Program. Offered fall and spring semesters.

**EDU 323 Middle School Curriculum and Instruction****2 hours**

Presents an overview of middle school curriculum and instructional strategies appropriate for the middle school student. Offered upon sufficient demand.

**EDU 332 Middle School Philosophy and Organization****2 hours**

Focuses on the philosophical foundations that form the organizational structure of the middle school. Prerequisite: admission to the Teacher Education Program. Offered upon sufficient demand.

**EDU 333 Philosophy of Christian School Education****3 hours**

Introduces students to the principles which form a solid foundation for a philosophy of Christian school education. Includes a brief overview of the history of the Christian school movement and introduces students to the characteristics of a quality Christian teacher. Prerequisite: Junior standing or consent of instructor. Offered upon sufficient demand.

**EDU 353 Instructional Planning and Assessment****3 hours**

Introduces aspects of instructional planning, including standards-based curriculum development and lesson design. Assessments—informal to standardized—are presented as ways to monitor, facilitate, and report student progress. Must be taken concurrently with, or before, other 300-level courses on HLGU's TRC campus.

**EDU 383 Educational Tests and Measurements****3 hours**

Focuses on appropriate factors in screening, diagnosing, and modifying assessments—encompassing standardized to informal—for children birth through grade 6. Measurement terminology and reporting methods are addressed. Prerequisite: admission to the Teacher Education Program. Offered fall semester.

**EDU 391-3 Advanced Topics****1-3 hours**

Covers topics such as foundations of educational methods, middle school curriculum and instruction, or evaluation and measurement. May take the form of a traditional course or a research-based, individualized advanced study of current teaching methods and/or materials. Prerequisites: Admission to the Teacher Education Program and Field Experience; students must produce a documented, written proposal of the research/activity they plan to complete.

**EDU 400 Senior Field Experience****½ hour**

Provides field experience (20 clock hours) for students desiring K-12 certification in art or physical education. Must be taken concurrently with secondary methods course. See TEP Website for enrollment deadlines. Professional fee. Prerequisite: admission to the Teacher Education Program. Offered fall and spring semesters.

**EDU 403 Classroom Management****3 hours**

Focuses on research-based guidance and discipline concepts for effectively managing student behaviors and solving discipline problems in early childhood and elementary settings. Prerequisite: admission to the Teacher Education Program. Offered fall semester at the Hannibal campus, beginning fall 2014.

**EDU 423 Trends and Issues in Middle School Literacy****3 hours**

Addresses aspects of literacy specific to the developing middle school reader and writer. Prerequisite: admission to the Teacher Education Program. Offered upon sufficient demand.

**EDU 433 Reading Diagnosis and Correction****3 hours**

Presents principles and techniques for diagnosing and prescribing for instructional planning in the area of literacy at the early childhood and elementary levels. Includes classroom experiences with children. Prerequisite: EED 333 and admission to the Teacher Education Program. Offered fall semester at the Hannibal campus, beginning fall 2014.

**EDU 491-3 Advanced Topics****1-3 hours**

For course description, see EDU 391-3. Prerequisites: EDU 391-3 and completion of five hours of methods courses.

**EARLY CHILDHOOD EDUCATION****ECE 201 Infant/Toddler Practicum****1 hour**

Provides students with practical experience (30 clock hours) in working with infants/toddlers under qualified supervision. See TEP Website for enrollment deadlines. Professional fee. Prerequisite: Approval of the Teacher Education faculty. Offered fall and spring semesters.

**ECE 243 Organization and Administration of Early Childhood Programs****3 hours**

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.

**NOTE:** Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.

**ECE 312 Language Acquisition and Development** **2 hours**  
Focuses on the various factors involved in children's acquisition and development of oral and written language. Prerequisite: EDU 202, and admission to the Teacher Education Program. Offered fall semester.

**ECE 321 PreK/Kindergarten Practicum** **1 hour**  
Provides students with practical experience (30 clock hours) in working in prekindergarten/kindergarten under qualified supervision. See TEP Website for enrollment deadlines. Professional fee. Prerequisite: Admission to the Teacher Education Program and approval of the Teacher Education faculty. Offered fall and spring semesters.

**ECE 352 Curriculum Methods and Materials in ECE** **3 hours**  
Focuses on early childhood educational philosophies, and on the development and use of curriculum methods and materials for young children. Prerequisites: ECE 100, EDU 202, and admission to the Teacher Education Program. Offered fall semester.

**ECE 362 Utilizing Family and Community Resources** **3 hours**  
Examines family and community resources available to those working with young children, prenatal through grade 3. Prerequisite: EDU 202, and admission to the Teacher Education Program. Offered spring semester.

**ECE 400 Senior Field Experience** **1/2 hour**  
Provides students with field experience (15 clock hours) in primary grades for students desiring ECE certification. See TEP Website for enrollment deadlines. Professional fee. Prerequisite: Admission to the Teacher Education Program and approval of the Teacher Education faculty. Offered fall and spring semesters.

**ECE 479 Early Childhood Education Professional Semester** **12 hours**  
Provides for student teaching under supervision for one semester for students seeking ECE certification. See TEP Website for enrollment deadlines. Professional fee. Prerequisites: Admission to the Teacher Education Program, approval of the Teacher Education faculty, completion of all coursework, and senior standing. Offered fall and spring semesters.

## EARLY CHILDHOOD SPECIAL EDUCATION

**ECS 203 Special Education Process** **3 hours**  
Presents an overview of the historical and legal precedents for early intervention. Focuses on etiological factors for disability and increased risk status, knowledge of family systems, diversity, and on service provision and discipline-specific information regarding intervention. Addresses the typical and atypical development in each of the five developmental domains. Offered fall semester.

**ECS 313 Implementing and Evaluating Interventions** **3 hours**  
Addresses the intervention needs of infants, toddlers, and young children who have disabilities or who are at high risk for developing disabilities through designing, implementing, and evaluating programs. Compares and contrasts models of intervention and accompanying research for specific educational needs, appropriate assistive technology, and strategies for supporting services personnel. Demonstrates the use of assessment results to plan and evaluate specific interventions, and strategies for achieving results. Offered fall semester.

**ECS 323 Communication Disorders** **3 hours**  
Deals with language- and subsequent literacy issues experienced by young children who are at-risk or have disabilities. Covers specific strategies to increase vocabulary and language and to use augmentative systems. Emphasizes the assessment of and teaching of early literacy skills necessary for literacy development. Offered spring semester at the Hannibal campus, beginning spring 2015.

**ECS 413 Environmental and Personal Strategies for Self-management** **3 hours**  
Addresses both classroom and environmental management of behavior and individualized behavioral intervention. Emphasizes research-validated practices and the use of non-aversive techniques. Covers strategies for individualized assessment and intervention incorporating the cognitive, motor, sensory, adaptive, and aesthetic domains. Requires a classroom observation component. Offered spring semester.

**ECS 423 Current Trends in Early Childhood Special Education** **3 hours**  
Familiarizes students with the growing research base in early intervention and early childhood special education. Students will also learn how to incorporate research findings and use research techniques in their own teaching practice. Offered summer term.

## ELEMENTARY EDUCATION

**EED 253 Literature for Children** **3 hours**  
Studies the selection, evaluation, and use of literature with children. Offered spring semester.

**NOTE: Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.**

**EED 301 Teaching Mathematics in Elementary School** **3 hours**  
Surveys materials and methods for teaching mathematics to early childhood and elementary school children. Must be taken concurrently with EED 321. Prerequisites: EDU 223, MTH 163, and admission to the Teacher Education Program. Offered spring semester at the Hannibal campus, beginning spring 2015.



**EED 302 Teaching Science in Elementary School****3 hours**

Examines principles, methods, and materials needed to teach science to early childhood and elementary school children. Includes classroom experiences with children. Prerequisites: EDU 223 and PHS 103, and admission to the Teacher Education Program. Offered fall semester at the Hannibal campus, beginning fall 2014.

**EED 311 Teaching Language Arts in Elementary School****3 hours**

Focuses on formulating teaching plans, methods of instruction, and evaluating student learning for early childhood and elementary school children in light of current language arts research. Includes classroom experiences with children. Prerequisite: EDU 223 and admission to the Teacher Education Program. Offered spring semester at the Hannibal campus, beginning spring 2015.

**EED 312 Teaching Social Studies in Elementary School****3 hours**

Surveys materials and methods for teaching social studies to early childhood and elementary school children. Includes classroom experiences with children. Prerequisite: EDU 223 and admission to the Teacher Education Program. Offered fall semester at the Hannibal campus, beginning fall 2014.

**EED 333 Teaching Reading in Elementary School****3 hours**

Examines methods and materials for reading instruction for emerging and developing readers with emphasis on the reading process, reading strategies, and assessing reading progress. Includes classroom experiences with children. Prerequisite: EDU 223 and admission to the Teacher Education Program. Offered fall semester at the Hannibal campus, beginning fall 2014.

**EED 354 Teaching Health and Physical Education in Middle Grades****3 hours**

Addresses growth and developmental stage of the middle school learner. Discusses health issues of the middle school student. Focuses on the selection, organization, and direction of appropriate physical activities as related to the national standards. *(Required only of students seeking certification in Physical Education.)* Prerequisite: EDU 223 and admission to the Teacher Education Program. Offered spring semester.

**EED 452 Reading in the Content Areas****2 hours**

Presents principles and methods to facilitate reading and writing in all third- through sixth-grade content areas. Examines current research along with practical approaches for the elementary classroom. Prepares preservice teachers to assist students in various subject matter areas in literacy. Includes classroom experiences with children. Prerequisite: EDU 223, EED 333, and admission to the Teacher Education Program. Offered fall semester at the Hannibal campus, beginning fall 2014.

**EED 453 Literacy Practicum****3 hours**

Provides in-depth 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 guidance and supervision. Professional fee. Prerequisite: EED 333 and admission to the Teacher Education Program. Offered fall semester at the Hannibal campus, beginning fall 2014.

**EED 479 Elementary Education Professional Semester****12 hours**

Provides opportunities for student teaching under supervision for one semester for students seeking elementary education certification. See TEP Website for enrollment deadlines. Professional fee. Prerequisites: Admission to the Teacher Education Program, approval of the Teacher Education faculty, completion of all coursework, and senior standing. Offered fall and spring semesters.

**SECONDARY EDUCATION**

**NOTE:** Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.

**SED 323 Teaching in the Secondary School****3 hours**

Presents techniques used for teaching in the secondary school with emphasis on classroom management and organization. Prerequisite: admission to the Teacher Education Program. Offered spring semester.

**SED 324 Teaching Music in Secondary School (same as MUS 324)****3 hours**

Studies the techniques and materials used in teaching music in the middle school and secondary grades. BSE majors take this course concurrently with one semester of Field Experience. Prerequisite: admission to the Teacher Education Program. Offered spring semester.

**SED 332 Reading and Writing in the Content Areas****2 hours**

Focuses on enabling the preservice teacher to facilitate reading and writing in content areas. Prerequisite: admission to the Teacher Education Program. Offered spring semester.

**SED 333 Teaching English in Secondary School****3 hours**

Acquaints preservice secondary English teachers with the instructional process, classroom management, interpersonal relationships, and professional responsibilities as applied to teaching English in secondary schools. Prerequisite: SED 323 and admission to the Teacher Education Program. Offered fall semester.

**SED 343 Teaching Art in Secondary School (same as ART 343)****3 hours**

Focuses on materials and instructional methods used as well as managerial, interpersonal, and professional responsibilities in teaching art in the secondary grades. Includes lectures and laboratory projects. Prerequisite: SED 323 and admission to the Teacher Education Program. Offered fall semester upon sufficient demand.

**SED 355 Teaching Physical Education in Secondary School****3 hours**

Focuses on methods, materials, and principles of instruction in activities normally taught in secondary physical education. Prerequisite: SED 323 and admission to the Teacher Education Program. Offered fall semester.

**SED 363 Teaching Business Education in Secondary School****3 hours**

Acquaints preservice secondary business education teachers with the application of instructional, managerial, interpersonal, and professional responsibilities in teaching business education in secondary schools. Prerequisite: SED 323 and admission to the Teacher Education Program. Offered fall semester.

**SED 366 Implementing Vocational Business Education Programs****3 hours**

Enables teachers to acquire the knowledge, skills, and abilities necessary for the implementation and administration of vocational business education programs. Prerequisites: SED 323, SED 363, and admission to the Teacher Education Program. Offered summer term.

**SED 373 Teaching Mathematics in Secondary School****3 hours**

Acquaints preservice secondary mathematics teachers with the application of instructional, managerial, interpersonal, and professional responsibilities in teaching mathematics in secondary schools. Prerequisite: SED 323 and admission to the Teacher Education Program. Offered fall semester, odd years.

**SED 384 Teaching Science in Secondary School (same as SCI 384)****3 hours**

Acquaints preservice secondary science teachers with laboratory and teaching methods, materials, resources, safety, inquiry, and evaluation techniques for teaching science. Prerequisite: SED 323 and admission to the Teacher Education Program. Offered fall semester.

**SED 393 Teaching Social Studies in Secondary School****3 hours**

Acquaints secondary social studies teachers with the application of instructional, managerial, interpersonal, and professional responsibilities in teaching social studies in secondary schools. Prerequisite: SED 323 and admission to the Teacher Education Program. Offered fall semester.

**SED 479 Secondary Education Professional Semester****12 hours**

Provides student teaching under supervision for one semester for students seeking secondary education certification. See TEP Website for enrollment deadlines. Professional fee. Prerequisites: Admission to the Teacher Education Program, approval of the Teacher Education faculty, completion of all coursework, and senior standing. Offered fall and spring semesters.

---

## **MSE GRADUATE PROGRAM**

### **MASTER OF SCIENCE IN EDUCATION**

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

### **Program Goals**

Integrating research from the National Board for Professional Teaching Standards, the goals for graduates include the ability to:

- utilize concepts, theories, and research, to enhance student learning
- effectively plan and implement classroom instruction and assessment
- expand the knowledge base of teaching and learning
- exemplify professionalism as lifelong learners

These goals will be met through ten program outcomes. Graduates will demonstrate accomplishment of program outcomes through required portfolio documents completed in each course. The completed portfolio will be evaluated as part of the program review and the graduate's exit interview.

### **Requirements for Admission**

- 1) Complete the HLGU Graduate Application form and include the nonrefundable \$25 Application Fee.

- 2) Prior to the end of their first semester of coursework, students seeking admission to the graduate Teacher Education Program in education must submit the following:
  - 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.
  - Official transcripts, mailed directly from each regionally accredited college or university attended, showing any previous graduate coursework (no grade lower than B accepted).
  - Copy of current teaching certificate.

Following a review of all application materials, the Graduate Advisory Committee will send a written notification of program status to the applicant. Program status falls under three categories: Admitted, Conditionally Admitted (the applicant is given a list of specific conditions with deadlines that must be met in order to receive Admitted status), and 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

- The MSE program is available to those who hold early childhood, elementary, or secondary teacher certification
- The program is designed for working adults. Courses may be online or meet one evening each week in either eight-week or full-semester terms during the school year; during the summer, classes meet as daytime block courses
- A graduate student is considered full-time when enrolled in 9 hours per semester. The maximum load is 12 credit hours per semester
- A maximum of 6 semester hours of graduate study will be accepted in transfer if they
  - have been completed within the past five years
  - meet the core or program requirements
  - are approved by the Graduate Advisory Committee

**NOTE:** Hannibal-LaGrange University reserves the right to cancel any course for which there is not sufficient enrollment. The Graduate Advisory Committee will make that determination.

## Program Options

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

- 1) The **Literacy Track** emphasizes the research-based components of effective literacy instruction and assessment (phonemic awareness, phonics, vocabulary, fluency, comprehension, and writing). It is intended for those who want to study the science of literacy.
- 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.

## Requirements for the Master of Science in Education (MSE): 30 hours

1. Complete the Core Course Requirements with a grade of B or better in each course.

### Core Course Requirements: 12 hours

EDU 5001	Character Education	EDU 5003	Introduction to Research
EDU 5002	Cognition	EDU 5004	MSE Capstone

2. Choose one track, below, and complete each requirement with a grade of B or better.

### *Literacy Track Requirements: 18 hours*

EDU 5201	Phonemic Awareness & Phonics Concepts <b>or</b>	EDU 5204	Writing to Enhance Learning
EDU 5202	Content Area Reading	EDU 5205	Comprehension
EDU 5203	Vocabulary & Fluency Development	EDU 5206	Literacy Assessment & Prescriptive Teaching

**NOTE:** To complete the 18-hour track, a 3-hour elective is required.

### *Teaching and Learning Track Requirements: 18 hours*

EDU 5101	Instructional Strategies	EDU 5201	Phonemic Awareness & Phonics Concepts
EDU 5102	Differentiated Learning		<u>or</u>
EDU 5103	Technology Applications	EDU 5202	Content Area Reading
EDU 5104	Diversity in the Classroom		

**NOTE:** To complete the 18-hour track, a 3-hour elective is required.

3. Successful completion of the portfolio evaluation during the program review and exit interview.
4. Successful completion of all requirements within five years of admission to the graduate Teacher Education Program.

## *Course Offerings*

### **EDU 5001 Character Education**

**3 hours**

Examines character formation by studying theories and principles of moral development. Ideas will be generated to help teachers promote character development in students, support character education in the classroom learning environment, and extend character practices into the community. Offered fall semester.

### **EDU 5002 Cognition**

**3 hours**

Provides an introduction to the mental process of knowing and to strategies for structuring information-delivery so that learning is enhanced in the classroom. Explores current neurological research on pattern-recognition, memory, concept formation, knowledge, imagery, language, decision-making, problem-solving, and creativity. Offered fall semester.

### **EDU 5003 Introduction to Research**

**3 hours**

Facilitates the development of the educated person who can interpret and evaluate research literature. Studies qualitative and quantitative research methodologies. Students will develop a research proposal. To be taken within the first 12 hours of coursework. Offered fall semester.

### **EDU 5004 MSE Capstone**

**3 hours**

Provides an opportunity for students to reflect on professional educational standards. They apply research principles to design, conduct, and analyze an approved action research project. Research findings will be presented in a public forum. To be taken at the conclusion of the graduate program. Offered fall and spring semesters.

### **EDU 5101 Instructional Strategies**

**3 hours**

Emphasizes principles of research-based effective teaching for planning and organizing instruction and for assessing student learning. Focuses on strategies that will encourage problem-solving, active participation, and real-world applications of learning. Offered spring semester.

### **EDU 5102 Differentiated Learning**

**3 hours**

Examines the challenges 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. Offered summer term.

### **EDU 5103 Technology Applications**

**3 hours**

Enables teachers to become familiar with and fully utilize media and technology in order to enhance learning and assessment in the classroom. Offered summer term.

### **EDU 5104 Diversity in the Classroom**

**3 hours**

Examines human diversity in today's schools. Explores social, cultural, ethnic, socioeconomic, religious, age, gender, and linguistic diversity in order to gain a better understanding, identify risks related to learning, and plan provisions for student success. Offered spring semester.

### **EDU 5201 Phonemic Awareness and Phonics Concepts**

**3 hours**

Provides foundational knowledge related to linguistic principles as a basic component of literacy instruction and assessment. Emphasizes teaching and assessing manipulation of phonemes in spoken syllables and words through phonemic awareness and systematic and explicit phonics instruction and assessment. Offered spring semester.

### **EDU 5202 Content Area Reading**

**3 hours**

Links reading skills across the curriculum through the use of instructional strategies and assessments. Explores the use of textbooks, trade books, and electronic texts with a focus on integrating a variety of strategies to enhance student understanding in content areas. Offered spring semester.

### **EDU 5203 Vocabulary and Fluency Development**

**3 hours**

Examines direct and indirect vocabulary instruction and the use of guided repeated oral reading strategies as effective means to develop reading fluency and overall reading achievement. Gives attention to using appropriate instruments for assessing fluency. Offered summer term.

### **EDU 5204 Writing to Enhance Learning**

**3 hours**

Examines ways to design an effective writing environment and to integrate writing in the classroom, to increase and assess literacy skills, and to develop critical thinking, deeper understanding, and more effective written communication. Offered summer term.

**EDU 5205 Comprehension****3 hours**

Examines comprehension monitoring, cooperative learning, graphic and semantic organizers, including story maps, question answering, question generation, and summarization, as well as discernment of when and how to teach them. Emphasizes methods for measuring student growth and understanding. Offered spring semester.

**EDU 5206 Literacy Assessment and Prescriptive Teaching****3 hours**

Studies the causes of reading and writing disabilities, diagnostic procedures, and methods for correction. 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. Requires students to assess and provide a minimum of 15 sessions (at least 30 minutes per session) of literacy tutoring to an elementary-age student. Offered spring semester.

**EDU 5391-3 Topical Studies in Education****1-3 hours**

Enables structured literature study groups to focus on a curricular topic, examining current research for best practices and their implementation in today's classrooms. May be repeated for a maximum of 3 credit hours.

---

---

## DIVISION OF FINE ARTS

J. Robin Stone, *Chair*

---

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

### ART

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

**Bachelor of Arts Degree:** *Major—Art*

**Associate of Arts Degree:** *Emphasis in Art*

**Minor:** *Art*

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

### Goals

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

### Requirements for BA Degree with Major in Art

- 1) Complete the campuswide General Education Requirements (with the language requirement) and the Graduation Requirements (see **Academic Policies** for both).

**NOTE:** To satisfy the 3-hour fine arts appreciation requirement within the General Education Requirements, art majors must take either ART 440 (Art History I) or ART 441 (Art History II). To satisfy the requirement for a second fine arts area, they must take 1 to 3 hours in either music or theatre.

- 2) Pass each of the following Major Course Requirements with a grade of C or better.

#### Major Course Requirements: 45 hours

ART 001	Art Orientation	ART 440	Art History I
ART 101	Color & Design I	ART 441	Art History II
ART 102	Color & Design II	ART 460	Senior Portfolio
ART 201	Drawing I	ART 461	Senior Exhibition
ART 202	Drawing II		

**Controlled Electives:** To complete the 45 hours of Major Course Requirements, take 12 hours in *one* studio area and 12 hours of electives from the remaining studio areas. **Studio areas:** ceramics, computer art, drawing, painting, photography, printmaking, sculpture, and visual communication.

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

### Requirements for the AA Degree with Emphasis in Art

- 1) Complete the required courses for the AA degree and the Graduation Requirements (see **Academic Policies** for both).

2) Complete the following 28 semester hours:

ART 001	Art Orientation	ART 211	Painting II
ART 101	Color & Design I	ART 220	Sculpture I <u>or</u>
ART 102	Color & Design II	ART 230	Ceramics I
ART 201	Drawing I	ART 440	Art History I
ART 202	Drawing II	ART 441	Art History II
ART 210	Painting I		

## Requirements for Minor

A grade of C or better is required in all courses in a minor.

**Art. . . . .** 19 hours—ART 001; ART 101 and 102 (or 201 and 202); ART 440 or 441; and 9 hours of Art electives

## Course Offerings

### ART 001 Art Orientation

**1 hour**

Introduces the discipline of visual art. Focuses on career opportunities, students' major responsibilities, faculty expectations, creative process, and Christian art perspectives. Includes opportunities to take field trips and to hear professional guest speakers. Requires group activities, including participation in the Art Club. *This course is required of all art majors and minors.* Offered fall semester.

### ART 101 Color and Design I

**3 hours**

Explores design elements and fundamentals, including creative two-dimensional applications. Lab fee. Offered fall semester.

### ART 102 Color and Design II

**3 hours**

Applies design basics to creative three-dimensional studio projects. Lab fee. Prerequisite: ART 101. Offered spring semester.

### ART 110 Art Appreciation

**3 hours**

Studies visual art forms, major artists and their work, and specific disciplines, styles, and processes for the purpose of increasing awareness and appreciation of visual art and creativity. Fulfills the general education requirement in art. Offered fall and spring semesters.

### ART 111 Art Activity

**1 hour**

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.

### ART 112 Art Activity: Ceramics

**2 hours**

Introduces elementary aspects of making clay objects; includes glaze application, use of slip molds, and firing of a simple kiln. Lab fee.

### ART 113 Computer Art I

**3 hours**

Introduces computer art, using selected graphic design software; emphasizes the fundamentals of 2-D design, use of the computer as an artistic tool, and development of artistic critique. Lab fee. Offered fall and spring semesters.

### ART 201 Drawing I

**3 hours**

Focuses on problems in still-life and landscape drawing, using a variety of black and white media. Lab fee. Offered fall and spring semesters.

### ART 202 Drawing II

**3 hours**

Focuses on problems in figure drawing with a variety of media; emphasis on the use of color media. Lab fee. Prerequisite: ART 201. Offered spring semester.

### ART 205 Visual Communication I

**3 hours**

Introduces graphic design, including layout and typography. Explores visual communication theory, including the application of design elements and principles, as well as the Gestalt principles. Introduces graphic computer software as it relates to graphic design. Lab fee. Prerequisites: ART 101, 102, 201, 202, or consent of instructor. Offered fall semester.

### ART 206 Visual Communication II

**3 hours**

Continues study of topics introduced in ART 205; emphasizes development of package design and processes. Lab fee. Prerequisite: ART 205. Offered spring semester.

### ART 210 Painting I

**3 hours**

Focuses on oil painting or watercolor, using landscape and still-life subject matter; emphasizes experimentation

with media and technique. Lab fee. Prerequisite: ART 202 or consent of instructor. Offered fall and spring semesters.

**ART 211 Painting II** **3 hours**

Focuses on the figure and head; emphasizes composition, technique, and expressiveness. Lab fee. Prerequisite: ART 210 or consent of instructor. Offered fall and spring semesters.

**ART 213 Computer Art II** **3 hours**

Provides Intermediate exploration of graphic software applications and tools for artwork, using the computer as a creative device. Emphasis on the continuation of developing innovative artistic solutions, breaking free from the 2-D plane. Lab fee. Prerequisite: ART 113. Offered spring semester.

**ART 220 Sculpture I** **3 hours**

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. Prerequisite: ART 102 or consent of instructor. Offered fall semester.

**ART 230 Ceramics I** **3 hours**

Introduces the use of clay as a creative medium. Includes instruction in the materials and methods involved in various hand-building processes which lead to the production of functional and decorative ceramic forms. Lab fee. Offered spring semester.

**ART 231 Ceramics II** **3 hours**

Focuses on wheel-throwing techniques, glaze application, and the basic firing process. Requires mastery of various wheel-thrown forms. Lab fee. Prerequisite: ART 230. Offered spring semester.

**ART 240 Printmaking I** **3 hours**

Provides instruction on the fundamentals of printmaking, including the study of various processes in relief and intaglio printing. Familiarizes students with the processes and their creative potential for the artist. Lab fee. Prerequisites: ART 101, 201.

**ART 250 Photography I** **3 hours**

Provides instruction on using the camera as a creative tool for the artist. Emphasis on the fundamental aspects of photographic composition, camera operation, film developing, enlarging, and printing. Students will need a 35mm SLR camera; manual settings preferred. Lab fee. Offered fall and spring semesters.

**ART 253 Digital Photography** **3 hours**

Provides instruction on using the digital camera as a creative tool for the artist. Emphasizes the fundamental aspects of photographic composition, and basic computer photographic digital imaging. Lab fee. Offered fall and spring semesters.

**ART 260 Introduction to Fibers** **3 hours**

Introduces processes and techniques for working with various types of fibers with emphasis on experimentation, craftsmanship, and design concepts. Lab fee. Prerequisite: ART 102 or consent of instructor.

**ART 280 General Crafts** **3 hours**

Introductory survey of various crafts, including studio projects. Designed primarily for education majors and those interested in recreational crafts. Lab fee.

**ART 291-3 Special Topics** **1-3 hours**

Courses to pursue creative projects approved by instructor. Prerequisites: Sophomore standing and consent of instructor.

**ART 300 Painting III** **3 hours**

Focuses on advanced problems and research in select painting media. Emphasizes style development and expressive quality of work. Requires a series of paintings with related subject matter, theme, and technical approach. Lab fee. Prerequisite: ART 211. Offered fall and spring semesters.

**ART 305 Visual Communication III** **3 hours**

Provides students with opportunities to use webpage software and related enhancements such as video and animation. Lab fee. Prerequisite: ART 206. Offered fall semester.

**ART 306 Visual Communication IV** **3 hours**

Explores video, shooting and editing concepts. Emphasizes story board, graphics, and set design. Lab fee. Prerequisite: ART 305. Offered spring semester.

**ART 310 Sculpture II** **3 hours**

Focuses on skill development and experimentation in a variety of three-dimensional media. Lab fee. Prerequisite: ART 220. Offered fall semester.

**ART 311 Sculpture III** **3 hours**

Focuses on increased skill development and originality in design concepts. Lab fee. Prerequisite: ART 310. Offered fall semester.



**ART 313 Computer Art III** **3 hours**  
 Examines selected video and 3-D software. Emphasis on building on art principles while developing creative solutions in virtual space and time. Lab fee. Prerequisite: ART 213. Offered fall and spring semesters.

**ART 320 Ceramics III** **3 hours**  
 Focuses on further skill development in forming and glazing. Requires production of creative ceramic forms emphasizing original design concepts and inventive decorative techniques. Lab fee. Prerequisite: ART 231. Offered spring semester.

**ART 323 Teaching Art in Elementary School** (same as EED 323) **3 hours**  
 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 fall and spring semesters.

**ART 330 Printmaking II** **3 hours**  
 Introduces lithography and serigraphy printmaking processes. Emphasizes familiarization with the processes and their creative potential for the artist. Lab fee. Prerequisite: ART 240.

**ART 331 Printmaking III** **3 hours**  
 Focuses on skill development and creative experimentation in a select printing method. Lab fee. Prerequisite: ART 330.

**ART 340 Traditional Crafts** **3 hours**  
 Focuses on design and techniques employed in a select craft form; involves research and studio projects. Lab fee. Prerequisite: ART 102 or consent of instructor.

**ART 343 Teaching Art in Secondary School** (same as SED 343) **3 hours**  
 Focuses on materials and instructional methods as well as managerial, interpersonal, and professional responsibilities used in teaching art in the secondary grades. Includes lectures and laboratory projects. Prerequisites: SED 323 and Admission to the Teacher Education Program or consent of instructor. Offered fall semester upon sufficient demand.

**ART 350 Photography II** **3 hours**  
 Presents more advanced theory and studio problems in the areas of art photography, photojournalism, and photography as it applies to commercial art. Explores the fundamentals of color photography. Students will need a 35mm SLR camera; manual settings preferred. Lab fee. Prerequisite: ART 250 or consent of instructor. Offered spring semester.

**ART 351 Photography III** **3 hours**  
 Emphasizes advanced study of photography, including developing and printing. Uses the enlarger as a creative tool. Introduces fundamentals of digital imaging; includes computer applications. Requires a 35mm SLR camera and supplies for still photography and computer imaging. Lab fee. Prerequisite: ART 350. Offered fall semester.

**ART 353 Magazine Production** (same as CAM 353) **3 hours**  
 Provides instruction on the structure of the magazine industry; students apply copywriting, editing, and layout skills to a literary magazine project. Prerequisite: ART 205 or consent of instructor. Offered spring semester.

**ART 391-3 Advanced Topics** **1-3 hours**  
 Advanced study in the student's major studio area of concentration. Involves research and a written proposal for studio work, to be approved by the instructor. Prerequisites: Junior standing and consent of instructor.

**ART 400 Painting IV** **3 hours**  
 Focuses on continued style development and expressiveness in execution. Requires a series of paintings concerned with a specific theme and technical approach. Lab fee. Prerequisite: ART 300 or consent of instructor. Offered fall and spring semesters.

**ART 410 Sculpture IV** **3 hours**  
 Focuses on mastery of forming techniques in a select medium. Requires a series of original works associated with a specific theme. Lab fee. Prerequisite: ART 311. Offered fall semester.

**ART 413 Computer Art IV** **3 hours**  
 Involves advanced studies in computer art. Emphasizes thematic development utilizing computer technology. Lab fee. Prerequisite: ART 313. Offered spring semester.

**ART 420 Ceramics IV** **3 hours**  
 Focuses on mastery of forming, glazing, and firing of original ceramic forms. Studies glaze formulation and kiln construction. Lab fee. Prerequisite: ART 320. Offered spring semester.

**ART 430 Printmaking IV** **3 hours**  
 Focuses on mastery of a select printing process in the creation of a series of innovative works. Emphasis on quality and originality of works. Lab fee. Prerequisite: ART 331.

**ART 440 Art History I****3 hours**

Focuses on the history of art from prehistory to the Italian Renaissance; emphasizes major works, artists, and the cultures which produced them. Offered fall semester, odd years.

**ART 441 Art History II****3 hours**

Focuses on the history of art from the Italian Renaissance through the modern period; emphasizes major artists, works, and the cultures which produced them. Prerequisite: ART 440. Offered spring semester, even years.

**ART 451 Photography IV****3 hours**

Emphasizes fine art photography and advanced digital imaging. Introduces animation, digital video, and digital still photography. Requires a 35mm SLR camera and a digital video or digital still camera. Lab fee. Prerequisite: ART 351. Offered spring semester.

**ART 460 Senior Portfolio****1 hour**

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.

**ART 461 Senior Exhibition****1 hour**

Involves senior students preparing, arranging, and exhibiting their art work in an exhibition. Requires scheduling, promoting, installing, and documenting their senior exhibition. Prerequisite: Senior standing and a major in art. Offered as needed.

**ART 491-3 Advanced Topics****1-3 hours**

Further advanced work in the student's major studio area of concentration. Requires a written statement of intent. Prerequisites: Senior standing and consent of instructor.

---

## MUSIC

**Bachelor of Music Degree**

**Associate of Arts Degree:** Emphasis in Music

**Minor:** Music

**Music Certification in Secondary Education Under the Bachelor of Science in Education Degree:**

Offers courses leading to certification in music (grades K-12) with concentration in vocal music

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 (six credit hours for AA and AS) earned in ensembles may be counted toward the minimum requirement for graduation: 124 credit hours. Performing ensembles may be audited with no tuition charged to full-time students. Performance scholarships are available.

### Mission

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.

### Goal

It is the goal of the Music Department to educate students so that they will become professional musicians: performing, teaching, composing, arranging, and leading—using knowledge to create purposeful careers to serve mankind.

### Objectives for the Bachelor of Music Degree

1. The Bachelor of Music student will play the piano proficiently.
2. The Bachelor of Music student will perform at an acceptable level in voice, instrument, or piano.
3. The Bachelor of Music student will demonstrate knowledge of music theory concepts
4. The Bachelor of Music student will demonstrate knowledge of Music History, reflecting time periods, composers, compositions, and forms within their historical context.

Our Purpose is to help you discover God's purpose for your life.

## Entrance and Participation Requirements for Bachelor of Music Students

- 1) Audition on your applied instrument/voice for acceptance into the Music Department and for placement in ensembles. Full acceptance as a Bachelor of Music student will be determined by the Music Department faculty after the audition.
- 2) Participate in a pre-test as new students (music theory, history, piano, applied area)
- 3) Enroll in two ensembles each semester. Ensembles may be taken for credit or they may be audited by permission. BSE seeking music certification students are required to enroll in Concert Choir as one of the ensembles.
- 4) Attend Music Department recitals and various community concerts, as announced.
- 5) Participate in jury exams each semester in the major area of applied music.
- 6) Bachelor of Music majors may participate in an internship approved by the music faculty or present a one-hour senior recital as their final capstone experience.
- 7) Participate in an exit interview in lieu of the last semester performance jury. The process will entail the following:
  - Submission prior to the interview of an electronic copy of the student's responses to Exit Interview Questions
  - Submission prior to the interview of a paper or project created by the student for a music class
  - Evaluation of the student's strengths and weaknesses, with recommendations for further study or continuing education
- 8) Participate in a post-test before graduation (music theory, history, piano, applied area)

## Requirements for the Bachelor of Music Degree

The Bachelor of Music degree is designed for students who have a primary interest in music or who plan to attend a graduate school for advanced musical training. Students will choose a "Track" to complement their music studies. Possibilities include: Business, Theatre, Worship Arts, Bible, Missions, or additional music training.

- 1) Complete the campuswide General Education Requirements and Graduation Requirements (see **Academic Policies**).
- 2) Complete the *Entrance and Participation Requirements for Music Majors*, listed above.
- 3) Pass each of the Major Course Requirements with a grade of C or better.
- 4) Complete the Piano Proficiency Exam. All BM-degree students must pass a piano proficiency exam by the end of their degree program. The exam may be taken sooner, if desired, after completing at least one semester of piano. Students who do not pass the exam must enroll in applied piano each semester until the proficiency requirement is completed.

### Major Course Requirements: 61 hours

MUA 005	Recital Attendance*	MUS 223	Basic Conducting
MUI 101	Percussion Methods & Literature	MUS 323	Advanced Choral Conducting
MUI 161	Beginning Guitar Class	MUS 353	History of Music
MUL 283	Choral & Instrumental Literature	MUS 461	Senior Recital Preparation <u>or</u>
MUS 101	Music & Music Theory Orientation	MUS 381	Music Internship
MUS 153	Intro to Music Technology	MUT 332	Choral Arranging

**To complete the Major Course Requirements:** In addition to the hours listed above, students are required to take the following hours: 6 hours upper division music electives, 7 hours of applied music in major, 4 hours of applied piano, and 7 hours of music ensemble, and 16 hours of theory (every level includes sight-singing and dictation).

\*MUA 005 (Recital Attendance) is a 0 credit-hour course required every semester, and will be monitored through applied lessons.

## Requirements for the BSE Degree with Subject Area Certification in Vocal Music, with K-12 Certification.

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

### Concentration in Vocal Music (*Major Course Requirements: 50 hours*)

MUA 005	Recital Attendance*	MUS 223	Basic Conducting
MUI 101	Percussion Methods & Literature	MUS 324	Teaching Music in Secondary School**
MUI 161	Beginning Guitar Class <u>or</u>	MUS 343	Advanced Choral Conducting
MUA 111	Instrument I (Guitar)	MUS 353	History of Music
MUL 283	Choral & Instrumental Literature	MUS 383	Music for Elementary Grades
MUS 101	Music & Music Theory Orientation	MUS 433	Choral Techniques
MUS 153	Introduction to Music Technology	MUT 332	Choral Arranging

**To complete the Major Course Requirements:** In addition to the above 23 hours, students are required to take the following 27 hours: 7 hours of applied music in major, 2 hours of applied piano (minimum preparation for piano proficiency), 3 hours of choral ensemble\*\*\*, and 12 hours of theory (every level includes sight-singing and dictation). **\*MUA 005 (Recital Attendance) is a 0 credit-hour course required every semester**, and will be monitored through applied lessons.

\*\*This course requirement is met through SED 324, a professional education requirement.

\*\*\*Music majors are required to participate in two ensembles per semester, and are permitted to audit these (auditing fee will be waived).

## Requirements for the AA Degree with Emphasis in Music

- 1) Complete the required courses for the AA degree and the Graduation Requirements (see **Academic Policies** for both).
- 2) Complete the following 32 semester hours with a grade of C or better:

MUA 005	Recital Attendance*	MUT 114	Theory I
MUI 101	Percussion Methods & Literature	MUT 124	Theory II
MUL 283	Choral & Instrumental Literature	Applied Music (4 hours—at least 1 hour in piano)	
MUS 101	Music & Music Theory Orientation	Ensembles (4 hours)	
MUS 223	Basic Conducting	Music Electives (4 hours)	
MUS 353	History of Music		

- 3) \*Enroll in MUA 005 (Recital Attendance) for four semesters; attendance will be monitored through applied lessons.

## Requirements for Minor

A grade of C or better is required in all courses in a minor.

**Music.** . . . . 23 hours minimum—MUI 112; MUS 101, MUL 283, MUS 223; MUT 114; applied music (4 hours—at least one hour must be piano with a grade of C or better); ensembles (4 hours); four semesters of MUA 005 (Recital Attendance); and one upper-level music course plus 2 hours of any other music class

**NOTE:** Music majors should see *Requirements for Minors* in the Christian Studies Division for a minor in Christian Education.

## Course Offerings

### APPLIED MUSIC (MUA)

Each music major or music minor student will be required to audition in his/her applied performance area before the music faculty. The student may, upon recommendation of the music faculty, be required to take an introductory applied music course. These special applied courses carry college credit and may be repeated for credit. Any student who does not audition will automatically be assigned to an *introductory* course.

**NOTE:** Weekly 25-minute lessons are given to first-year students. Second-year students may be advised to take a 25-minute lesson or a 50-minute lesson for one or two hours of credit. Weekly 50-minute lessons are given to third- and fourth-year students, for which they may receive one or two semester credit hours. Additional work is required for the extra credit hour.

**MUA 005 Recital Attendance** **0 hours**  
Involves students attending a prescribed number of student, faculty, and guest recitals as well as music workshops and master classes. *Recital attendance is required each semester of full-time enrollment for all music majors. Music minors and students seeking an AA degree in music must enroll for four semesters.*

### INSTRUMENT

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.

<b>MUA 010 Instrument for Non-Music Majors</b>	<b>1 hour</b>
<b>MUA 111, 112 Instrument I and Instrument II (for Music majors and minors)</b>	<b>1-2 hours</b>
<b>MUA 211, 212 Instrument III and Instrument IV (for Music majors and minors)</b>	<b>1-2 hours</b>
<b>MUA 311, 312 Instrument V and Instrument VI (for Music majors and minors)</b>	<b>1-2 hours</b>
<b>MUA 411, 412 Instrument VII and Instrument VIII (for Music majors and minors)</b>	<b>1-2 hours</b>

### PIANO

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. Prerequisite: Audition, and consent of instructor.

<b>MUA 050 Piano for Non-Music Majors</b>	<b>1 hour</b>
<b>MUA 151, 152 Piano I and Piano II (for Music majors and minors)</b>	<b>1-2 hours</b>
<b>MUA 251, 252 Piano III and Piano IV (for Music majors and minors)</b>	<b>1-2 hours</b>
<b>MUA 351, 352 Piano V and Piano VI (for Music majors and minors)</b>	<b>1-2 hours</b>
<b>MUA 451, 452 Piano VII and Piano VIII (for Music majors and minors)</b>	<b>1-2 hours</b>

### VOICE

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.

<b>MUA 070 Voice for Non-Music Majors</b>	<b>1 hour</b>
<b>MUA 171, 172 Voice I and Voice II (for Music majors and minors)</b>	<b>1-2 hours</b>
<b>MUA 271, 272 Voice III and Voice IV (for Music majors and minors)</b>	<b>1-2 hours</b>
<b>MUA 371, 372 Voice V and Voice VI (for Music majors and minors)</b>	<b>1-2 hours</b>
<b>MUA 471, 472 Voice VII and Voice VIII (for Music majors and minors)</b>	<b>1-2 hours</b>

### ENSEMBLES (MUE)

Performance scholarships are available to qualified, full-time students who audition before the music faculty. Music Major Scholarship recipients will be in two ensembles as assigned by the Music Department faculty. Full-time students (music and non-music majors) may audit these ensembles by permission at no additional charge. Students auditing ensembles will receive an NC if they fail to meet requirements for the class.

**NOTE:** Students may enroll in a 300-level ensemble course after having completed four semesters in a 100-level section of that course. Music majors who enroll in a large ensemble for upper-level credit will be responsible for directing either in sectionals or during full ensemble rehearsals. Selected students may be asked to conduct during a public concert. The selected ensemble must be taken for credit. Only 8 MUE credit hours will be counted toward graduation requirements.

**MUE 110, 310 Band** **1 hour**  
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. Prerequisite: Audition. Offered fall and spring semesters. May be repeated for credit.

**MUE 120, 320 Concert Choir** **1 hour**  
Involves select singers performing choral literature while representing the university at major events. Emphasizes vocal technique required to perform a variety of master works from all time periods. May be repeated for credit. Prerequisite: Audition. Offered fall and spring semesters.

## 76 Programs of Study

---

### **MUE 133, 333 Chamber Choir** **1 hour**

Involves up to 12 select men and women that specialize in sacred choral music of all genres. Performs at university- and non-university events. Members must be available to travel an average of two weekends a month. Open to all students by audition only. *Requires a minimum commitment of one year to both choral groups.* Offered fall and spring semesters. May be repeated for credit.

### **MUE 140, 340 Praise Song** **1 hour**

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. *Requires a minimum commitment of one year. Praise Song does not satisfy the ensemble requirement for music majors.* May be repeated for credit. Prerequisite: Audition in spring for following year. Offered fall and spring semesters.

### **MUE 165, 365 String Orchestra** **1 hour**

Involves the study, preparation, and performance of representative string orchestral literature. Emphasizes the techniques of good ensemble playing, including tone quality, intonation, balance, and phrasing. Small ensembles chosen from this group. Prerequisite: Audition. Offered fall and spring semesters. May be repeated for credit.

### **MUE 191-3 Special Topics** **1-3 hours**

Courses offered to meet special needs of students.

### **MUE 391-3 Advanced Topics** **1-3 hours**

Courses offered to meet special needs of students.

---

## **INSTRUMENTAL METHODS (MUI)**

### **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. (*This course is a prerequisite for MUI 131, 151, and 171.*)

### **MUI 131 Brass Methods and Literature** **2 hours**

Focuses on fundamentals of playing and teaching brass instruments. Prerequisite: MUI 112. Offered fall semester.

### **MUI 151 Woodwind Methods and Literature** **2 hours**

Focuses on fundamentals of playing and teaching woodwind instruments. Prerequisite: MUI 112. Offered spring semester.

### **MUI 161 Beginning Guitar Class** **1 hour**

Focuses on fundamentals of playing guitar and explores its uses in the music classroom. Students will learn to play melodies and to devise and play chordal accompaniments for melodies.

### **MUI 171 String Methods and Literature** **1 hour**

Focuses on fundamentals of playing and teaching violin, viola, cello, and bass viol. Prerequisite: MUI 112. Offered fall semester.

---

## **MUSIC LITERATURE (MUL)**

To take Music Literature courses, students must have the consent of the Music Department.

### **MUL 283 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 literature for educators. Prerequisite: Completion of MUT 114. Offered spring semester.

### **MUL 291-3 Special Topics** **1-3 hours**

Courses offered to meet special needs of students in the areas of vocal, piano, and instrumental literature, vocal diction and pedagogy.

### **MUL 491-3 Advanced Topics** **1-3 hours**

Courses offered to meet special needs of students in the areas of vocal, piano, and instrumental literature, vocal diction and pedagogy.

---

## **MUSIC PRACTICUM (MUP)**

Provides music students with practical experiences in their area of interest. Credit: 1-2 semester hours. Prerequisite: Consent of Music Department. Offered any term.

<b>MUP 111-2, 121-2</b>	<b>First Year</b>	<b>MUP 311-2, 321-2</b>	<b>Third Year</b>
<b>MUP 211-2, 221-2</b>	<b>Second Year</b>	<b>MUP 411-2, 421-2</b>	<b>Fourth Year</b>

---

## **GENERAL MUSIC (MUS)**

### **MUS 101 Music and Music Theory Orientation** **1 hour**

Focuses on library use, Music Department policies, four-year plans, and music theory. *A required course for all Bachelor of Music students, BSE students seeking a concentration in vocal music, music minors, students in the*

*Associate of Arts degree program with emphasis in music, and for liberal studies majors with music as one of their areas.* To be taken first fall semester as a Bachelor of Music student. Offered fall semester.

**MUS 103 Music Appreciation** **3 hours**  
Introduces students to the elements of music, major periods of music history, and significant composers. Offered fall and spring semesters.

**MUS 153 Introduction to Music Technology** **3 hours**  
Emphasizes the use of music software. Also covers basic sound systems and the technology of recording. Offered spring semester.

**MUS 223 Basic Conducting** **3 hours**  
Provides instruction in basic baton techniques, score reading, rehearsal procedures, and interpretation for the choral and instrumental fields. Gives students laboratory conducting experience. Prerequisite: MUT 114. Offered fall semester.

**MUS 291-3 Special Topics** **1-3 hours**  
Courses offered to meet special needs of students.

**MUS 324 Teaching Music in Secondary School** (same as SED 324) **3 hours**  
Studies the techniques and materials used in teaching music in the middle school and secondary grades. BSE majors take this course concurrently with one semester of Field Experience. Offered spring semester.

**MUS 333 Church Music Ministry** **3 hours**  
Focuses on the philosophical and practical aspects of worship and church music, emphasizing worship planning and an age-comprehensive choir program. Offered fall semester.

**MUS 342 Hymnology** **2 hours**  
Provides a study of the history of hymnody from Old Testament times to the present. Emphasizes hymnal use in worship planning and effective congregational song leading. Offered spring semester.

**MUS 343 Advanced Choral Conducting** **3 hours**  
Focuses on advanced conducting techniques with and without baton. Students will conduct choral ensemble(s) in rehearsal and possibly make a concert appearance. Prerequisites: MUS 212 and MUT 124. Offered spring semester.

**MUS 353 History of Music** **3 hours**  
Provides an intensive study of composer, musical forms, and their historical settings. Emphasizes Western art music. Prerequisite: MUL 283. Offered fall semester.

**MUS 381 Music Internship** **2 hours**  
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. Offered fall and spring semesters.

**MUS 383 Music for Elementary Grades** **3 hours**  
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. Offered fall semester.

**MUS 391-3 Advanced Topics** **1-3 hours**  
Courses offered to meet special needs of students.

**MUS 433 Choral Techniques** **3 hours**  
Presents pedagogical materials and techniques appropriate for instructing students in voice, and for small and large choral organizations. Prerequisite(s): MUS 323 and/or MUS 326. Offered fall semester.

**MUS 461 Senior Recital Preparation** **1 hour**  
Provides students with an opportunity to prepare for and perform their senior recital. *For all music majors; Students should sign up for this class during their last semester of applied music study.* Lab fee. Prerequisite: Applied Music—Level VI. Offered fall and spring semesters.

**MUS 491-3 Advanced Topics** **1-3 hours**  
Courses offered to meet special needs of students.

## THEORY (MUT)

**MUT 114 Theory I** **4 hours**  
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; and two one-hour laboratory periods each week devoted to sightsinging and dictation. Offered fall semester.

**MUT 124 Theory II** **4 hours**  
Provides three one-hour class periods each week devoted to voice leading in four voices, harmonic progression, all diatonic triads, all diatonic seventh chords, and modulation; and two one-hour laboratory periods each week devoted to a continuation of sightsinging and dictation. Prerequisite: MUT 114. Offered spring semester.

**MUT 314 Theory III** **4 hours**  
Provides three one-hour class periods each week devoted to the study of chromatic harmony and two one-hour laboratory periods each week devoted to a continuation of sightsinging and dictation. Prerequisites: MUT 114, MUT 124. Offered fall semester.

**MUT 324 Theory IV** **4 hours**

## 78 *Programs of Study*

---

Provides three one-hour class periods each week devoted to the post-romantic and impressionistic styles, followed by the contemporary period, twelve-tone technique, and music since 1945; and two one-hour laboratory periods each week devoted to a continuation of sight-singing and dictation. Prerequisites: MUT 114, MUT 124, MUT 314. Offered spring semester.

**MUT 332 Choral Arranging** **2 hours**

Provides basic instruction in writing musical arrangements for various choral groups. Studies vocal characteristics and techniques. Prerequisite: MUT 124. Offered spring semester.

**MUT 423 Counterpoint** **3 hours**

Examines contrapuntal techniques of the 18<sup>th</sup> century through analysis of works in the style of J. S. Bach. Prerequisite: MUT 324. Offered upon sufficient demand.

**MUT 433 Form and Analysis** **3 hours**

Examines musical forms through analysis of representative works in various stylistic periods. Prerequisite: MUT 324. Offered upon sufficient demand.

---

### **WORSHIP ARTS (WOR)**

**WOR 303 Survey of Worship Arts** **3 hours**

Provides an overview of worship leadership in the local church. Surveys the history of worship in the church, examines the biblical mandates and implications for worship leadership, and studies practical aspects of worship leadership within the local church. Pre-requisite: Consent of instructor. Offered fall semester, even years.

**WOR 323 Church Media and Technology** **3 hours**

Offers a practical introduction to and experience with technology used in modern worship. Includes: visual media, sound systems, lighting systems, presentation software, video production, web production and computer technologies. Pre-requisites: Consent of instructor. Offered spring semester, odd years.

**WOR 413 Corporate Worship Ministry** **3 hours**

Examines the definition and theology of worship. Incorporates materials on the call to ministry, planning and leading rehearsals (praise band, choirs, and orchestra); worship leadership procedures, and personal spiritual disciplines necessary for worship leadership. Provides practical experience in worship leadership. Prerequisites: MUT 124, BIB 113, and BIB 123. Offered fall semester, odd years.

**WOR 433 Church Music Administration** **3 hours**

Surveys the principles of leading a worship and music ministry apart from corporate worship times. Covers the topics of budgeting, programming, staff and pastoral relations, conflict resolution, and general organizational and leadership concerns. Prerequisites: BIB 113 and BIB 123. Offered spring semester, even years.

---

## **THEATRE**

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, an annual children's show, and numerous other opportunities offer each student a diverse and creative theatre background.

**Bachelor of Arts Degree:** *Majors*—Christian Theatre, Theatre

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

**Bachelor of Science Degree:** *Majors*—Christian Theatre, Theatre

**Minors:** Christian Theatre, Theatre

### **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.

### **Requirements for BA or BS Degree with Majors in Christian Theatre and 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).

**NOTE:** For Christian theatre and theatre majors, THR 100 (Introduction to Theatre) will not fulfill the fine arts requirement.

- 2) Select one of the majors from the options listed below. Pass each of the Major Course Requirements listed under that option with a grade of C or better.

### **Major in Christian Theatre** (*Major Course Requirements: 57 hours*)

**Requirements from Christian Studies Division:** 15 hours

BIB 143	Biblical Interpretation	CMS 353	Foundations of Preaching
CED 103	Survey of Christian Education	THE 373	Christian Doctrine
CMS 103	Philosophy of Ministry		

**Requirements from Theatre Department:** 42 hours

CAS 373	Performance of Literature	THR 310	Theatre Activity
THR 100	Intro to Theatre	THR 333	History of the Theatre
THR 101	Intro to Christian Theatre	THR 401	Advanced Christian Theatre/ Senior Performance
THR 103	Acting I	THR 402	Theatrical Directing II
THR 201	Stagecraft, Lighting, & Scene Design	THR 403	Seasonal Repertory Theatre
THR 202	Stage Makeup & Costume Design	THR 413	Seasonal Repertory Theatre
THR 210	Theatre Activity		
THR 302	Theatrical Directing I		

In addition to the above, complete at least 4 credit hours of Theatrical Production (THR 107, 207, 307, 407).

### **Major in Theatre** (*Major Course Requirements: 41 hours*)

CAS 373	Performance of Literature	THR 303	Acting II
THR 100	Intro to Theatre	THR 304	Creative Dramatics
THR 103	Acting I	THR 310	Theatre Activity
THR 110	Theatre Activity	THR 333	History of the Theatre
THR 201	Stagecraft, Lighting, & Scene Design	THR 402	Theatrical Directing II
THR 202	Stage Makeup & Costume Design	THR 404	Senior Performance Seminar
THR 210	Theatre Activity	THR 410	Theatre Activity
THR 302	Theatrical Directing I		

In addition to the above, complete at least 4 credit hours of Theatrical Production (THR 107, 207, 307, 407).

### **Requirements for Minors**

A grade of C or better is required in all courses in a minor.

**Christian Theatre.** . . . . 23 hours—THR 100, 101, 103, 107, **201 or 202**, 207, 302; CMS 103; THE 373

**Theatre.** . . . . . 22 hours—THR 100, 103, 107, **110 or 210**, 201, 202, 207, 302, **310 or 410**; CAS 373

## *Course Offerings*

**THR 100 Introduction to Theatre** **3 hours**  
Introduces play analysis, character analysis and interpretation, and theatrical production. Christian theatre and theatre students may not take this appreciation course to meet their fine arts general education requirement. Offered fall and spring semesters.

**THR 101 Introduction to Christian Theatre** **3 hours**  
Studies the values, methods of organization, planning, budgeting, scheduling, and utilization of all the dramatic arts in a local church ministry. Prerequisite: THR 100. Offered fall semester, even years.

**THR 103 Acting I** **3 hours**  
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.

**THR 107, 207, 307, 407 Theatrical Production** **1 hour**  
Provide students with studio credit for participating in a department production as a member of the cast or crew. One hour credit per production; a maximum of 8 credit hours from these courses will count toward one's degree requirements. Offered fall and spring semesters.

- THR 109, 209, 309, 409 New Edition** **1 hour**  
Provide credit for participating in a repertory group specializing in Christian theatre and balletic-mime. An evangelical and exhortatory ministry of Hannibal-LaGrange University. A maximum of 4 credit hours may be earned from these courses toward one's degree requirements. Prerequisites: THR 103, audition, and consent of instructor. Offered fall and spring semesters.
- THR 110, 210, 310, 410 Theatre Activity** **1 hour**  
Provide students with activities credit for participating in the current semester's production. A maximum of 4 credit hours may be earned from these courses toward one's degree requirements; only one credit per semester may be taken. Prerequisite: Previous level or consent of instructor. Offered fall and spring semesters.
- 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 fall semester, even 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 283 Introduction to Drama as Literature** (same as LIT 283) **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 291-3 Special Topics** **1-3 hours**  
Courses offered to meet special needs of students.
- 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. 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 391-3 Advanced Topics** **1-3 hours**  
Courses offered to meet special needs of students.
- THR 401 Advanced Christian Theatre/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** **3 hours**  
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 spring semester, odd years.
- THR 403, 413 Seasonal Repertory Theatre** **3 hours**  
Involves seminar participation; laboratory on seasonal repertory theatre. May be repeated for credit. Prerequisite: Consent of instructor. Offered during summer school.
- THR 404 Senior Performance Seminar** **3 hours**  
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.
- THR 491-3 Advanced Topics** **1-3 hours**  
Courses offered to meet special needs of students.
-

**ART 440 Art History I**

**3 hours**

Focuses on the history of art from prehistory to the Italian Renaissance; emphasizes major works, artists, and the cultures which produced them. Offered fall semester, odd years.

**ART 441 Art History II**

**3 hours**

Focuses on the history of art from the Italian Renaissance through the modern period; emphasizes major artists, works, and the cultures which produced them. Prerequisite: ART 440. Offered spring semester, even years.

**ART 451 Photography IV**

**3 hours**

Emphasizes fine art photography and advanced digital imaging. Introduces animation, digital video, and digital still photography. Requires a 35mm SLR camera and a digital video or digital still camera. Lab fee. Prerequisite: ART 351. Offered spring semester.

**ART 460 Senior Portfolio**

**1 hour**

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.

**ART 461 Senior Exhibition**

**1 hour**

Involves senior students preparing, arranging, and exhibiting their art work in an exhibition. Requires scheduling, promoting, installing, and documenting their senior exhibition. Prerequisite: Senior standing and a major in art. Offered as needed.

**ART 491-3 Advanced Topics**

**1-3 hours**

Further advanced work in the student's major studio area of concentration. Requires a written statement of intent. Prerequisites: Senior standing and consent of instructor.

## MUSIC

**Bachelor of Music Degree:** *Major*—Music

**Associate of Arts Degree:** Emphasis in Music

**Minor:** Music

**Music Certification in Secondary Education Under the Bachelor of Science in Education Degree:**

Offers courses leading to certification in music (grades K-12) with concentration in vocal music

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 (six credit hours for AA and AS) earned in ensembles may be counted toward the minimum requirement for graduation: 124 credit hours. Performing ensembles may be audited with no tuition charged to full-time students. Performance scholarships are available.

## Goals

- 1) To prepare music majors in the fields of music education, music theory, music history and literature, church music, and applied music.
- 2) To provide all students in all majors with the opportunity to enhance their knowledge and appreciation of music through both classroom and performing ensembles.

## Entrance and Participation Requirements for Music Majors

- 1) Take a performance jury exam. Full acceptance as a music major will be determined by the Music Department faculty after the exam.
- 2) Take a music theory proficiency exam, to be administered during the first week of classes upon entry into the music program. This test evaluates prior student learning and aids in the development of an appropriate academic plan for the student. *MUT 014 does not count toward the required credit hours of theory courses.*

**NOTE:** A theory exit exam will be administered in MUT 324 Music Theory IV or as part of MUS 482 Senior Seminar.

- 3) Audition for *vocal* and/or *instrumental* ensemble placement. *Piano* auditions are given for music majors with piano as their applied instrument.

- 4) Enroll in an ensemble each semester. Ensembles may be taken for credit or they may be audited by permission. BSE majors are required to enroll in Band and/or Concert Choir; those seeking vocal/choral or instrumental endorsement must enroll in both Band *and* Concert Choir. BSE majors with a vocal/choral concentration may be required to enroll in Jazz Choir.
- 5) Attend Music Department recitals and various community concerts, as announced.
- 6) Participate in jury exams each semester in the major area of applied music.
- 7) Present a one-hour senior recital. Bachelor of Music majors may participate in an internship approved by the music faculty as an alternative to a one-hour senior recital.
- 8) Participate in an exit interview in lieu of the last semester performance jury. The process will entail the following:
  - Submission prior to the interview of an electronic copy of the student's responses to Exit Interview Questions
  - Submission prior to the interview of a paper or project created by the student for a music class
  - Evaluation of the student's strengths and weaknesses, with recommendations for further study or continuing education

**CAUTION:** Students should give careful consideration to the increased course load they will assume if they choose to add a minor or an endorsement or to change majors. Students who decide to add hours to their already rigorous program should not expect to graduate in four years. Independent studies cannot compensate for the added hours. Students must accept the consequences of their choices and plan to enroll for additional semesters.

## Requirements for the Bachelor of Music Degree with Major in Music

The Bachelor of Music degree is designed for students who have a primary interest in music or who plan to attend a graduate school for advanced musical training. Students with an interest in performance may request directed studies in instrumental, piano, or vocal literature. Vocal students may also request directed studies in diction and vocal pedagogy. In keeping with the spirit of a liberal arts education, students enrolled in this program are encouraged to take elective courses from a variety of disciplines outside the music area.

- 1) Complete the campuswide General Education Requirements and Graduation Requirements (see **Academic Policies**).
- 2) Complete the *Entrance and Participation Requirements for Music Majors*, listed above.
- 3) Pass each of the Major Course Requirements with a grade of C or better.
- 4) Complete the Piano Proficiency Exam. All BM-degree students must pass a piano proficiency exam by the end of their degree program. The exam may be taken sooner, if desired, after completing at least one semester of piano. Students who do not pass the exam must enroll in applied piano each semester until the proficiency requirement is completed.

### Major Course Requirements: 61 hours

MUA 005	Recital Attendance*	MUS 223	Basic Conducting
MUI 112	Percussion Methods & Literature	MUS 323	Advanced Choral Conducting
MUI 161	Beginning Guitar Class	MUS 353	History of Music
MUL 283	Choral & Instrumental Literature	MUS 461	Senior Recital Preparation <b>or</b>
MUS 101	Music & Music Theory Orientation	MUS 381	Music Internship
MUS 153	Intro to Music Technology	MUT 332	Choral Arranging

**To complete the Major Course Requirements:** In addition to the hours listed above, students are required to take the following hours: 6 hours upper division music electives, 7 hours of applied music in major, 4 hours of applied piano, and 7 hours of music ensemble, and 16 hours of theory (every level includes sightsinging and dictation).

**\*MUA 005 (Recital Attendance) is a 0 credit-hour course required every semester**, and will be monitored through applied lessons.

## Requirements for the BSE Degree with Major in Secondary Education, Concentration in Vocal Music, with K-12 Certification.

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

### Concentration in Vocal Music (Major Course Requirements: 47 hours)

MUI 112	Percussion Methods & Literature	MUS 324	Teaching Music in Secondary School**
MUI 161	Beginning Guitar Class <u>or</u>	MUS 343	Advanced Choral Conducting
MUA 111	Instrument I	MUS 353	History of Music
MUL 283	Choral & Instrumental Literature	MUS 383	Music for Elementary Grades
MUS 101	Music & Music Theory Orientation	MUS 433	Choral Techniques
MUS 223	Basic Conducting	MUT 332	Choral Arranging

**To complete the Major Course Requirements:** In addition to the above 23 hours, students are required to take the following 24 hours: 5 hours of applied music in major, 3 hours of applied piano (minimum preparation for piano proficiency), 4 hours of choral ensemble, and 12 hours of theory (every level includes sight singing and dictation)

\*\*This course requirement is met through SED 324, a professional education requirement.

## Requirements for the AA Degree with Emphasis in Music

- 1) Complete the required courses for the AA degree and the Graduation Requirements (see **Academic Policies** for both).
- 2) Complete the following 32 semester hours with a grade of C or better:

MUA 005	Recital Attendance*	MUT 114	Theory I
MUI 112	Percussion Methods & Literature	MUT 124	Theory II
MUL 282	Choral & Instrumental Literature		
MUS 101	Music & Music Theory Orientation		Applied Music (4 hours—at least 1 hour in piano)
MUS 223	Basic Conducting		Ensembles (4 hours)
MUS 353	History of Music		Music Electives (4 hours)

- 3) \*Enroll in MUA 005 (Recital Attendance) for four semesters; attendance will be monitored through applied lessons.

## Requirements for Minor

A grade of C or better is required in all courses in a minor.

**Music.** . . . . 23 hours minimum—MUI 112; MUS 101, MUL 283, MUS 223; MUT 114; applied music (4 hours—at least one hour must be piano with a grade of C or better); ensembles (4 hours); four semesters of MUA 005 (Recital Attendance); and one upper-level music course plus 2 hours of any other music class

**NOTE:** Music majors should see *Requirements for Minors* in the Christian Studies Division for a minor in Christian Education or Youth Ministry.

## Course Offerings

### APPLIED MUSIC (MUA)

Each music major or music minor student will be required to audition in his/her applied performance area before the music faculty. The student may, upon recommendation of the music faculty, be required to take an introductory applied music course. These special applied courses carry college credit and may be repeated for credit. Any student who does not audition will automatically be assigned to an *introductory* course.

**NOTE:** Weekly 25-minute lessons are given to first-year students. Second-year students may be advised to take a 25-minute lesson or a 50-minute lesson for one or two hours of credit. Weekly 50-minute lessons are given to third- and fourth-year students, for which they may receive one or two semester credit hours. Additional work is required for the extra credit hour.

**MUA 005 Recital Attendance****0 hours**

Involves students attending a prescribed number of student, faculty, and guest recitals as well as music workshops and master classes. *Recital attendance is required each semester of full-time enrollment for all music majors. Music minors and students seeking an AA degree in music must enroll for four semesters.*

**INSTRUMENT**

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.

**MUA 010 Instrument for Non-Music Majors****1 hour****MUA 111, 112 Instrument I and Instrument II (for Music majors and minors)****1-2 hours****MUA 211, 212 Instrument III and Instrument IV (for Music majors and minors)****1-2 hours****MUA 311, 312 Instrument V and Instrument VI (for Music majors and minors)****1-2 hours****MUA 411, 412 Instrument VII and Instrument VIII (for Music majors and minors)****1-2 hours****PIANO**

Involves students memorizing 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. Prerequisite: Audition, and consent of instructor.

**MUA 050 Piano for Non-Music Majors****1 hour****MUA 151, 152 Piano I and Piano II (for Music majors and minors)****1-2 hours****MUA 251, 252 Piano III and Piano IV (for Music majors and minors)****1-2 hours****MUA 351, 352 Piano V and Piano VI (for Music majors and minors)****1-2 hours****MUA 451, 452 Piano VII and Piano VIII (for Music majors and minors)****1-2 hours****VOICE**

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.

**MUA 070 Voice for Non-Music Majors****1 hour****MUA 171, 172 Voice I and Voice II (for Music majors and minors)****1-2 hours****MUA 271, 272 Voice III and Voice IV (for Music majors and minors)****1-2 hours****MUA 371, 372 Voice V and Voice VI (for Music majors and minors)****1-2 hours****MUA 471, 472 Voice VII and Voice VIII (for Music majors and minors)****1-2 hours****ENSEMBLES (MUE)**

Performance scholarships are available to qualified, full-time students who audition before the music faculty. Music Major Scholarship recipients will be in two ensembles as assigned by the Music Department faculty. Full-time students (music and non-music majors) may audit these ensembles by permission at no additional charge. Students auditing ensembles will receive an NC if they fail to meet requirements for the class.

**NOTE:** Students may enroll in a 300-level ensemble course after having completed four semesters in a 100-level section of that course. Music majors who enroll in a large ensemble for upper-level credit will be responsible for directing either in sectionals or during full ensemble rehearsals. Selected students may be asked to conduct during a public concert. The selected ensemble must be taken for credit. Only 8 MUE credit hours will be counted toward graduation requirements.

**MUE 110, 310 Band****1 hour**

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. Prerequisite: Audition. Offered fall and spring semesters. May be repeated for credit.

**MUE 120, 320 Concert Choir****1 hour**

Involves select singers performing choral literature while representing the university at major events. Emphasizes vocal technique required to perform a variety of master works from all time periods. May be repeated for credit. Prerequisite: Audition. Offered fall and spring semesters.

**MUE 133, 333 Chamber Choir** **1 hour**  
 Involves up to 16 select men and women that specialize in sacred choral music of all genres. Performs at university- and non-university events. Members must be available to travel an average of two weekends a month. Open to all students by audition only. *Requires membership in the Concert Choir and a minimum commitment of one year to both choral groups.* Offered fall and spring semesters. May be repeated for credit.

**MUE 140, 340 Praise Song** **1 hour**  
 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. *Requires a minimum commitment of one year. Praise Song does not satisfy the ensemble requirement for music majors.* May be repeated for credit. Prerequisite: Audition in spring for following year. Offered fall and spring semesters.

**MUE 165, 365 String Orchestra** **1 hour**  
 Involves the study, preparation, and performance of representative string orchestral literature. Emphasizes the techniques of good ensemble playing, including tone quality, intonation, balance, and phrasing. Small ensembles chosen from this group. Prerequisite: Audition. Offered fall and spring semesters. May be repeated for credit.

**MUE 191-3 Special Topics** **1-3 hours**  
 Courses offered to meet special needs of students.

**MUE 391-3 Advanced Topics** **1-3 hours**  
 Courses offered to meet special needs of students.

#### INSTRUMENTAL METHODS (MUI)

**MUI 112 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. *(This course is a prerequisite for MUI 131, 151, and 171.)*

**MUI 131 Brass Methods and Literature** **2 hours**  
 Focuses on fundamentals of playing and teaching brass instruments. Prerequisite: MUI 112. Offered fall semester.

**MUI 151 Woodwind Methods and Literature** **2 hours**  
 Focuses on fundamentals of playing and teaching woodwind instruments. Prerequisite: MUI 112. Offered spring semester.

**MUI 161 Beginning Guitar Class** **1 hour**  
 Focuses on fundamentals of playing guitar and explores its uses in the music classroom. Students will learn to play melodies and to devise and play chordal accompaniments for melodies.

**MUI 162 Advanced Guitar Class** **1 hour**  
 Lays the foundation for further advanced private guitar study. Curriculum will be tailored to levels and needs of individual students. Prerequisite: MUI 161 or consent of instructor.

**MUI 171 String Methods and Literature** **1 hour**  
 Focuses on fundamentals of playing and teaching violin, viola, cello, and bass viol. Prerequisite: MUI 112. Offered fall semester.

#### MUSIC LITERATURE (MUL)

To take Music Literature courses, students must have the consent of the Music Department.

**MUL 283 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 literature for educators. Prerequisite: Completion of MUT 114. Offered spring semester.

**MUL 291-3 Special Topics** **1-3 hours**  
 Courses offered to meet special needs of students in the areas of vocal, piano, and instrumental literature, vocal diction and pedagogy.

**MUL 491-3 Advanced Topics** **1-3 hours**  
 Courses offered to meet special needs of students in the areas of vocal, piano, and instrumental literature, vocal diction and pedagogy.

**MUSIC PRACTICUM (MUP)**

Provides music students with practical experiences in their area of interest. Credit: 1-2 semester hours. Prerequisite: Consent of Music Department. Offered any term.

---

MUP 111-2, 121-2	First Year	MUP 311-2, 321-2	Third Year
MUP 211-2, 221-2	Second Year	MUP 411-2, 421-2	Fourth Year

---

**GENERAL MUSIC (MUS)****MUS 101 Music and Music Theory Orientation****1 hour**

Focuses on library use, Music Department policies, four-year plans, and music theory. *A required course for all Bachelor of Music students, BSE students seeking a concentration in vocal music, music minors, students in the Associate of Arts degree program with emphasis in music, and for liberal studies majors with music as one of their areas.* To be taken first fall semester as a Bachelor of Music student. Offered fall semester.

**MUS 103 Music Appreciation****3 hours**

Introduces students to the elements of music, major periods of music history, and significant composers. Offered fall and spring semesters.

**MUS 131, 331 Worship Leadership (Chapel)****1 hour**

Focus on the planning, practice, performance, and evaluation of instrumental and vocal chapel music. Include study of worship philosophy, planning, and leadership. Prerequisite: Audition. MUS 331 may be taken after completing four semesters of MUS 131. Offered fall and spring semesters.

**MUS 153 Introduction to Music Technology****3 hours**

Emphasizes the use of music software. Also covers basic sound systems and the technology of recording. Offered spring semester.

**MUS 223 Basic Conducting****3 hours**

Provides instruction in basic baton techniques, score reading, rehearsal procedures, and interpretation for the choral and instrumental fields. Gives students laboratory conducting experience. Prerequisite: MUS 114. Offered fall semester.

**MUS 291-3 Special Topics****1-3 hours**

Courses offered to meet special needs of students.

**MUS 324 Teaching Music in Secondary School (same as SED 324)****3 hours**

Studies the techniques and materials used in teaching music in the middle school and secondary grades. BSE majors take this course concurrently with one semester of Field Experience. Offered spring semester.

**MUS 333 Church Music Ministry****3 hours**

Focuses on the philosophical and practical aspects of worship and church music, emphasizing worship planning and an age-comprehensive choir program. Offered fall semester.

**MUS 342 Hymnology****2 hours**

Provides a study of the history of hymnody from Old Testament times to the present. Emphasizes hymnal use in worship planning and effective congregational song leading. Offered spring semester.

**MUS 343 Advanced Choral Conducting****3 hours**

Focuses on advanced conducting techniques with and without baton. Students will conduct choral ensemble(s) in rehearsal and possibly make a concert appearance. Prerequisites: MUS 212 and MUS 124. Offered spring semester.

**MUS 353 History of Music****3 hours**

Provides an intensive study of composer, musical forms, and their historical settings. Emphasizes Western art music. Prerequisite: MUS 283. Offered fall semester.

**MUS 381 Music Internship****2 hours**

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. Offered fall and spring semesters.

**MUS 383 Music for Elementary Grades****3 hours**

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. Offered fall semester.

**MUS 391-3 Advanced Topics****1-3 hours**

Courses offered to meet special needs of students.



---

<b>MUS 433 Choral Techniques</b>	<b>3 hours</b>
Presents pedagogical materials and techniques appropriate for instructing students in voice, and for small and large choral organizations. Prerequisite(s): MUS 323 and/or MUS 326. Offered fall semester.	
<b>MUS 461 Senior Recital Preparation</b>	<b>1 hour</b>
Provides students with an opportunity to prepare for and perform their senior recital. <i>For all music majors; Students should sign up for this class during their last semester of applied music study.</i> Lab fee. Prerequisite: Applied Music—Level VI. Offered fall and spring semesters.	
<b>MUS 491-3 Advanced Topics</b>	<b>1-3 hours</b>
Courses offered to meet special needs of students.	

---

## THEORY (MUT)

<b>MUT 114 Theory I</b>	<b>4 hours</b>
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; and two one-hour laboratory periods each week devoted to sightsinging and dictation. Offered fall semester.	
<b>MUT 124 Theory II</b>	<b>4 hours</b>
Provides three one-hour class periods each week devoted to voice leading in four voices, harmonic progression, all diatonic triads, all diatonic seventh chords, and modulation; and two one-hour laboratory periods each week devoted to a continuation of sightsinging and dictation. Prerequisite: MUT 114. Offered spring semester.	
<b>MUT 314 Theory III</b>	<b>4 hours</b>
Provides three one-hour class periods each week devoted to the study of chromatic harmony and two one-hour laboratory periods each week devoted to a continuation of sightsinging and dictation. Prerequisites: MUT 114, MUT 124. Offered fall semester.	
<b>MUT 324 Theory IV</b>	<b>4 hours</b>
Provides three one-hour class periods each week devoted to the post-romantic and impressionistic styles, followed by the contemporary period, twelve-tone technique, and music since 1945; and two one-hour laboratory periods each week devoted to a continuation of sightsinging and dictation. Prerequisites: MUT 114, MUT 124, MUT 314. Offered spring semester.	
<b>MUT 332 Choral Arranging</b>	<b>2 hours</b>
Provides basic instruction in writing musical arrangements for various choral groups. Studies vocal characteristics and techniques. Prerequisite: MUT 124. Offered spring semester.	
<b>MUT 423 Counterpoint</b>	<b>3 hours</b>
Examines contrapuntal techniques of the 18 <sup>th</sup> century through analysis of works in the style of J. S. Bach. Prerequisite: MUT 324. Offered upon sufficient demand.	
<b>MUT 433 Form and Analysis</b>	<b>3 hours</b>
Examines musical forms through analysis of representative works in various stylistic periods. Prerequisite: MUT 324. Offered upon sufficient demand.	

---

## THEATRE

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, an annual children's show, and numerous other opportunities offer each student a diverse and creative theatre background.

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

## Goals

- 1) To provide instruction, guidance, and learning experiences that will prepare students with the

---

## DIVISION OF HUMANITIES

Samuel J. Swisher, *Chair*

---

Five departments constitute the Division of Humanities. They are English, History and Political Science, Media Communication, Modern Languages, and Philosophy.

### ENGLISH

**Bachelor of Arts Degree:** *Major*—English

**Associate of Arts Degree:** Emphasis in English

**Minor:** English

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

### Mission and Purpose of 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 of the English Department

- 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 the English Major

- 1) The English major will 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) The English major will 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) The English major will 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) The English major will 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 two semesters (at least 6 hours) of *one* modern language with a grade of C or better.

- 3) Meet the following departmental exit requirements:
  - a) Pass an exit interview
  - b) Pass a portfolio review
- 4) Pass each of the following Major Course Requirements with a grade of C or better

#### Major Course Requirements: 40 hours

LIT 233	American Literature I	LIT 283	Intro to Drama as Literature
LIT 243	American Literature II	LIT 303	World Classics in Translation
LIT 253	English Life & Literature I	LIT 333	Shakespeare
LIT 263	English Life & Literature II	ENG 481	Senior Seminar

*In addition to the 22 hours listed above:* To complete the Major Course Requirements, take 18 hours, as follows: one 3-hour advanced writing course, one 3-hour advanced English language course, 6 hours of 400 level, 3 hours of 300-400 level, and 3 hours of any level from English Department courses (excluding ENG 011, 013, 111-411, and 213).

### Requirements for the AA Degree with Emphasis in English

- 1) Complete the required courses for the AA degree and the Graduation Requirements (see **Academic Policies** for both).
- 2) Complete 27 semester hours as follows:
  - a) Nine (9) hours in literature and/or writing courses from the course offerings listed for English (in addition to the general education requirements of 6 hours in composition and 6 hours in literature).
  - b) Two semesters of modern language.
  - c) Ten to 12 hours of electives from any academic department.

### Requirements for a Minor in English

A grade of C or better is required in all courses in a minor.

**English.** . . . . . 24 hours— 6 hours must be at the 300 level or 400 level (**NOTE:** The following courses will **not** count toward the English minor: ENG 011, 013, 100-400, 102, 111-411, 213.)

## Course Offerings

### ENGLISH

#### ENG 013 English Fundamentals 3 hours

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 and spring semesters.

#### ENG 102 Writing for Media (same as CAM 102) 3 hours

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.

#### ENG 104 English Composition I 3 hours

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, or grade of C or better in ENG 013 Offered fall and spring semesters.

#### ENG 106 English Composition II 3 hours

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 better in ENG 104. Offered fall and spring semesters.

#### ENG 291-3 Special Topics 1-3 hours

A study of topics to meet special needs. Prerequisite: Consent of instructor. Offered upon sufficient demand.

**ENG 313 Creative Writing** (same as CAM 313) **3 hours**  
Explores the writer's role in the creative process. Students will develop individual techniques for creativity in writing fiction, poetry, and drama. Prerequisite: ENG 106 or consent of instructor. Offered fall semester.

**ENG 363 Composition Theory and Practice** **3 hours**  
Introduces students to theories underlying the practice of writing in an academic setting. Designed for Secondary Education majors, to enhance understanding of methods of teaching and using writing in the classroom. Prerequisites: ENG 104 and 106 or equivalent composition coursework. Offered fall semester, even years.

**ENG 391-3 Advanced Topics** **1-3 hours**  
A study of topics to meet special needs. Prerequisite: Consent of instructor. Offered upon sufficient demand.

**ENG 413 Structure of the English Language** **3 hours**  
Introduces students to linguistics, with a focus on American English. Gives attention to syntax (using a transformational grammar approach), phonology, morphology, semantics, language acquisition, and sociological influences on language. Prerequisite: Junior standing or consent of instructor. Offered fall semester, odd years.

**ENG 423 History of the English Language** **3 hours**  
Studies the development of the English language from its beginning to the present. Prerequisite: Junior standing or consent of instructor. Offered spring semester, even years.

**ENG 481 Senior Portfolio** **1 hour**  
Assists students in creating both an academic and a professional portfolio that analyze their prior learning and its application to their career and/or further studies. Eight-week course that should be taken in the student's final year of study. Offered fall semesters.

**ENG 491-3 Advanced Topics** **1-3 hours**  
A study of topics to meet special needs. Prerequisite: Consent of instructor. Offered upon sufficient demand.

## ENGLISH AS A SECOND LANGUAGE

**ESL 011 English Conversation** **3 hours**  
Provides practice in conversation skills including speaking, listening, pronunciation, vocabulary, and American idioms. Offered fall and spring semesters.

**ESL 012 Reading and Writing** **3 hours**  
Focuses on development of reading comprehension and basic writing skills. Offered fall and spring semesters.

**ESL 013 American Culture** **3 hours**  
Introduces students to contemporary American culture, with a focus on the academic setting. Offered fall and spring semesters.

## LITERATURE

**LIT 103 Introduction to Literature** **3 hours**  
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.

**LIT 133 Introduction to American Literature** **3 hours**  
Presents an overview of American literature; acquaints students with major authors, periods, and/or literary movements. Prerequisite: ENG 104. Offered as needed.

**LIT 153 Introduction to British Literature** **3 hours**  
Presents an overview of British literature; acquaints students with major authors, periods, and/or literary movements. Prerequisite: ENG 104. Offered as needed.

**LIT 233 American Literature I** **3 hours**  
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.

**LIT 243 American Literature II** **3 hours**  
Surveys American literature from the Civil War to World War II. Prerequisites: ENG 104 and 106 or consent of instructor. Offered spring semester.

**LIT 253 English Life and Literature I**

**3 hours**

Provides a chronological study of English literature from *Beowulf* 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.

**LIT 263 English Life and Literature II**

**3 hours**

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.

**LIT 283 Introduction to Drama as Literature** (same as THR 283)

**3 hours**

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.

**LIT 291-3 Special Topics**

**1-3 hours**

A study of topics to meet special needs. Prerequisite: Consent of instructor. Offered upon sufficient demand.

**LIT 302 Young Adult Literature**

**3 hours**

Acquaints the student with a variety of contemporary authors as well as a wide range of contemporary books written for young adults. Students read a number of novels dealing with many social, ethical, and ethnic issues, and make a series of class presentations as well as prepare and present a thematic unit. Designed primarily for Secondary Education majors. Prerequisites: ENG 104, 106, and 6 hours of literature, or consent of instructor. Offered spring semester.

**LIT 303 World Classics in Translation**

**3 hours**

Provides an intense study of Greek and Roman classics. Prerequisites: ENG 104 and 106 or consent of instructor. Offered spring semester, odd years.

**LIT 333 Shakespeare**

**3 hours**

Studies major sonnets, tragedies, histories, and comedies by Shakespeare. Gives attention to the author's life, the intellectual and cultural background of the period, and critical studies of the works. Prerequisites: ENG 104 and 106 or consent of instructor. Offered spring semester, even years.

**LIT 373 The Writings of C.S. Lewis and J.R.R. Tolkien**

**3 hours**

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 ENG 106. Offered fall semester, even years, or alternating summers.

**LIT 383 The Novels of Jane Austen**

**3 hours**

Provides an intense study of the major works of Jane Austen. Emphasizes gender and class distinctions. Prerequisites: ENG 104 and 106. Offered spring semester, odd years.

**LIT 391-3 Advanced Topics**

**1-3 hours**

A study of topics to meet special needs. Prerequisite: Consent of instructor.

**LIT 433 The American Novel**

**3 hours**

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: LIT 233 and 243 or consent of instructor. Offered fall semester, even years.

**LIT 434 American Poetry**

**3 hours**

Studies the poetry of the United States from the Colonial period to the present. Gives special attention to the multicultural nature of indigenous American poetry. Prerequisites: LIT 233 and 243 or consent of the instructor. Offered spring semester, odd years.

**LIT 435 American Drama**

**3 hours**

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. Prerequisite: LIT 283 or consent of instructor. Offered spring semester, even years.

**LIT 436 American Short Fiction**

**3 hours**

An introduction to the short story as developed by native writers and the significance of the genre as a cultural phenomenon. Prerequisites: ENG 104, 106, and junior standing. Offered fall semester, odd years.

**LIT 443 Medieval and Renaissance Literature**

**3 hours**

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, 106, and junior standing, or consent of instructor. Offered fall semester, even years.

**LIT 445 Romanticism in English Literature**

**3 hours**

A course designed for close examination of the gothic and historical novel in the late eighteenth-century and early nineteenth-century. Prerequisites: ENG 104, 106, and junior standing, or consent of instructor. Offered fall semester, odd years.

**LIT 446 The Victorian Period**

**3 hours**

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, 106, and junior standing, or consent of instructor. Offered spring semester, even years.

**LIT 491-3 Advanced Topics**

**1-3 hours**

Selected topics to meet special needs. Prerequisite: Consent of instructor.

---

## HISTORY AND POLITICAL SCIENCE

**Bachelor of Arts Degree:** *Major*—History

**Minor:** History

**Social Studies Certification:** Offers courses leading to certification in social studies (grades 9-12) in secondary education under the Bachelor of Science in Education degree (see Division of Education for details)

### 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.

### 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.

### Objectives for the History Major

- 1) The History major will identify major chronological eras and the important events associated with them
- 2) The History major will identify the causes and consequences of important historical events and analyze their significance
- 3) The History major will analyze primary source documents as to their meaning, purpose and significance
- 4) The History major will utilize historical research methods by completing a research- oriented written assignment and research presentation
- 5) The History major will write a major historical research paper containing a thesis, 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 and the Graduation Requirements (see **Academic Policies** for both)
- 2) Pass each of the following Major Course Requirements with a grade of C or better; these requirements include the 18 hours of Controlled Electives

**Major Course Requirements: 39 hours**

GEO 103	World Geography	HST 223	U.S. History II
HST 153	World History I	HST 499	Senior Seminar
HST 163	World History II	PLS 113	Intro to Government
HST 213	U.S. History I		

*Controlled Electives:* To complete the Major Course Requirements, choose 18 hours from 300- and 400-level HST and PLS courses; they must include at least two courses in non-United States history.

## Requirements for Minor

A grade of C or better is required in all courses in a minor.

**History.** . . . . . 18 hours—HST 153, 163, 213, 223; plus 6 hours of electives in history at the 300 level or above

## *Course Offerings*

### GEOGRAPHY

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

### HISTORY

**HST 153 World History I (— to 1600)** **3 hours**  
 A survey of major world civilizations from the dawn of recorded events to A.D. 1600 with emphasis on the interrelationship of ancient cultures, medieval civilization, and the Renaissance and Reformation era. Offered fall semester.

**HST 163 World History II (1600 to present)** **3 hours**  
 Surveys major developments in world civilization since A.D. 1600 with an emphasis on the age of exploration, colonialism, the Enlightenment, modern ideologies, the great world wars, and interrelated cultural movements. Offered spring semester.

**HST 213 United States History I** **3 hours**  
 Presents a general study of the major diplomatic, political, religious, social, economic, and military trends in American history from the period of European exploration through the Reconstruction Era. Offered fall and spring semesters.

**HST 223 United States History II** **3 hours**  
 Presents a general study of the major diplomatic, political, religious, social, economic, and military trends in American history from the end of the Reconstruction Era to the present. Offered fall and spring semesters.

**HST 291-3 Special Topics** **1-3 hours**  
 Select topics focusing on one aspect (social, diplomatic, political, etc.) or a particular period of history. Prerequisite: Consent of instructor.

**HST 303 Introduction to Research Methods** **3 hours**  
 Provides instruction in proper methods for doing historical research. Examines the construction of “history” through the analysis of primary and secondary sources. Examines the influence of primary sources and theory on the construction of historical interpretation. Incorporates field trips to introduce students to historical preservation. Offered fall semester.

**HST 304 History and Hollywood** **3 hours**  
 Presents in-depth studies of selected Hollywood films made to portray historical eras, people, and events; analyzes their relationship to the historical facts underlying them. May be applied toward the General Education Requirements. Prerequisite: One of the following: HST 153, 163, 213, or 223. Offered summer terms, and fall and spring semesters as needed.

**HST 305 The Middle Ages****3 hours**

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.

**HST 309 The Renaissance****3 hours**

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.

**HST 310 The Reformation Era****3 hours**

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.

**HST 383 Leaders of the Reformation Era****3 hours**

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.

**HST 391-3 Advanced Topics****1-3 hours**

Select topics focusing on one area (social, diplomatic, political, etc.) or a particular period of history. Special emphasis on critical analysis of and research in original sources. Prerequisites: 6 hours of history and junior standing.

**HST 413 U.S. Civil War and Reconstruction****3 hours**

Traces the political, military, economic, social, and religious events during the period 1840-1877 with special emphasis on the cause of the Civil War and the adjustments of Reconstruction that have affected subsequent American history. Prerequisites: 6 hours of history and junior standing or consent of instructor. Offered spring semester, odd years.

**HST 443 The History of Slavery****3 hours**

Examines the development of slavery in the Atlantic World; the growth of the institution from the Classical Era, its continuation in the Colonial Era, and its survival to the Present. The course examines the roots of the system in Precolonial Africa and its continuation in the Americas. Prerequisite: 6 hours of history or consent of instructor. Offered spring semester, even years.

**HST 473 Colonial American History****3 hours**

Reviews West European colonization in North America with major attention given to the establishment and development of British America. This course examines British imperialism, the development of slavery, the economic relationship between Colonial America and Europe, and the roots of the American Revolution. Prerequisite: 6 hours of history or consent of instructor. Offered fall semester, even years.

**HST 483 The Atlantic World (1492-1900)****3 hours**

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.

**HST 491-3 Advanced Topics****1-3 hours**

Select topics focusing on one aspect (social, diplomatic, political, etc.) or a particular period of history. Special emphasis on critical analysis of and research in original sources. Prerequisites: 6 hours of history and junior standing.

**HST 499 Senior Seminar****3 hours**

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.



## POLITICAL SCIENCE

### PLS 113 Introduction to Government

3 hours

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.

### PLS 131 U.S. and Missouri Constitutions

1 hour

Provides a fundamental awareness and understanding of the Constitution of the United States and the Constitution of the State of Missouri, in order to fulfill the requirements as set forth in Missouri State Statute 170.11. Offered fall and spring semesters.

### PLS 191-3 Special Topics

1-3 hours

Courses offered to meet special needs of students.

### PLS 291-3 Special Topics

1-3 hours

Courses offered to meet special needs of students.

### PLS 463 The American Presidency

3 hours

Examines the office of president, from George Washington to the present, with a focus on the evolution of presidential power, those men who were influential in setting precedents, and the modern-day functions of the office. Prerequisites: HST 213 or PLS 113. Offered fall semester, odd years.

### PLS 491-3 Special Topics

1-3 hours

Courses offered to meet special needs of students.

---

## MEDIA COMMUNICATION

The Media Communication 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:** *Major*—Media Communication, Public Relations

**Minors:** Broadcast Communication, Journalism, Public Relations, Speech Communication

### Statement of Mission and Purpose for the Media Communication Department

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

### Goals of the Media Communication Department

- 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 Media Communication Department Majors

### Media Communication

- 1) The Media Communication major will demonstrate knowledge of theories and concepts in communication theory, including interpersonal, group, mass media and intercultural communication
- 2) The Media Communication major will demonstrate on-the-job skills and expertise in interpersonal communication, managerial skills and performance of hands-on duties
- 3) The Media Communication major will demonstrate skill and knowledge of technical and performance skills necessary for presentation of a public informative speech
- 4) The Media Communication major will demonstrate skill, knowledge and values needed to research and write at the graduate level

### Public Relations

- 1) The Public Relations major will demonstrate the understanding of public relations by implementing and proposing a multi-part public relations plan for clients and organizations.
- 2) The Public Relations major will understand the different kinds of PR tools available and be able to use the best method(s) for delivering PR messages to appropriate audiences.
- 3) The Public Relations major will conduct themselves with professionalism and have a strong work ethic when dealing with internship opportunities and on-the-job practical training.
- 4) The Public Relations major will be able to communicate using above average presentations skills when pitching and delivering ideas and research to various audiences.

## Requirements for BA or BS Degree with Major in Media Communication

- 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 Major Course Requirements listed with a grade of C or better.

### Major in Media Communication (*Major Course Requirements: 53-56 hours*)

ART 253	Digital Photography	CAM 433	Media Law & Ethics I
CAM 101	Intro to Mass Communication	CAM 463	Media Law & Ethics II
CAM 102	Writing for Media	CAS 201	Interpersonal Communication
CAM 233	Broadcast Journalism	CAS 301	Advanced Public Speaking
CAM 323	Media Literacy	CAS 302	Organizational Communication
CAM 381-3	Communication Practicum	CAS 303	Communication Theory
CAM 404	Senior Performance Seminar		

**Controlled Electives:** In addition to the 25-27 hours listed above, complete 3 hours of applied computer courses.

- 3) Choose a Track: In addition to the courses listed above, complete the Major Course Requirements by choosing one track: Broadcast Communication or Journalism and completing each requirement with a grade of C or better.

#### Broadcast Communication Track (22 hours)

CAM 233	Broadcast Journalism	CAM 482	Advanced Video Production
CAM 243	Broadcast Basics & Audio Prod.	CAS 363	Voice & Diction
CAM 371	Broadcast Project	MKT 313	Principles of Marketing
CAM 373	Video Production	CAM 453	PR: Strategies & Tactics
CAM 471	Broadcast Project		

#### Journalism Track (23 hours)

ART 253	Digital Photography	CAM 211	Journalism: Magazine
CAM 100	Journalism: Newspaper	CAM 233	Broadcast Journalism
CAM 111	Journalism: Magazine	CAM 313	Creative Writing
CAM 171	Broadcast Project	CAM 353	Magazine Production
CAM 200	Journalism: Newspaper	ENG 413	Structure of the English Language

**NOTE:** To complete the journalism track, take 3 hours from the following: CAM 271, 300, 311, 371, 400, 411, and 471

## Requirements for BA or BS Degree with Major in 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) Pass each of the Major Course Requirements listed with a grade of C or better.

### **Major in Public Relations** (*Major Course Requirements: 59-62 hours*)

ART 253	Digital Photography	CAM 433	Media Law & Ethics I
BIS 201	Web Page Design	CAM 453	PR Strategies & Tactics
CAM 101	Intro to Mass Communication	CAM 463	Media Law & Ethics II
CAM 102	Writing for Media	CAM 473	PR Case Studies & Research
CAM 233	Broadcast Journalism	CAS 201	Interpersonal Communication
CAM 323	Media Literacy	CAS 301	Advanced Public Speaking
CAM 333	Media Relations & Social Media	CAS 302	Organizational Communication
CAM 381-3	Communication Practicum	CAS 303	Communication Theory
CAM 404	Senior Performance Seminar	MAN 243	Principles of Business Management
CAM 413	PR Special Events, Fundraising & Non-Profits	MKT 313	Principles of Marketing
		MKT 323	Principles of Advertising

**Controlled Electives:** In addition to the 59-62 hours listed above, complete 3 hours from the following courses: CAM 100, 111, 171, 200, 211, 271, 300, 311, 371, 400, 411, 471.

## Requirements for Minors

A grade of C or better is required in all courses in a minor.

**Broadcast Communication** . . . . . 19 hours—CAM 101, 102, 243, 433, 453, and CAS 363 and CAM 371 or 481

**Journalism** . . . . . 16 hours—CAM 101, 102, 233, 371, 433, & 3 hours from 100, 111, 200, 211

**Public Relations** . . . . . 19 hours—CAM 101, 102, 383, 433, 453; MKT 313; & 1 hour from CAM 100, 111, 171, 371

## *Course Offerings*

*Related courses (commercial art, computer graphics, photography) may be found also in the Art Department under the Division of Fine Arts.*

### **MEDIA COMMUNICATION—MEDIA (CAM)**

#### **CAM 100, 200, 300, 400 Newspaper** **1 hour**

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. Lab fee. Prerequisites: CAM 102, 213, and previous levels of the course and/or consent of instructor. Offered fall and spring semesters.

#### **CAM 101 Introduction to Mass Communication** **3 hours**

Surveys the history, development, social impact of, and careers in mass media. Offered spring semester.

#### **CAM 102 Writing for Media** (same as ENG 102) **3 hours**

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.

#### **CAM 111, 211, 311, 411 Magazine** **1 hour**

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. Lab fee. Prerequisite(s): Previous level of course and/or consent of instructor. Offered fall and spring semesters.

- CAM 171, 271, 371, 471 Broadcast Project** **1 hour**  
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. Lab fee. Offered fall and spring semesters.
- CAM 233 Broadcast Journalism** **3 hours**  
Explores methods and styles of journalistic reporting in broadcast environments, including fundamentals of gathering information and of investigating, writing, and reporting stories. Lab fee. Prerequisite: CAM 102. Offered fall semester.
- CAM 243 Broadcast Basics & Video Production** **3 hours**  
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. Lab fee. Prerequisites: CAM 101, 102. Offered fall semester.
- CAM 291-3 Special Topics** **1-3 hours**  
Select topics within the communication field. Prerequisite: Consent of instructor.
- CAM 313 Creative Writing** (same as ENG 313) **3 hours**  
Explores the writer's role in the creative process. Students will develop individual techniques for creativity in writing fiction, poetry, and drama. Prerequisite: ENG 106 or consent of instructor. Offered fall semester.
- CAM 323 Media Literacy** **3 hours**  
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. Prerequisites: CAM 101, 102. Offered spring semester, odd years.
- CAM 333 Media Relations and Social Media** **3 hours**  
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 spring semester.
- CAM 353 Magazine Production** (same as ART 353) **3 hours**  
Provides instruction in the structure of the magazine industry and applies copywriting, editing, and layout skills to a literary magazine project. Prerequisite: ART 205 or consent of instructor. Offered spring semester.
- CAM 373 Video Production** **3 hours**  
Provides advanced training in writing, directing, shooting, and editing of 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 343. Offered spring semester.
- CAM 381-3 Communication Practicum** **1-3 hours**  
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; CAM 101, 102; CAS 101; and consent of instructor. Offered by arrangement.
- CAM 386 Advanced Broadcast Journalism** **3 hours**  
Provides additional skill development opportunities in broadcast journalism. Covers writing, shooting, editing, and meeting of deadlines; emphasizes feature-writing and strong storytelling. Students will gain experience working alone. Prerequisite: CAM 373. Offered fall semester.
- CAM 391-3 Advanced Topics** **1-3 hours**  
Select topics within the communication field. Prerequisite: Consent of instructor.
- CAM 404 Senior Performance Seminar** **3 hours**  
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 Media Communication Department. Lab fee. Prerequisite: Senior status. Offered fall and spring semesters.

**CAM 413 Public Relations Special Events, Fundraising, and Non-Profits** **3 hours**  
Provides advanced strategies to event planning and fundraising. Also covers issues related to managing public relations for non-profit organizations.

**CAM 433 Media Law and Ethics I** **3 hours**  
Explores legal and ethical issues related to historical and contemporary media outlets, including self-governing rules of conduct for the communications industry. Covers issues involved in copyright, libel/slander, decency, and freedom of press and speech among other areas. Provides training in management practices. Prerequisites: CAM 101 and junior or senior standing. Offered fall semester.

**CAM 453 Public Relations: Strategies and Tactics** **3 hours**  
Introduces students to approaches and strategies in public relations. Students learn about career paths in public relations and conduct an intensive PR campaign. Prerequisite: Junior or senior standing. Offered fall semester.

**CAM 463 Media Law and Ethics II** **3 hours**  
Provides further description and analysis of media law, ethical case studies, and self-governing rules of conduct in media communication professions. Basics of media communication First Amendment provisions are applied. Students will study and apply legal and ethical issues related to media communication law. Ethical decisions will be discussed using case studies and student/professor-directed projects and presentations. Prerequisites: CAM 101, CAM 433, and junior or senior standing. Offered spring semester.

**CAM 473 Public Relations: Case Studies and Research** **3 hours**  
Explores methods for measuring successful public relations campaigns. Students learn how to research and apply findings to specific public relations cases and situations. Students will write a research-based plan for a company or public official in crisis. Prerequisites: Junior or senior standing, and CAM 453 or instructor consent. Offered spring semester, even years.

**CAM 481-2 Advanced Video Production** **1-2 hours**  
Provides video production experience in campus- and other projects. Lab fee. Prerequisites: CAM 373, senior media communication major with broadcast communication track, and consent of instructor. Offered fall and spring semesters.

**CAM 491-3 Advanced Topics** **1-3 hours**  
Select topics within the communication field. Prerequisite: Consent of instructor.

#### **MEDIA COMMUNICATION—SPEECH COMMUNICATION (CAS)**

**CAS 101 Introduction to Speech Communication** **3 hours**  
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.

**CAS 201 Interpersonal Communication** **3 hours**  
Presents principles of interpersonal speech communication in development of societal, educational, and vocational relationships. Prerequisite: CAS 101. Offered spring semester.

**CAS 291-3 Special Topics** **1-3 hours**  
Select topics within the communication field. Prerequisite: Consent of instructor.

**CAS 301 Advanced Public Speaking** **3 hours**  
Surveys various types of public speaking and the principles involved in each. Includes multiple lengthy professional communication assignments involving research, production, and presentation Prerequisite: CAS 101. Offered fall semester.

**CAS 302 Organizational Communication** **3 hours**  
Presents theories of communication systems and processes in organizational structures, including communication behavior in formal and informal settings. Prerequisites: CAS 201. Offered fall semester, even years.

**CAS 303 Communication Theory** **3 hours**  
Provides a detailed overview and investigation of human communication theories; includes history, models, and application of theories. Offered spring semester, odd years.

**CAS 363 Voice and Diction****3 hours**

Provides instruction in on-air media performance techniques as well as vocal mechanics; emphasizes vocal quality, diction, breathing, and interpretation. Prerequisite: CAM 101. Offered spring semester.

**CAS 423 Rhetorical Theory****3 hours**

Examines the history and theory of rhetoric from the classical to modern eras, applying standards for effective communication with an emphasis on persuasion. Provides an introduction to the radio and television broadcast industry and to the newest media technology. Credit: 3 semester hours. Prerequisites: CAS 301, 401.

**CAS 381-3 Communication Practicum****1-3 hours**

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; CAS 101, 201, 303; and consent of instructor. Offered by arrangement.

**CAS 391-3 Advanced Topics****1-3 hours**

Select advanced topics within the communication field. Prerequisites: Junior standing and consent of instructor.

**CAS 491-3 Advanced Topics****1-3 hours**

Select advanced topics within the communication field. Prerequisites: Senior standing and consent of instructor.

---

## MODERN LANGUAGES

The Modern Language Department offers courses in support of the Bachelor of Arts programs.

### Goals

Spanish and French are offered to help students deepen their understanding of the people who speak these languages. The study of languages and literature can lead students to better evaluations of the cultural, social, political, and economic settings and to better relationships with the people.

These courses aim toward enabling students to speak, read, and understand the language with some freedom and accuracy as soon as possible. Topics covered include conversation, grammar, composition, and reading.

## *Course Offerings*

**NOTE:** To meet special modern language requirements of students, Special Topics courses (MLN 191-3 and 291-3) and Advanced Topics courses (MLN 391-3) are offered as needed.

### SPANISH

**MLN 110 Elementary Spanish I****3 hours**

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 hour of high school Spanish. Offered fall semester.

**MLN 111 Elementary Spanish II****3 hours**

Provides a continuation of MLN 110 with additional study in grammar, composition, and conversation. Prerequisite: MLN 110 or satisfactory proficiency. Offered spring semester.

**MLN 210 Intermediate Spanish I****3 hours**

Reviews fundamentals. Extensive study of grammar, composition, and conversation. Prerequisite: MLN 111 or satisfactory proficiency. Offered fall semester.

**MLN 211 Intermediate Spanish II**

**3 hours**

A continuation of MLN 210 with emphasis on accelerated reading. Prerequisite: MLN 210 or satisfactory proficiency. Offered spring semester.

**FRENCH**

**MLN 120 Elementary French I**

**3 hours**

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 hour of high school French. Offered fall semester, odd years.

**MLN 121 Elementary French II**

**3 hours**

Provides a continuation of MLN 120 with additional study in grammar, composition, and conversation. Prerequisite: MLN 120 or satisfactory proficiency. Offered spring semester, even years.

**MLN 220 Intermediate French I**

**3 hours**

Reviews fundamentals. Extensive study of grammar, composition, and conversation. Prerequisite: MLN 121 or satisfactory proficiency. Offered upon sufficient demand.

**MLN 221 Intermediate French II**

**3 hours**

A continuation of MLN 220 with emphasis on accelerated reading. Prerequisite: MLN 220 or satisfactory proficiency. Offered upon sufficient demand.

**PHILOSOPHY**

The Philosophy Department offers courses to support other departments.

**Requirements for Minor**

A grade of C or better is required in all courses in a minor.

Philosophy. . . . 18 hours—must include PHL 213, 253, and 313; may also count HON 304 or SCI 303.

*Course Offerings*

**PHL 213 Introduction to Philosophy** (same as THE 213)

**3 hours**

Surveys the basic problems, procedures, and systems of philosophy aimed at assisting the student in the development of a critical and constructive attitude toward knowledge. Prerequisite: Sophomore standing. Offered spring semester, odd years.

**PHL 253 Introduction to Logic**

**3 hours**

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.

**PHL 291-3 Special Topics**

**1-3 hours**

Courses offered to meet special needs of students. Prerequisite: Consent of instructor.

**PHL 313 Christian Ethics** (same as THE 313)

**3 hours**

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. Prerequisite(s): BIB 113 and 123 or BIB 143. Offered fall semester, even years.

**PHL 323 Comparative Religions** (same as THE 323)

**3 hours**

Provides a historical and descriptive introduction to the major religions of the world. Attention is given to comparing major non-Christian religions to orthodox Christianity. Prerequisite: Junior standing or consent of instructor. Offered spring semester, even years.

**PHL 391-3 Advanced Topics**

**1-3 hours**

Courses offered to meet special needs of students. Prerequisite: PHL 213 or consent of instructor.

**PHL 491-3 Advanced Topics**

**1-3 hours**

In-depth studies to meet special needs of students. Prerequisites: PHL 213 and junior standing or consent of instructor.

---



---

## DIVISION OF INNOVATIVE PROGRAMS

---

In our changing culture where education has become a lifetime process, many adults are seeking to enhance their skills or to obtain those appropriate to career changes and growth, while high school students are looking for an early start on university work. To meet the needs of these nontraditional students, many of whom have daytime responsibilities, the Division of Innovative Programs strives to provide a variety of alternatives.

The mission of Hannibal-LaGrange University's Innovative Programs is to provide an excellent education in both liberal arts and professional disciplines in a distinctively Christian environment, thus preparing students for both personal and career effectiveness. The completion of the Bachelor of Science Degree or Bachelor of Applied Science Degree in Child Development, Administration of Justice, Organizational Management; the Bachelor of Applied Science in Computer Technology; or the Bachelor of Science in Social Work with Hannibal-LaGrange University will assist adults in realizing personal and career growth.

### ADVANCE Program

**Marc E. Hurt**, *Director*

The **ADVANCE program** is a degree program specifically designed for adults who want to complete a university 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 an 18- or 19-month period.

### University Credit for High School Students and Adult Continuing Education

**Jacob King**, *Director*

#### University Credit For High School Students

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

**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 dual credit program director.

**Early enrollment (E<sup>2</sup>):** Exceptional high school students who have completed their junior year 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 early enrollment program director.

#### Adult Continuing Education

**Continuing Education Units (CEUs).** CEUs are awarded to individuals for successful completion of qualified noncredit programs. The CEU is a recognized measurement of a noncredit course of study, even though such an educational effort is not applicable toward a degree. One CEU is awarded for ten contact hours of participation.

**Extension classes.** Courses offered at off-campus sites are identical to courses taught in the traditional program. The university also conducts specialized courses for companies designed to enhance the skills of their employees. These courses may offer university credit. If not, students may be eligible for Continuing Education Units (CEUs). **NOTE:** Students cannot become a candidate for a degree until they fulfill the residency requirements, as stated in the catalog.

## ADVANCE PROGRAMS

**Bachelor of Science Degree:** *Majors*—Child Development, Administration of Justice, Organizational Management, Social Work

**Bachelor of Applied Science Degree:** *Majors*—Child Development, Computer Technology, Administration of Justice, Organizational Management

### 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

- 1) Adults with five years of full-time work experience seeking to enhance or develop their supervisory, management, or program administration skills.
- 2) Approximately 60 hours of transferable credits from accredited institution(s).

### Caution to the Student

**Facts:** 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.

### Requirements for a BS Degree or a BAS Degree Earned Through the ADVANCE Program: Majors in Child Development, Computer Technology, Administration of Justice, Organizational Management, and Social Work

- 1) Complete the General Education Requirements shown below for the chosen degree and the Graduation Requirements (see **Academic Policies**).
- 2) Pass each of the Course Requirements listed under the chosen major with a grade of C or better.

#### GENERAL EDUCATION REQUIREMENTS for BS Degree: 46 hours

<u>Courses</u>	<u>Hours</u>	<u>Courses</u>	<u>Hours</u>
Bible	6	Natural Science <sup>2</sup>	7
English Composition	6	Mathematics <sup>3</sup>	3
Speech <sup>5</sup>	3	Social Science <sup>4</sup>	9
Humanities & Fine Arts <sup>1</sup>	12		

#### GENERAL EDUCATION REQUIREMENTS for BAS Degree: 40 hours

<u>Courses</u>	<u>Hours</u>	<u>Courses</u>	<u>Hours</u>
Bible	6	Natural Science <sup>2</sup>	7
English Composition	6	Mathematics <sup>3</sup>	3
Speech <sup>5</sup>	3	Social Science <sup>4</sup>	6
Humanities & Fine Arts <sup>1</sup>	9		

#### NOTES FOR GENERAL EDUCATION COURSES:

<sup>1</sup> The humanities and fine arts requirement must include 3 hours of *history*. The remaining courses are to be taken from at least two other departments within the Humanities and the Fine Arts divisions: Art, Communication Arts, English, Literature, Modern Language, Music, Philosophy, or Theatre.

<sup>2</sup>At least one lab course is required.

<sup>3</sup>For BS degree, one of the following courses is required: MTH 131, 143, 153, 185 or higher. For BAS degree, either MTH 113 (Introduction to Mathematics) or MTH 123 (Intermediate Algebra) or higher is required.

<sup>4</sup>Courses in social science must come from at least two disciplines. 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. Students majoring in Social Work are required to have SOC 123 Introduction to Sociology and PSY 113 General Psychology, or their equivalents.

<sup>5</sup>The speech requirement can be met by passing ORM 333.

### Major in Child Development: 48 hours

CHD 243	Admin of Early Childhood Programs	CHD 362	Family & Community Resources
CHD 303	Introduction to Early Childhood	CHD 382	Assessing Young Children
CHD 312	Emergent Language	CHD 413	Early Literacy
CHD 313	Implementing & Evaluating Interventions	CHD 463	Ethics in Early Childhood Organizations
CHD 323	Communication Disorders	CHD 473	Portfolio Development & Grant Writing
CHD 343	Multicultural Study of Children & Families	CHD 486	Internship in Child Development
CHD 356	Curriculum & Methods for Early Childhood	ORM 353	The Bible & the Christian Worldview in Pluralistic America

### Major in Computer Technology: 48 hours

CTE 303	Linux+	CTE 423	Convergence+
CTE 313	A+	CTE 433	CIW Professional
CTE 323	CCNA I	CTE 443	Web Server Technology
CTE 333	CCNA II	CTE 473	Internship I
CTE 343	Web Programming	CTE 483	Internship II
CTE 353	MCSA I	ORM 353	The Bible & the Christian Worldview in Pluralistic America
CTE 363	MCSA II	ORM 463	Organizational Ethics
CTE 413	Security +I		

**NOTE:** Major also includes one additional 3-hour course.

### Major in Administration of Justice: 48 hours

ADJ 203	Scientific Criminal Investigation	ADJ 354	Administration of Justice Supervision & Management
ADJ 223	Probation, Parole, & Community Corrections	ADJ 356	Crisis Intervention
ADJ 303	Criminal Law & Procedures	ADJ 363	Report Writing & Courtroom Testimony
ADJ 306	Academic Writing in Administration of Justice	ADJ 416	Constitutional Law
ADJ 313	Criminology	ADJ 426	Domestic Terrorism & Homeland Security
ADJ 323	Juvenile Delinquency	ADJ 436	Family Violence
ADJ 326	Ethical Decision-Making for the CJ Professional	ADJ 446	International Terrorism & Homeland Security
ADJ 336	Policing in America	ORM 353	The Bible & the Christian Worldview in Pluralistic America

### Major in Organizational Management: 49 hours

ORM 303	Group & Organizational Dynamics	ORM 404	International Business
ORM 314	Adult Development & Life Assessment	ORM 413	Managerial Economics
ORM 331	Writing Lab	ORM 423	Managerial Marketing
ORM 333	Organizational Communication	ORM 443	Human Resources Management
ORM 353	The Bible & the Christian Worldview in Pluralistic America	ORM 453	Strategic Planning
ORM 363	Intro to Research & Analysis Using Statistics	ORM 463	Organizational Ethics
ORM 373	Social Issues & Their Impact on the Workplace	ORM 473	Managerial Accounting
		ORM 483	Managerial Finance
		ORM 494	Applied Business Law

**Major in Social Work: 52 hours**

ORM 353	The Bible & the Christian Worldview in Pluralistic America	SCW 356	Crisis Intervention
SCW 303	Sociology of the Family	SCW 413	Casework Methods
SCW 313	Introduction to Social Work	SCW 423	Research Methods in Behavioral Science*
SCW 323	Abnormal Psychology	SCW 436	Family Violence
SCW 333	Developmental Psychology	SCW 443	Ethics in Social Work
SCW 343	Introduction to Counseling	SCW 451	Senior Seminar
SCW 353	Social Issues	SCW 463	Readings in Social Work

\*SCW 423 requires a prerequisite: MTH 127 (Elementary Statistics).

**Internship Requirement:** Students must earn 12 hours of Internship credit to complete the Major Course Requirements. This can be done in one of two ways: 1) successfully passing both SCW 466 Internship I (6 hrs.) and SCW 476 Internship II (6 hrs.), **or** 2) successfully passing SCW 478 Internship III (12 hrs.).

## *Course Offerings*

**ADMINISTRATION OF JUSTICE**

**ADJ 203 Scientific Criminal Investigation** (same as CRJ 203) **3 hours**  
Gives particular attention to the techniques of crime-scene investigation; includes information gathering, interrogation, and instrumentation in solutions and in preparation of criminal cases for trial.

**ADJ 223 Probation, Parole, and Community Corrections** (same as CRJ 223 and SOC 223) **3 hours**  
Examines the functioning of the probation and parole system on the national, state, and local levels.

**ADJ 303 Criminal Law and Procedures** (same as CRJ 303) **3 hours**  
Examines criminal law as it relates to specific property crimes and crimes against persons. Gives particular attention to the elements of each offense and to the procedures essential for successful prosecution.

**ADJ 313 Criminology** (same as CRJ 313 and SOC 313) **3 hours**  
Analyzes crime and delinquency in a changing society with special emphasis on sociological factors contributing to the problem. Gives attention to the control, prevention, and treatment of aspects of law-violating behavior.

**ADJ 323 Juvenile Delinquency** (same as CRJ 323 and SOC 323) **3 hours**  
Investigates the nature and extent of delinquency; competing models and theories; and evaluation of prevention, control, treatment, and research programs.

**ADJ 326 Ethical Decision-Making for the CJ Professional** (same as CRJ 326) **3 hours**  
Focuses on ethical decision-making by Administration of Justice practitioners. Distinctions are made between Christian and non-Christian perspectives.

**ADJ 336 Policing in America** (same as CRJ 336) **3 hours**  
Explores local, state, and federal enforcement systems and their relationship to one another and to areas of jurisdiction.

**ADJ 354 Administration of Justice Supervision and Management** (same as CRJ 354) **3 hours**  
Focuses on developing administrative practices that incorporate human resource development theories. Examines theories of motivation and leadership.

**ADJ 356 Crisis Intervention** (same as CRJ 356, SCW 356, and SOC 356) **3 hours**  
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.

**ADJ 363 Report Writing and Courtroom Testimony** **3 hours**  
Emphasizes writing improvement with special attention to reports used in the Administration of Justice system. Includes an opportunity for students to provide report-based testimony in mock courtroom trials.

**ADJ 416 Constitutional Law** (same as CRJ 416) **3 hours**  
 Examines the core aspects of the first, fourth, fifth, sixth, and eighth Amendments to the U.S. Constitution and their application to the Administration of Justice system.

**ADJ 426 Domestic Terrorism and Homeland Security** (same as CRJ 426) **3 hours**  
 Focuses on domestic terrorism. Includes an examination of law enforcement techniques and strategies for dealing with various hate groups, as well as the impact of these groups on the U.S. Administration of Justice system, national security, and quality of life.

**ADJ 446 International Terrorism and Homeland Security** (same as CRJ 446) **3 hours**  
 Focuses on international terrorism. Includes an examination of the history, culture, motivations, goals, and threats of terrorism originating outside the United States, as well as terrorism's impact on the U.S. and other nations.

## **CHILD DEVELOPMENT**

**CHD 243 Administration of Early Childhood Programs** **3 hours**  
 Focuses on the organization and management of a childcare facility, including licensing procedures, recruitment, training, and implementing the regulations of the Department of Health, OSHA, IDEA, and ADA. Emphasis on the roles and responsibilities of the director.

**CHD 303 Introduction to Early Childhood** **3 hours**  
 Introduces students to the early childhood education profession; emphasizes the history, philosophies, ethics, legal aspects, and trends associated with the early childhood field.

**CHD 312 Emergent Language** **3 hours**  
 Focuses on the various factors involved in children's acquisition and development of oral and written language, from birth to age five; explores the use of literature as a major component of this development.

**CHD 313 Implementing and Evaluating Interventions** **3 hours**  
 Addresses the intervention needs of infants, toddlers, and young children who have disabilities or who are at high risk for developing disabilities. Compares and contrasts models of intervention and accompanying research for specific educational needs. Demonstrates the use of assessment results to plan and evaluate specific interventions and strategies for achieving results.

**CHD 323 Communication Disorders** **3 hours**  
 Deals with language and subsequent literacy issues experienced by young children who are at-risk or have disabilities. Covers specific strategies to increase vocabulary and language and to use augmentative systems. Emphasizes the assessment of and the teaching of early literacy skills necessary for reading.

**CHD 343 Multicultural Study of Children and Families** **3 hours**  
 Studies the different relationship styles and cultures of children and families through case studies and research projects.

**CHD 356 Curriculum and Methods for Early Childhood** **6 hours**  
 Develops competency in the curriculum and methods for facilitation of young children, including infants through toddlers and ages three through five. A practicum, with qualified supervision, is scheduled concurrently for work with these age groups. The student will develop a curriculum, implement it with young children, and evaluate its effectiveness.

**CHD 362 Family and Community Resources** **3 hours**  
 Explores family and community resources available to those working with young children, birth through age five.

**CHD 382 Assessing Young Children** **3 hours**  
 Focuses on appropriate factors in screening, diagnosing, and prescribing instruction; emphasis on authentic assessment for children, birth through age five, including children with special needs.

**CHD 413 Early Literacy** **3 hours**  
 Explores the early literacy development of children, birth to age five, with emphasis on developmentally appropriate practice in literacy. Includes experiences with young children.

**CHD 463 Ethics in Early Childhood Organizations** **3 hours**  
 Helps 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.

**CHD 473 Portfolio Development and Grant Writing****3 hours**

Requires students to develop a portfolio following professional guidelines. An in-depth study of basic grant writing. Emphasis on actually writing a proposed government grant.

**CHD 486 Internship in Child Development****6 hours**

Places students in supervised internships with early childhood professionals in field settings; half of the internship will be spent working with infants/toddlers, the other half with children ages three through five.

**COMPUTER TECHNOLOGY****CTE 303 Linux+****3 hours**

Prepares students for the Linux+ certification exam. Covers basic installation, operation, security, troubleshooting for the Linux operating system and Linux hardware services on workstations and servers. **Lab fee.**

**CTE 313 A+****3 hours**

Prepares students for the A+ certification exam. Covers installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and performing preventive maintenance of basic personal computer hardware and operating systems. **Lab fee.**

**CTE 323 CCNA I****3 hours**

Prepares students for the CCENT/CCNA INCD Exam #640-802 / 640-821 & 640-816. Includes introduction to networking, OS networking models, ethernet LANs, WANs, IP, Cisco routers, LAN switches. This is class 1 of 3. It is intended that this course be followed by CCNA II and III. **Lab fee.**

**CTE 333 CCNA II****3 hours**

Continuation of CTE 323 (CCNA I). **Lab fee.** Prerequisite: CCNA I.

**CTE 353 MCSA I****3 hours**

Prepares students for the MCSA exam. This is class 1 of 3. It is intended that this course will be followed by MCSA II and III. **Lab fee.**

**CTE 363 MCSA II****3 hours**

Continuation of CTE 353 (MCSA I). It is intended to be followed by MCSA III. **Lab fee.** Prerequisite: MCSA I.

**CTE 413 Security+****3 hours**

Prepares students for the Security+ certification exam. Covers a foundation-level of skill and knowledge in General Security Concepts, Communication Security, Infrastructure Security, Basics of Cryptography and Operational/ Organizational Security. **Lab fee.**

**CTE 423 Convergence+****3 hours**

Prepares students for the Convergence+ certification exam. Covers basic requirements to analyze, specify, implement, and manage basic components of data, voice, and multimedia convergence applications and to understand basic problem analysis and resolution for converged technologies. **Lab fee.**

**CTE 433 CIW Professional****3 hours**

Prepares students for the CIW Professional exam. Covers basic knowledge of Internet technologies, network infrastructure, Web authoring using XHTML, and job skills such as project management. **Lab fee.**

**CTE 443 Web Server Technology****3 hours**

Takes an in-depth look at web design concepts and techniques and theoretical concepts that make the world of Web design unique. Examines Web development using a practical, hands-on approach. Also examines different coding strategies, advancement of Web site implementation, and timeless problem solving strategies. **Lab fee.**

**CTE 473 Internship I****3 hours**

Requires students to design solutions for an IT industry-related project, either on campus or off campus. The project must be secured by the student and approved by the computer department faculty. The student will also be required to present a summation to a panel of knowledgeable persons. Requires 120 hours of work.

**CTE 483 Internship II****3 hours**

Requires students to design solutions for an IT industry-related project, off campus. The project must be secured by the student and approved by the computer department faculty. The student will also be required to present a summation to a panel of knowledgeable persons. Requires 120 hours of work.

**ORGANIZATIONAL MANAGEMENT****ORM 303 Group and Organizational Dynamics****3 hours**

Examines group behavior and how group functioning affects organizational effectiveness. 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 individuals.

**ORM 314 Adult Development and Life Assessment****4 hours**

Introduces adult development theory and links these concepts to life through a process of individual reflection. Examines classical and contemporary adult development. These theories provide the paradigm for self-analysis and life assessment.

**ORM 331 Writing Lab****1 hour**

Reviews the skills needed for university and business writing assignments. Emphasis on development and organization of material.

**ORM 333 Organizational Communication****3 hours**

Investigates communication and relationships in creating a productive work environment. Also covers effectiveness in personal and social relationships through readings and exercises involving nonverbal communication, constructive feedback, dealing with anger, and resolving conflict. Can fulfill the General Education speech requirement.

**ORM 353 The Bible and the Christian Worldview in Pluralistic America****3 hours**

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.

**ORM 363 Introduction to Research and Analysis Using Statistics****3 hours**

Focuses on problem analysis and evaluation techniques. Introduces students to methods for defining, researching, analyzing, and evaluating a problem in the work or avocational environment they have selected for an independent study project. Covers identification and measuring of objectives, data collection, working with levels of significance, analyzing variance, and construction of questionnaires.

**ORM 373 Social Issues and Their Impact on the Workplace****3 hours**

Presents an analysis of major contemporary social problems, especially in the United States. Emphasizes the problems of poverty, racism, sexism, drug and alcohol abuse, and illiteracy; focuses on their impact on the contemporary workplace. Considers the diverse sociological perspectives on the causes, consequences, and solutions to these problems.

**ORM 404 International Business****4 hours**

Gives students an overview of the international business environment, the forces that influence the international marketplace, and the strategies that can be implemented to succeed in international business.

**ORM 413 Managerial Economics****3 hours**

Focuses upon the principles of economics as they need to be understood and used by managers and supervisors in all fields. Designed to help managers at every level, and in every type of organization, understand and use these principles in making sound decisions.

**ORM 423 Managerial Marketing****3 hours**

Examines principles of marketing in all areas in order to develop and utilize effective marketing practices. Explores concepts of our global economy, including major social, psychological, and political influences, and considers their marketing implications from a manager's perspective.

**ORM 443 Human Resources Management****3 hours**

Explores 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. Gives special attention to Equal Opportunity and to Office of Safety and Health Administration (OSHA) legislation.

**ORM 453 Strategic Planning****3 hours**

Introduces students to various management planning models and techniques and applies these to business cases. Stresses concepts of strategic planning and strategic management.

**ORM 463 Organizational Ethics** 3 hours  
Reviews several major ethical theories. Students are asked to examine personal values through readings and workplace analysis to formulate a management philosophy by incorporating business ethics, government accountability, human rights, and a responsible lifestyle.

**ORM 473 Managerial Accounting** 3 hours  
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.

**ORM 483 Managerial Finance** 3 hours  
Introduces managerial finance, emphasizing the role of the financial manager as a decision-maker. Stresses the need for managerial input and judgment.

**ORM 494 Applied Business Law** 4 hours  
Studies the history, background, sources, and influences of modern-day American law as it pertains to the business activities of individuals, corporations, and other legal entities. Special emphasis upon business litigation, legal liabilities, alternative dispute resolution techniques, and the laws governing contracts, creditors' rights, secured transactions, bankruptcies, agencies, partnerships, and corporations.

## **SOCIAL WORK**

**SCW 303 Sociology of the Family** 3 hours  
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.

**SCW 313 Introduction to Social Work** (same as SWK 313) 3 hours  
A survey course of the field of social work with an emphasis on the various employment opportunities, social causes of deviance, and credentialing requirements. Course requires the student to engage in field work. Prerequisites: PSY 113, SOC 113.

**SCW 323 Abnormal Psychology** (same as PSY 323) 3 hours  
Examines the symptoms, classification, etiology, treatment, and prognosis of abnormal behavior.

**SCW 333 Developmental Psychology** (same as PSY 333) 3 hours  
Examines the growth and development of school-age children and across the lifespan. Emphasizes physical, intellectual, emotional, social, and spiritual dimensions, as well as normative life tasks and faulty development.

**SCW 343 Introduction to Counseling** (same as PSY 343 and SWK 343) 3 hours  
Introduces the field of professional counseling. Includes the nature of counseling relationships, major theories, techniques, and applications of counseling.

**SCW 353 Social Issues** 3 hours  
Identifies and analyzes contemporary social issues, both globally and in the United States. Examines these issues from the conflict, functionalist, and symbolic interactionist perspectives.

**SCW 356 Crisis Intervention** (same as ADJ 356, CRJ 356, and SOC 356) 3 hours  
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.

**SCW 413 Casework Methods** (same as SWK 413) 3 hours  
Examines the methods of casework, interviewing, verbal and nonverbal communication, recording, and basic intervention techniques in individual, group, and community applications. Prerequisite: SCW 313 or consent of the instructor.

**SCW 423 Research Methods in Behavioral Science** (same as PSY 423, SOC 423, and SWK 423) 3 hours  
Presents principles of research design, methodologies, and data analysis techniques; requires students to complete a research project. Prerequisites: MTH 127.



- SCW 436 Family Violence** (same as CRJ 436 and SOC 436) **3 hours**  
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.
- SCW 443 Ethics in Social Work** **3 hours**  
Reviews several major ethical theories and a professional code of ethics. Students are asked to examine personal values through readings and workplace analysis to formulate a vocational philosophy by incorporating professional ethics, government accountability, human rights, and a responsible lifestyle.
- SCW 451 Senior Seminar** (same as SWK 451) **1 hour**  
Reviews and integrates the student's major coursework with an application to career planning and to professional and ethical issues. Prerequisites: senior standing.
- SCW 463 Readings in Social Work** (same as SWK 463) **3 hours**  
Provides students with guided opportunities to read relevant field-related literature. Offered fall semester.
- SCW 466 Social Work Internship I** (same as SWK 466) **6 hours**  
Provides students with supervised field experience through placement in area agencies and institutions. Prerequisites: SCW 313 and SCW 343.
- SCW 476 Social Work Internship II** (same as SWK 476) **6 hours**  
A continuation of SCW 466. Prerequisite: SCW 466.
- SCW 478 Social Work Internship III** (same as SWK 478) **12 hours**  
Provides students with supervised field experience through placement in area agencies and institutions. Prerequisites: SCW 313 and SCW 343.
-

---

## DIVISION OF NATURAL SCIENCE AND MATHEMATICS

Deborah G. Ziegler, *Chair*

---

The Departments of Biology, Chemistry, General Science, Mathematics, Physical Science, and Physics comprise the Division of Natural Science and Mathematics.

**Bachelor of Arts Degree:** *Major*—Biology (general, pre dental, pre medical, or preveterinary medicine emphasis)

**Bachelor of Science Degree:** *Majors*—Biology (general, pre dental, pre medical, or preveterinary medicine emphasis), Life Sciences, Mathematics

**Associate of Science Degree:** Emphases in the following fields of study: Prechemistry, Pre dental Hygiene, Pre medical Technology, Pre pharmacy

**Minors:** Biology, Chemistry, Mathematics

**Biology, Mathematics, and Unified Science Certifications:** Offers courses leading to certification in biology (grades 9-12), in mathematics (grades 9-12), and in unified science with biology endorsement (grades 9-12) in secondary education under the Bachelor of Science in Education degree (see Division of Education for details)

### 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

### Statements of Mission and Purpose for Natural Science and Mathematics Division

#### 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.

#### Mathematics

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 understand God’s creation better. 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.

## Objectives for the Natural Science and Mathematics Department Majors

### Biology

- 1) The Biology major will demonstrate proficiency in the following subject areas: cell biology and physiology, genetics, basic ecology, microbiology, and general plant and animal form and function
- 2) The Biology major will demonstrate the ability to conduct supervised original research with a working knowledge of the biological literature
- 3) The Biology major will demonstrate knowledge of the scientific method
- 4) The Biology major will be able to communicate scientific information to a diverse audience

### Life Sciences

- 1) The Life Sciences major will demonstrate proficiency in the following subject areas: cell biology and physiology, genetics, basic ecology, and general plant and animal form and function
- 2) The Life Sciences major will demonstrate the ability to conduct supervised research studies and show application of practices and techniques commonly used in their chosen field.
- 3) The Life Sciences major will demonstrate knowledge of the scientific method
- 4) The Life Sciences major will be able to communicate scientific information to a diverse audience

### Mathematics

- 1) The Mathematics major will 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) The Mathematics major will apply the methods of direct proof and indirect proof to solve problems
- 3) The Mathematics major will describe the historic development of mathematics
- 4) The Mathematics major employs technology to investigate mathematical concepts and applications
- 5) The Mathematics major will develop the ability to communicate effectively the overall processes and steps in solving a mathematical problem
- 6) The Mathematics major will read current literature in mathematics and communicate it orally using appropriate presentation methods

## Requirements for BA or BS Degree with Major in Biology

**NOTE:** *To students with interest in pre dental, premedical, or preveterinary 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, preprofessional students should work closely with their advisors and specify the particular professional school to which they plan to make application.

- 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 better in MTH 143, 153, or 185 to fulfill the mathematics general education requirement.

- 2) Pass each of the Support Course Requirements and each of the Major Course Requirements listed below with a grade of C or better.

**SUPPORT COURSE REQUIREMENTS: 32-33 hours\***

CHM 135	College Chemistry I	MTH 127	Elementary Statistics
CHM 145	College Chemistry II	MTH 185	Analytic Geometry & Calculus I
CHM 335	Organic Chemistry I	PHY 214	General Physics I
CHM 345	Organic Chemistry II		

**NOTE:** BIO 423 Biochemistry and PHY 224 General Physics II are required support courses for preidental, premedical, prepharmacy, and prevertebrary students. Total number of support-course hours for these students is 39-40 hours.

**Major Course Requirements: 36 hours**

BIO 204	General Zoology	BIO 354	General Genetics
BIO 214	General Botany	BIO 391-3	Advanced Topics*
BIO 314	Human Anatomy & Physiology I	BIO 423	Principles of Cell Biology
BIO 333	General Ecology	BIO 433	Field Biology**
BIO 344	Microbiology	BIO 492-4	Special Problems/Research

\*Only one Advanced Topics course is required. However, more than one Advanced Topics course may be taken to meet the Major Course Requirements.

\*\*Preprofessional students (preidental, premedical, prepharmacy, and prevertebrary) should substitute BIO 324 for BIO 433.

**Requirements for BS Degree with Major in Life Sciences**

- 1) Complete the campuswide General Education Requirements and Graduation Requirements (see **Academic Policies** for both).
- 2) Pass each of the Support Course Requirements and each of the Major Course Requirements listed below with a grade of C or better.

**SUPPORT COURSE REQUIREMENTS: 11 hours\***

CHM 135	College Chemistry I	MTH 333	Applied Calculus
MTH 127	Elementary Statistics		

**Major Course Requirements: 29-33 hours**

BIO 134	Fundamentals of Environmental Science	BIO 354	General Genetics
BIO 204	General Zoology	BIO 423	Principles of Cell Biology
BIO 214	General Botany	BIO 433	Field Biology
BIO 333	General Ecology	BIO 372-4	Biology Field Practicum
		BIO 472-4	Biology Internship

**Controlled Electives:** An additional 24-36 hours of electives to complete the 124 semester-hour requirement, with at least 20-23 hours at the 300-400 level.

**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 better in MTH 143, 153, or 185 to fulfill the mathematics general education requirement.

- 2) Pass each of the Support Course Requirements and each of the Major Course Requirements listed below with a grade of C or better.

**SUPPORT COURSE REQUIREMENT: 3 hours**

CIS 203	Programming Fundamentals
---------	--------------------------

### Major Course Requirements: 41 hours

MTH 185	Analytic Geometry & Calculus I	MTH 354	Linear Algebra
MTH 186	Calculus II	MTH 401	Seminar in Mathematics I
MTH 210	Discrete Mathematics	MTH 402	Seminar in Mathematics II
MTH 215	Calculus III	MTH 413	History of Mathematics
MTH 223	Differential Equations	MTH 450	Advanced Calculus
MTH 343	Modern Geometry	MTH 483	Probability & Statistics
MTH 353	Modern Abstract Algebra		

### Recommended Electives

ACC 243	Principles of Financial Accounting	ECO 213	Principles of Economics I: Macro
CHM 135	College Chemistry I	PHY 214	General Physics I
CHM 145	College Chemistry II	PHY 224	General Physics II

## Requirements for the AS Degree with Emphases in Prechemistry, Predental Hygiene, Premedical Technology, and Prepharmacy

**NOTE:** Students with an interest in *predental, premedical, or preveterinary medicine* should look under **Requirements for BA or BS Degree with Major in Biology**.

- 1) Complete the required courses for the AS degree and the Graduation Requirements (for both see **Academic Policies**).
- 2) Complete 38 semester hours, choosing from the courses listed under one of the emphases below.

**NOTE:** Because requirements vary from one professional school to another, preprofessional students should work closely with their advisors and specify the particular professional school to which they plan to make application.

### Prechemistry

CHM 135	College Chemistry I	MTH 186	Calculus II
CHM 145	College Chemistry II	MTH 215	Calculus III
CHM 335	Organic Chemistry I	MTH 223	Differential Equations
CHM 345	Organic Chemistry II	PHY 214	General Physics I
MTH 185	Analytic Geometry & Calculus I	PHY 224	General Physics II

### Premedical Technology and Predental Hygiene

BIO 105	General Biology	CHM 135	College Chemistry I
BIO 204	General Zoology	CHM 145	College Chemistry II
BIO 314	Human Anatomy & Physiology I	MTH 143	College Algebra
BIO 324	Human Anatomy & Physiology II	MTH 153	Precalculus
BIO 344	Microbiology	PHY 214	General Physics I

### Preoptometry

Three years of preparatory coursework is to be completed at Hannibal-LaGrange University, and an additional four years will be taken at the University of Missouri at St. Louis (UMSL). Contact members of the biology faculty for further information about this program.

### Prepharmacy

**NOTE:** Because requirements vary from one school of pharmacy to another, prepharmacy students should work closely with their faculty advisors and specify the particular school of pharmacy that they desire to enter. The following electives have been approved by the St. Louis College of Pharmacy for transfer into their program. Ten semester hours of freshman and sophomore pharmacy courses, which are not included in the electives, may be made up in their summer program. Therefore, students may complete the five-year program with two years at HLGU and three years at St. Louis College of Pharmacy. It is imperative for students who choose to take one year of prepharmacy at HLGU rather than two years to consult with their faculty advisors, for this decision will cause a slight alteration in their freshman schedule.

BIO 105	General Biology	CHM 335	Organic Chemistry I
BIO 204	General Zoology	CHM 345	Organic Chemistry II
BIO 344	Microbiology	MTH 127	Elementary Statistics
CHM 135	College Chemistry I	MTH 143	College Algebra
CHM 145	College Chemistry II	PHY 214	General Physics I

## Requirements for Minors

A grade of C or better is required in all courses in a minor.

**Biology.** . . . . . 18 hours of BIO courses—must include BIO 204 and 214

**Chemistry.** . . . . . 18 hours of CHM courses—must include CHM 335 and 345 (CHM 104 will not count)

**Mathematics.** . . . . . 20 hours of MTH courses above MTH 185, or 17 hours above MTH 185 plus a 3-hour CIS course

## *Course Offerings*

### BIOLOGY

#### **BIO 105 General Biology** **4 hours**

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 one-hour lectures and one two-hour laboratory period each week. *Lecture and lab are co-requisites; they must be taken or dropped together.* Lab fee. Offered fall and spring semesters and summer term.

#### **BIO 134 Fundamentals of Environmental Ecology** **4 hours**

Combines elements of conservation, environmental science, and ecology and emphasizes man's effect on his environment and the living things in it. Three one-hour lectures and one two-hour laboratory period each week. Lab fee. Offered spring semester.

#### **BIO 144 Introduction to Insects** **4 hours**

Includes the morphology, physiology, development, and ecology of insects. Emphasizes the classification of orders and common families. Lab fee. Offered fall semester, odd years.

#### **BIO 191-3 Special Topics** **1-3 hours**

Select topics to meet special needs. Prerequisites: Sophomore standing or higher and consent of instructor.

#### **BIO 204 General Zoology** **4 hours**

Examines fundamental biological phenomena and the classification, morphology, physiology, habitats, life histories, and economic importance of animals. Three one-hour lectures and one three-hour laboratory period each week. Lab fee. Prerequisite: BIO 105 or consent of instructor. Offered spring semester.

#### **BIO 214 General Botany** **4 hours**

Studies fundamental biological phenomena and the classification, morphology, physiology, habitats, life histories, and economic importance of plants. Three one-hour lectures and one three-hour laboratory period each week. Lab fee. Offered fall semester.

#### **BIO 254 Essentials of Human Anatomy and Physiology I** **4 hours**

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. *Lecture and lab are co-requisites; they must be taken or dropped together.* Lab fee. Prerequisite: BIO 105 or consent of instructor. Offered fall semester.

#### **BIO 264 Essentials of Human Anatomy and Physiology II** **4 hours**

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. *Lecture and lab are co-requisites; they must be taken or dropped together.* Lab fee. Prerequisite: BIO 254 or consent of instructor. Offered spring semester.

#### **BIO 291-3 Special Topics** **1-3 hours**

Select topics to meet special needs. Prerequisites: Sophomore standing or higher and consent of instructor.

#### **BIO 314 Human Anatomy and Physiology I** **4 hours**

Focuses on the structure, relationship, organization, function, and integration of the organs and systems of the human body. *Lecture and lab are co-requisites; they must be taken or dropped together.* Lab fee. Prerequisite: BIO 105. Offered fall semester.

**BIO 324 Human Anatomy and Physiology II**

**4 hours**

A continuation of BIO 314. *Lecture and lab are co-requisites; they must be taken or dropped together.* Lab fee.

Prerequisite: BIO 314 or consent of instructor. Offered spring semester.

**BIO 333 General Ecology**

**3 hours**

Examines relationships and interactions between organisms and their physical and biotic environments.

Prerequisites: BIO 204 and 214 or consent of instructor. Offered spring semester, odd years.

**BIO 344 Microbiology**

**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 one-hour lectures and two two-hour laboratory periods each week. *Lecture and lab are co-requisites; they must be taken or dropped together.* Lab fee. Prerequisites: BIO 105 or 204; CHM 104 or 135. Offered spring semester and summer term.

**BIO 354 General Genetics**

**4 hours**

Surveys the mechanics and chemistry of transmission of characteristics, chromosomal properties, and probability of inheritance with an emphasis on human genetics. Three one-hour lectures and one two-hour laboratory period each week. *Lecture and lab are co-requisites; they must be taken or dropped together.* Lab fee.

Prerequisites: BIO 105 or 204; CHM 135; MTH 143; and sophomore standing. Offered fall semester, even years.

**BIO 391-3 Advanced Topics**

**1-3 hours**

Under the supervision of the advisor, the student will do independent research, either in the laboratory or through a literature survey, or frequently both, on an approved topic of special interest to the student. Students who are interested in a health-related field can fulfill this requirement through job shadowing or participation in an internship. Prerequisites: Junior standing and consent of instructor. Offered as needed.

**BIO 423 Principles of Cell Biology**

**3 hours**

Examines the structure, organization, and function of cells as the basic unit of a living organism. Three one-hour lectures each week. Prerequisites: BIO 105, 344; CHM 135; and junior standing. Offered fall semester, odd years.

**BIO 433 Field Biology**

**3 hours**

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, 204, 214, and junior standing or consent of instructor. Offered fall term, even years.

**BIO 440 Pathophysiology**

**4 hours**

Focuses on disease processes involving the major body systems. Includes fluid and electrolyte balance/imbalance as an essential aspect of understanding disease processes. Prerequisites: BIO 324, 344, and CHM 104. Offered spring semester.

**BIO 492-4 Special Problems/Research**

**2-4 hours**

Under the supervision of the advisor, the student will do independent research, either in the laboratory or through a literature survey, or frequently both, on an approved topic of special interest to the student. Students who are interested in a health-related field can fulfill this requirement through job shadowing or participation in an internship. Prerequisites: BIO 391-3, senior standing, and consent of instructor. Offered spring semester, as needed.

**CHEMISTRY**

**CHM 104 Foundations of Chemistry**

**4 hours**

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. The course consists of three hours of lecture and one three-hour laboratory period each week. Algebra skills are required. Lab fee. Offered fall semester and summer term.

**CHM 135 College Chemistry I**

**5 hours**

Presents the basic laws and theories of chemistry with considerable emphasis on electronic structure and the periodic relationships of elements. Designed for students who plan to do further work in chemistry. The course consists of four one-hour lectures and one three-hour laboratory period each week. A one-hour workshop period each week may be required by the instructor. Lab fee. Prerequisite: high school chemistry or CHM 104; prerequisite or corequisite: MTH 143. Offered fall semester.

**CHM 145 College Chemistry II** **5 hours**

Focuses on solutions, chemical kinetics, chemical equilibrium, thermodynamics, and electrochemistry. Laboratory work includes an introduction to semimicro methods of qualitative analysis and the study of some equilibrium systems. The course consists of four one-hour lectures and one three-hour laboratory period each week. A one-hour workshop period each week may be required by the instructor. Lab fee. Prerequisite: CHM 135. Credit, 5 semester hours; 4 semester hours for lecture portion only. Offered spring semester.

**CHM 191-3 Special Topics** **1-3 hours**

Select topics to meet special needs.

**CHM 291-3 Special Topics** **1-3 hours**

Select topics to meet special needs.

**CHM 335 Organic Chemistry I** **5 hours**

Examines the theory and mechanisms of the basic reactions of organic compounds and their derivatives. Emphasizes alkyl halides, alkanes, alkenes, stereochemistry, alicyclics, alkynes, and dienes. Four one-hour lectures and one three-hour laboratory period each week. Lab fee. Prerequisite: At least a C in CHM 135 or CHM 145. Offered fall semester.

**CHM 345 Organic Chemistry II** **5 hours**

Continuation of CHM 335. Emphasizes aromatic compounds, interpretive spectroscopy, alcohols, carboxylic acids and their derivatives, aldehydes, ketones, amines, and ethers. Four one-hour lectures and one three-hour laboratory period each week. Lab fee. Prerequisite: CHM 335. Offered spring semester.

**CHM 391-3 Advanced Topics** **1-3 hours**

Select topics to meet special needs.

**CHM 423 Biochemistry** **3 hours**

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.

**MATHEMATICS**

**NOTE 1: A mathematics placement exam will be used to place students in the appropriate mathematics course level.**

**NOTE 2: The Texas Instruments TI-84 graphing calculator is required for MTH 127 through MTH 493.**

**MTH 100 Fundamentals of Mathematics** **3 hours**

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, elementary algebra, with applications of basic math to daily living. Offered fall and spring semesters.

**MTH 102 Medical Calculations** **2 hours**

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 formula method, ratio and proportion method, and dimensional analysis is provided. Offered spring and summer terms.

**MTH 110 Elementary Algebra** **3 hours**

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 placement exam or a grade of C or better in MTH 100. Offered fall and spring semesters.

**MTH 113 Introduction to Mathematics** **3 hours**

Surveys several branches of mathematics, including algebra, geometry, probability, and statistics, with applications. This course is not for mathematics or science majors. Prerequisite: Mathematics placement exam or grade of C or better in MTH 110. Offered upon sufficient demand.

**MTH 123 Intermediate Algebra** **3 hours**

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 placement exam or grade of C or better in MTH 110. Offered fall and spring semesters.

**MTH 127 Elementary Statistics** **3 hours**  
Studies the basic elements of statistics with applications. Prerequisite: MTH 123 or higher. Offered fall semester.

**MTH 131 Introduction to Contemporary Mathematics** **3 hours**  
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 *will not* serve as a prerequisite to any other course, nor will it fulfill the General Education Mathematics Requirement for majors in Business, Computer Information Systems, Education, Nursing, or Biology. Prerequisite: Mathematics placement exam or grade of C or better in MTH 123. Offered spring semester.

**MTH 143 College Algebra** **3 hours**  
Studies linear and quadratic functions, inequalities, polynomials, systems of equations, and exponential and logarithmic functions. Prerequisite: Mathematics placement exam or grade of C or better in MTH 123. Offered fall and spring semesters.

**MTH 153 Precalculus** **5 hours**  
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 placement exam or grade of C or better in MTH 143. Offered spring semester.

**MTH 163 Structure of the Real Number System** **3 hours**  
Studies the development of the real number system and its subsystems. Prerequisite: MTH 143. Offered fall semester.

**MTH 185 Analytic Geometry and Calculus I** **5 hours**  
Studies the limits, continuity, derivatives, and topics in analytic geometry. Introductory integration and applications. Prerequisite: Mathematics placement exam or grade of C or better in MTH 153 or consent of instructor. Offered fall semester.

**MTH 186 Calculus II** **5 hours**  
Focuses on calculus of trigonometric; logarithmic and exponential functions; indeterminate forms; improper integrals; infinite series. Prerequisite: MTH 185. Offered spring semester.

**MTH 191-3 Special Topics** **1-3 hours**  
Select topics to meet special needs.

**MTH 210 Discrete Mathematics** **3 hours**  
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.

**MTH 215 Calculus III** **5 hours**  
Focuses on vectors, three-dimensional analytic geometry, partial differentiation, multiple integrals, and vector calculus. Prerequisite: MTH 186. Offered fall semester.

**MTH 223 Differential Equations** **3 hours**  
Studies common types of ordinary differential equations with applications. Prerequisite: MTH 215. Offered spring semester.

**MTH 273 Business Statistics** (same as BUS 273) **3 hours**  
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 better in MTH 143. Offered fall and spring semesters; summer term, odd years.

**MTH 291-3 Special Topics** **1-3 hours**  
Select topics to meet special needs.

**MTH 310 Technology in Mathematics** **3 hours**  
Gives students exposure to current technology used in mathematics, including data collection methods, computer software, and graphing calculators. Prerequisite: MTH 215. Offered spring semester, odd years.

**MTH 323 Advanced Differential Equations** **3 hours**  
Focuses on solution methods for initial and boundary value problems; linear and nonlinear systems; applications. Prerequisite: MTH 223. Offered upon sufficient demand.

**MTH 324 Partial Differential Equations****3 hours**

Focuses on Fourier series and applications to solutions of partial differential equations. Prerequisite: MTH 223. Offered upon sufficient demand.

**MTH 333 Applied Calculus** (same as BUS 333)**3 hours**

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 better in MTH 143. Offered fall and spring semesters.

**MTH 343 Modern Geometry****3 hours**

Presents elementary geometry, Euclidean geometry, and non-Euclidean geometry from an axiomatic approach. Prerequisites: MTH 185, 186, 215, or consent of instructor. Offered spring semester, odd years.

**MTH 353 Modern Abstract Algebra****3 hours**

Examines the number system, groups, rings, integral domains, and fields. Prerequisites: MTH 185, 186, 215, or consent of instructor. Offered spring semester, even years.

**MTH 354 Linear Algebra****3 hours**

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.

**MTH 401 Seminar in Mathematics I****1 hour**

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.

**MTH 402 Seminar in Mathematics II****1 hour**

Continuation of MTH 401. Prerequisite: MTH 401. Offered spring semester, even years.

**MTH 413 History of Mathematics****3 hours**

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.

**MTH 450 Advanced Calculus****3 hours**

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 fall semester, odd years.

**MTH 470 Complex Analysis****3 hours**

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.

**MTH 483 Probability and Statistics****3 hours**

Focuses on probability theory and statistics using methods of calculus. Prerequisites: MTH 185, 186, 215, or consent of instructor. Offered fall semester, even years.

**MTH 491-3 Advanced Topics****1-3 hours**

Select topics to meet special needs.

**PHYSICAL SCIENCE****PHS 103 Survey of Physical Science for PreK-6 Educators****4 hours**

Presents an overview of several prominent areas of physical science; in-class activities, demonstrations, and other laboratory-type experiences. *Only majors in Early Childhood and Elementary Education may enroll.* Offered spring semester.

**PHS 131 Earth Science I Laboratory****1 hour**

Consists of activities and experiments related to topics covered in PHS 133. Lab fee. Prerequisite or corequisite: PHS 133. Offered fall semester, upon sufficient demand.

**PHS 133 Earth Science I****3 hours**

Focuses on the solid earth, its mineral makeup, its interior structure, and the processes which act to shape the earth. Offered fall semester.

**PHS 141 Earth Science II Laboratory**

**1 hour**

Consists of activities and experiments related to topics covered in PHS 143. Lab fee. Prerequisite or corequisite: PHS 143. Offered spring semester, odd years, upon sufficient demand.

**PHS 143 Earth Science II**

**3 hours**

Focuses on the oceans, the atmosphere, and on astronomy; special emphasis on meteorology. Offered spring semester, odd years.

**PHS 153 Introductory Astronomy**

**3 hours**

Presents an overview of astronomy. Focuses on the earth's place in the universe; the solar system, stars, and galaxies; and observational techniques. Offered fall semester.

**PHS 291-3 Special Topics**

**1-3 hours**

Select topics to meet special needs.

**PHS 391-3 Advanced Topics**

**1-3 hours**

Select topics to meet special needs.

**PHYSICS**

**PHY 214 General Physics I**

**4 hours**

Focuses on mechanics, heat, and sound. Three one-hour lectures and one three-hour laboratory period each week. Lab fee. Prerequisites: MTH 153. Offered fall semester.

**PHY 224 General Physics II**

**4 hours**

Focuses on electricity, magnetism, and modern physics. Three one-hour lecture hours and one three-hour laboratory period each week. Lab fee. Prerequisite: PHY 214. Offered spring semester.

**PHY 291-3 Special Topics**

**1-3 hours**

Select topics to meet special needs.

**GENERAL SCIENCE**

**SCI 303 History and Philosophy of Science**

**3 hours**

Presents the historical and philosophical development in selected areas of the natural sciences, from antiquity to the modern age. Addresses how people from various cultures and societies have contributed to the body of knowledge encompassed by the natural sciences and how this knowledge is beneficial to people over a broad range of disciplines. Prerequisite: Junior standing or consent of instructor. Offered spring semester.

**SCI 384 Teaching Science in Secondary School (same as SED 384)**

**3 hours**

Acquaints preservice Secondary Education science teachers with laboratory and teaching methods, materials, resources, safety, inquiry, and evaluation techniques for teaching science. Prerequisite: SED 323. Offered fall semester.

---

---

## DIVISION OF NURSING AND ALLIED HEALTH

Anne Riggs, *Director*

---

Today nurses and allied healthcare professionals 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 Division of Nursing and Allied Health is committed to preparing students with the attitudes, knowledge, and skills needed to meet the present and emerging healthcare demands through a holistic approach.

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

### Statement of Mission and Purpose for the Nursing Department

The Hannibal-LaGrange University Division of Nursing strives to achieve excellence in nursing education by maintaining high academic standards in a distinctively Christian environment. Such an environment encourages the highest development of the student intellectually, physically, socially, and spiritually.

### Program Accreditation and Approval

The Associate of Science in Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN, formerly the NLNAC). For accreditation information, contact:

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

404-975-5000  
FAX 404-975-5020  
[www.acenursing.org](http://www.acenursing.org)

The program has full Missouri State Board of Nursing approval.

### Memberships

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

### Admission and Approval

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

Hannibal-LaGrange University does not guarantee that each person admitted to its nursing or allied health 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 Division of Nursing and Allied Health.

### Advanced Standing and Transfer Credit

Credit for advanced standing may be earned by successfully passing CLEP, NLN, 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 Division of Nursing. **NOTE:** Transfer credits are not accepted in the PN Program. For further information on advanced standing or transfer credit, write or call the Director (573-629-3141).

---

## ASN PROGRAM

### ASSOCIATE OF SCIENCE IN NURSING

The Associate of Science in Nursing (ASN) requires 71-73 semester hours of which 39 semester hours are in nursing. After successfully completing the ASN Program, graduates are immediately eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN™), 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 the cumulative score of the ACT or equivalency, the CGPA, and the Admission Assessment Exam. Once the class is filled, qualified applicants will be placed on a waiting list and will be admitted to the program when openings occur, up to the first day of classes.

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 Division of Nursing *prior to or immediately upon enrollment*.

### Objective for the ASN Program

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

- 1) Practice safe, competent, and cost efficient nursing care to diverse individuals, families, and communities.
- 2) Provide caring and holistic nursing interventions in an attempt to help the person maximize self-care abilities throughout the lifespan while promoting, maintaining, and restoring health or providing end-of-life care
- 3) Communicate and collaborate effectively with individuals, families, communities, and other members of the health care team
- 4) Demonstrate critical thinking in clinical decision making through utilization of the nursing process and research from nursing- and related disciplines
- 5) Utilize principles of management and leadership in diverse settings
- 6) Exhibit competence with current technology
- 7) Engage in the practice of professional nursing within the legal, ethical, and regulatory frameworks
- 8) Assume responsibility for lifelong learning, personal, and professional growth

- 9) Achieve a first time NCLEX-RN pass rate that is equal to or greater than the state passing average

## Entry Requirements

- 1) Minimum of 17 years of age
- 2) Meet General Admission Requirements for admittance to Hannibal-LaGrange University (See the **Admissions** section in this catalog.)
- 3) Complete an ASN application
- 4) Provide evidence of acceptable scores on ACT or SAT\*
- 5) Have a minimum cumulative grade point average (CGPA) of at least 2.5 on a 4.0 scale
- 6) Complete the following prerequisites with a grade of C or higher:<sup>‡</sup>
  - 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 chemistry or one semester of college chemistry (lecture and lab; total of 4 hours)
  - c) One year of high school algebra or one semester of college-level algebra\*\*
  - d) Anatomy and Physiology (lecture and lab; total of 8 hours)
  - e) Microbiology (lecture and lab; total of 4 hours)\*\*\*
- 7) Achieve acceptable score on the Admission Assessment Exam (A2)\*
- 8) Provide proof that the four following additional requirements have been met. To expedite this process, forms for a, c, and d are available in the HLGU Nursing Division Office that can be filled out and signed by the appropriate authorized personnel. Applicants who are initially accepted into the program will be considered on conditional status until all four forms have been received by the Nursing Division Office.
  - a) A completed immunization record
  - b) Cardiopulmonary resuscitation (CPR) certification in infant, child, and adult care through the American Heart Association
  - c) Agreement with the policy on Functional Abilities
  - d) A criminal background check and/or a drug screening required by affiliation agreements between the HLGU Nursing Division and clinical agencies

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

<sup>‡</sup>The college-level courses will be required if the high school courses were not taken within the past five years.

\*Contact the Division of Nursing Advisor for specific details.

\*\*All incoming students must take the Math Placement Exam. Results may indicate the need for additional math courses prior to admission.

\*\*\*May also be taken during the summer term between the first and second years of the ASN 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) Meet requirements for transfer of credit. Courses taken previously must be equivalent to HLGU courses or validation of knowledge by standardized examination(s) will be required. Nursing credit hours will be evaluated for advanced standing on an individual basis.
- 3) Complete Entry Requirements to ASN program (stated above).

### Graduation Requirements for Transfer Students:

- Be enrolled for a minimum of one academic year in the nursing program at HLGU; the required curriculum must be met to be eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN™).
- Meet Graduation Requirements listed in the **Academic Policies** section of the catalog.

## Admission of Licensed Practical Nurses

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

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

## Readmission

To request readmission, students should address a letter to the Director of the Nursing Division requesting readmission, stating the reasons for the withdrawal and for the readmission request. They must present evidence that all faculty recommendations have been satisfactorily met and that they have maintained a minimum CGPA of 2.0. Students seeking readmission will be required to audit the nursing course previously passed. Students may repeat a nursing course only once; no more than one nursing course may be repeated. Readmission will be contingent upon the approval of the Nursing Admission, Promotion, and Retention Committee.

## Expenses

Cost sheets are available from the Division of Nursing.

## 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.

## Curriculum Requirements

**NOTE:** *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 Division of Nursing office for the current requirements.*

### Associate of Science in Nursing 71-73 hours

Support Course Requirements: 31-34 hours			Major Course Requirements: 39 hours		
BIB	113	Old Testament Survey <u>or</u>	NUR	114	Nursing Fundamentals
BIB	123	New Testament Survey	NUR	214	Adult/Child I & the Childbearing Family
BIO	254	Essentials of Human Anatomy & Physiology I	NUR	234	Adult/Child II & Mental Health Nursing
BIO	264	Essentials of Human Anatomy & Physiology II	NUR	236	Adult/Child III & Clinical Leadership
BIO	344	Microbiology	NUR	240	Pharmacology I
HLG	011	Freshman Seminar*	NUR	241	Pharmacology II
ENG	104	English Composition I	NUR	272	Nursing Seminar
ENG	106	English Composition II			
MTH	102	Medical Calculations**			
PLS	131	US & MO Constitutions***			
PSY	113	General Psychology			
PSY	333	Developmental Psychology			
SOC	113	Intro to Sociology			

\*Required of all incoming full-time freshmen; required of all transfer students except those with at least 24 hours from a regionally accredited, post-secondary school other than HLGU. High school dual-

credit and dual-enrollment courses cannot be counted toward the 24 transfer hours. Students currently enrolled in dual-credit and dual-enrollment courses are not required to take Freshman Seminar.

**\*\***Students passing a medical calculations challenge exam may challenge this course. (*See the "Institutional Examinations" paragraph in the Admissions chapter for associated fees and other details.*)

**\*\*\***Applicable to students who did not graduate from a Missouri high school. Missouri State Statute 170.11 requires that all students graduating from any institution of learning in Missouri be knowledgeable about American history, the Constitution of the United States, and the Constitution of the State of Missouri. Hannibal-LaGrange University offers a variety of courses that will help students meet this requirements. Detailed information concerning the requirement may be obtained from the faculty adviser.

**Academic Standards:** A grade of C or better must be earned in all Support Course Requirements and Major Course Requirements (nursing courses) in order to progress in the program.

**NOTES:**

- ❶ A prerequisite for admission to the first semester of the ASN curriculum is the completion of courses in biology, chemistry, algebra, anatomy and physiology, and microbiology. (*See Entry Requirements*, No. 6.)
- ❷ All incoming freshmen and transfer students who enter with less than 24 hours of transfer university credit are required to take HLG 011 (Freshman Seminar), a one-hour course
- ❸ As a condition for graduation and for taking the NCLEX-RN™, students must successfully complete a comprehensive exit exam. Contact the HLGU Nursing Division for details. Students bear responsibility for all the costs for the exam, remediation, and retesting.

## *Course Offerings*

### **NUR 114 Nursing Fundamentals**

**6 hours**

Introduces basic concepts and skills fundamental to nursing. Focuses on caring and holistic nursing interventions, using the nursing process to maximize self-care abilities throughout the lifespan. Lab, testing, and professional fees. Involves approximately 6 lecture hours and 6 patient contact hours per week. Prerequisite: Admission to ASN Program. Offered fall semester.

### **NUR 214 Adult/Child I and the Childbearing Family**

**8 hours**

Emphasizes theory and clinical practice in the adult medical, surgical, pediatric, and maternity settings with a focus on health promotion, protection, maintenance, and restoration. Involves approximately 6 lecture hours and 12 patient contact hours per week. Lab, testing, and professional fees. Prerequisites: BIO 254, NUR 114. Offered spring semester.

### **NUR 221-3 Clinical Practicum**

**1-3 hours**

Designed for those students who wish to refine psychomotor nursing skills and become more adept in the clinical setting, as well as for those students who were unable to fulfill clinical objectives within the allotted semester because of minor deficits in clinical ability or attendance. Prerequisite: NUR 214. Offered May term on demand.

### **NUR 234 Adult/Child II & Mental Health Nursing**

**10 hours**

Focuses on the care of patients of all ages with commonly seen pathophysiological and/or psychosocial and behavioral alterations that interfere with the individual's ability to provide self-care. Involves approximately 5 lecture hours and 15 patient contact hours per week. Lab, testing, and professional fees. Prerequisites: BIO 264, 344; NUR 214. Offered fall semester.

### **NUR 236 Adult/Child III & Clinical Leadership**

**10 hours**

Focuses on the care of patients with increasingly complex multi-system health problems that interfere with the ability to provide self-care throughout the lifespan while promoting, maintaining, and restoring health or providing end-of-life care. Involves approximately 5 lecture hours and 15 patient contact hours per week. Lab, testing, and professional fees. Prerequisite: NUR 234. Offered spring semester.

### **NUR 240 Pharmacology I**

**2 hours**

Focuses on pharmacological principles, including therapeutic use, drug dosage, mode of action, adverse reactions, contraindications, and nursing implications. The first course in a two-part series. Involves 2 lecture hours per week. Prerequisites: BIO 264, 344; NUR 214. Offered fall semester.

### **NUR 241 Pharmacology II**

**1 hour**

Focuses on pharmacological principles, including therapeutic use, drug dosage, mode of action, adverse



reactions, contraindications, and nursing implications. The second course in a two-part series. Involves 1 lecture hour per week. Prerequisites: NUR 234, 240. Offered spring semester.

**NUR 272 Nursing Seminar****2 hours**

Provides students with knowledge and skills that will help them move smoothly through the transition from student to a professional nurse. Involves 2 lecture hours and 3 hours of computer lab per week. Prerequisite: NUR 234. Offered spring semester.

**NUR 291-3 Special Topics****1-3 hours**

Select topics to meet special needs.

---

## **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-division 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 Goals**

- 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 Bachelor of Science in Nursing Major**

- 1) Synthesize knowledge derived from nursing, religion, biological, social, and behavioral sciences, humanities, and nursing theory into nursing practice
- 2) Demonstrate nursing leadership behaviors and integrate leadership skills to impact healthcare organizations and management, while influencing healthcare policies and finance and promote quality improvement processes into the provision of safe nursing care
- 3) Apply effective critical thinking skills and decision-making processes based upon evidence-based practice, scholarly research, and dissemination

- 4) Integrate innovative healthcare technologies, information management and communication devices in the delivery of high quality healthcare
- 5) Apply effective communication techniques to collaborate with interdisciplinary healthcare providers to promote teambuilding and provide quality healthcare outcomes
- 6) Assess the health of individuals, families, groups, communities, and diverse populations across the life span, with a focus on health promotion, disease prevention, illness care, restoration, rehabilitation, health counseling, education, and spiritual care
- 7) Demonstrate a commitment to lifelong learning to promote personal and professional development by maintaining professional development through scholarly activities and maintaining clinical expertise
- 8) Incorporate Christian worldview for delivering compassion, human dignity ethical reasoning, altruism, equality, integrity and culturally sensitive care to the meet the needs for diverse types of patients

### Entry Requirements

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

### Curriculum Requirements

**NOTE:** Because of the continuing curriculum evaluation, revisions in the curriculum and standards will always be possible. Please check with the Division of Nursing Office for the current requirements.

#### Associate of Science in Nursing 71-73 hours

**NOTE:** The BSN student must complete all the Support Course and Major Course requirements listed under the ASN curriculum. Many of these requirements may have been met during the RN's previous educational endeavors. To determine the amount of credit granted for previous learning and/or means of validating the learning, make an appointment with the nursing faculty advisor.

#### Bachelor of Science in Nursing 56 hours

##### Support Course Requirements: 26 hours

BIO 440	Pathophysiology
CAS 101	Intro to Speech Communication
CHM 104	Foundations of Chemistry
HST 213	U.S. History I <b>or</b>
HST 223	U.S. History II <b>or</b>
PLS 113	Intro to Government
MTH 143	College Algebra
MTH 127	Elementary Statistics
PSY 323	Abnormal Psychology

##### Major Course Requirements: 30 hours

NUR 301	Healthcare Today
NUR 303	Health Assessment
NUR 353	Nursing Theory
NUR 363	Geriatric Nursing
NUR 373	Bioethics
NUR 423	Client Education
NUR 433	Nursing Research
NUR 434	Leadership & Management
NUR 443	Community Health Nursing
NUR 483	Senior Nursing Capstone

**NOTES:****Total Requirements for RN to BSN: 126 semester hours**

**Academic Standards:** A grade of C or better must be earned in all Support Course Requirements and Major Course Requirements (nursing courses) in order to continue in the program.

**NOTES:**

- ❶ Seventy (70) hours of junior college credit may be transferred toward an RN to BSN degree
- ❷ Complete the 26 credit hours of support courses by taking 3 credit hours of electives in humanities or fine arts.
- ❸ NUR 323 Nutrition in Health is recommended as an elective course
- ❹ To ensure current nursing knowledge, all RN to BSN course requirements must be completed within five years of acceptance into the Bachelor of Science in Nursing for Registered Nurses Program

## *Course Offerings*

*NOTE: All nursing and support courses are offered in the online format..*

**NUR 301 Healthcare Today****3 hours**

Explores the impact of socio-economic, cultural, political and physical influences on health and health care systems in today's society. Topics covered include; health care policy, finance, regulatory environments, nursing care policy and position statements, collaboration with other healthcare professionals, quality care and patient safety, and professionalism and professional values. Prerequisite: Admission to the RN to BSN program or consent of instructor. Offered fall semester, odd years, first 8 weeks.

**NUR 303 Health Assessment****3 hours**

Provides theory, concepts, and skills to complete a holistic physical assessment. Refinement of assessment skills include interviewing, history taking, physical examination, spiritual assessment, and appropriate documentation while considering the relationship to prevention and early detection and disease assessment in multicultural clients across the life span. Prerequisite: Admission to the RN to BSN program or consent of instructor. Offered spring semester, odd years, first 8 weeks.

**NUR 323 Nutrition in Health****3 hours**

Focuses on principles of nutrition, including assessment, planning, implementing, and evaluating nutritional therapy for clients throughout the lifespan. Prerequisite: Chemistry or consent of instructor. Offered spring semester, even years, first 8 weeks.

**NUR 353 Nursing Theory****3 hours**

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. Suggested prerequisite: NUR 301. Offered fall semester, even years, first 8 weeks.

**NUR 363 Geriatric Nursing****3 hours**

Examines the theories of aging, standards of practice, cultural influences, and pertinent public policy into the assessment of and interventions for older adults. Prerequisite: Admission to the RN to BSN program, consent of instructor, or enrollment in NUR 234. Offered spring semester, even years, first 8 weeks.

**NUR 373 Bioethics****3 hours**

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. Offered summer term.

**NUR 423 Client Education****3 hours**

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(s): Admission to the RN to BSN program or consent of instructor; NUR 301 suggested. Offered spring semester, odd years, second 8 weeks.

**NUR 433 Nursing Research****3 hours**

Develops an understanding of the research process, to acquire beginning skills in identification of researchable problems, and to become intelligent consumers of research findings. Emphasis is placed on the critical review of research studies, evidence-based practice, and their application to clinical practice. Prerequisites: Statistics and NUR 353, or consent of instructor. Offered fall semester, even years, second 8 weeks.

**NUR 434 Leadership and Management****3 hours**

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(s): Admission to the RN to BSN program or consent of instructor; NUR 353 suggested. Offered fall semester, odd years, second 8 weeks.

**NUR 443 Community Health Nursing****3 hours**

Focuses on individuals, families, groups, communities, and populations across the lifespan as recipients of care. Diverse multicultural, social, and environmental factors that influence population health are studied. Focuses on health promotion, disease prevention, health protection, health teaching and counseling, and coordination of care applied across the lifespan to patients with multidimensional health needs in a variety of community settings. Offered spring semester, even years, second 8 weeks..

**NUR 483 Senior Nursing Capstone****3 hours**

Culminates the learning experiences, synthesizes the knowledge gained during the curriculum, and applies it to a strategic change opportunity. Students use leadership and change theories to develop a project proposal with a focus on the resolution of an issue or problem significant to professional nursing practice. The student will work with a mentor, typically at their place of employment, to implement the project. The student also develops a professional portfolio which will include a collection of individual work samples illustrating the student's competencies related to individual student learning outcomes. Prerequisites: NUR 301, 353, 424, 433, 434. Offered spring term.

**NUR 491-3 Advanced Topics****1-3 hours**

Courses providing opportunities for students to explore select healthcare topics. Prerequisite(s): Consent of instructor; NUR 433 may also be required for research-oriented topics. Offered as needed.

---

## **PRACTICAL NURSING PROGRAM**

The Practical Nursing Program is designed specifically for students interested in entering the nursing profession. The program is a post-high school 52-week certificate program. There is one program session per year. After an introductory period, the student is rotated through a planned program of classroom and clinical instruction. Upon program completion and meeting specific state requirements, the graduate may obtain licensure by passing the NCLEX-PN. A Licensed 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.

### **Statement of Mission and Purpose**

The mission of the Practical Nursing degree 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.

### **Objectives for the Practical Nursing (PN) Program**

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

## Admission Requirements

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

## Admission Process

Please use this guide to assist you in completing the necessary steps to be considered for admission to the PN program:

- 1) Schedule an appointment to meet with the Admissions Coordinator (573-629-3141) to review all requirements for the PN program. Review curriculum plan/cost sheet/program brochure
- 2) Achieve acceptable score on the Nursing Admission Assessment Exam (A2). Contact the Admissions Coordinator to schedule exam. A study guide is available to check out in the Nursing Division Office.
  - a) Please allow at least 2-3 hours to complete the Exam
  - b) Two attempts are allowed to achieve acceptable score. (Consult the Financial Information section for the current fee per attempt) Fee \$37.00 per attempt
- 3) Upon achievement of acceptable admission exam score, submit HLGU application & fee (\$25.00) to the Admission's Office
- 4) Submit PN application to the Nursing Office
- 5) Submit the following items to the Registrar's Office (Make sure this is addressed to the Registrar's Office at Hannibal-LaGrange University, 2800 Palmyra Road, Hannibal, MO 63401)
  - a) High School transcript
  - b) Official transcript of all college or vocational credits earned
- 6) Complete PN admission packet
- 7) Interview with the PN coordinator. This interview will be set up in groups of 3-4 prospective students.

Contact the Financial Aid Office (573-629-3280) to discuss financial needs.

### 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 Division Office will be happy to provide you with answers and/or assistance
- Any applicant who has been a student in another nursing program must request a letter to be sent from the director of that program. The letter must state the reason for their withdrawal from the program and their status in regards to re-entry. *We must receive this letter in order to continue*

with your application for entry into the Hannibal-LaGrange University PN program

- The decision of the director of the PN program will be sent in writing to all applicants. Those accepted will receive further instruction. Once the class is filled, qualified applicants will be placed on a waiting list and will be admitted to the program if openings occur, up to the fifth day of classes. *Those students who are not admitted to the PN program may wish to enroll in support courses and would be considered a pre-nursing student*
- All students are encouraged to take Growth & Development (PNE 102), Nutrition (PNE 103), and Anatomy & Physiology (PNE 104) during the Summer term, before starting the PN Program. Students must meet admission requirements to be eligible for these courses and the courses must be passed to be eligible for admission into the PN Program. These course(s) may only be applied to the first PN class scheduled to start upon completion of the course(s)

## Requirements for Certificate in Practical Nursing

*NOTE: Because of the continuing curriculum evaluation, revisions in the curriculum and standards will always be possible. Please check with the Division of Nursing Office for the current requirements.*

### Practical Nursing Program 62 hours

**NOTE:** The Practical Nursing student must complete all the course requirements listed below.

PNE 104	Anatomy & Physiology	PNE 122	Geriatric Nursing
PNE 105	Nursing Fundamentals	PNE 128	Medical-Surgical Nursing I
PNE 109	Human Growth & Development/ Nutrition	PNE 129	Maternal-Child/Pediatric/Mental Health Nursing
PNE 110	Contrib/Selective Experiences I	PNE 130	Contrib/Selective Experiences III
PNE 111	Pharmacology/Intro to Medical Surgical Nursing	PNE 133	Medical Surgical Nursing II
PNE 120	Contrib/Selective Experiences II	PNE 134	Medical Surgical Nursing III
		PNE 135	Team Leading in Nursing

**Academic Standards:** A grade of C or better must be earned in all PNE courses in order to continue in the program.

## *Course Offerings*

### **PNE 104 Anatomy & Physiology**

**6 hours**

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.

### **PNE 105 Nursing Fundamentals**

**6 hours**

Introduces the basic concepts and practices underlying all nursing care. Learning is applied in both classroom and laboratory settings. The student will demonstrate proficiency in the laboratory and continued proficiency in clinical practice. Offered fall semester.

### **PNE 109 Human Growth & Development/Nutrition**

**3 hours**

Provide an understanding of the various stages of normal growth and development in the human life cycle as applied to nursing care. Individual, family and community health care will be addressed. Focuses on the fundamentals of good nutrition and its relationship to human health. The course covers the science of man's food requirements, the nutritional value of foods and the specific nutrient requirements for all age groups under varying conditions. Food fads, safe guarding the food supply, and water balance are covered. Offered fall and spring semesters, and during summer term.

### **PNE 110 Contributory/Selective Experiences I**

**5 hours**

Helps students understand the vocation of practical nursing, as well as the roles and responsibilities of the Licensed Practical Nurse. Provides information regarding the ethical treatment of patients and professional

relationships within the healthcare team. Provides students with various vocation-related experiences: chapel, business meetings, seminars, CPR, assessment testing, and special clinical opportunities. Introduces students to basic math skills needed to calculate dosage requirements in clinical practice. Offered fall semester.

**PNE 111 Pharmacology/Introduction to Medical Surgical Nursing 6 hours**

Covers dosage calculation, basic principles of pharmacology, administration of medication, the effect of drugs on body systems and the Practical Nurse's responsibilities and limitations in the care of patients receiving drug therapy. The study of specific drugs is integrated into specific pathophysiology courses. Introduces the fundamental processes of health and illness, fluid and electrolyte balance, pre - and postoperative care, care of the patient with cancer, care of the patient in pain, and care of the patient with an infection. It is confined to basic information that prepares the students for the more advanced medical-surgical courses. Offered fall semester.

**PNE 120 Contributory/Selective Experiences II 3 hours**

Provides students with various vocation-related experiences. Prerequisite: PNE 108. Offered spring semester.

**PNE 122 Geriatric Nursing 3 hours**

Presents the holistic approach to the care of the mature to aging person. Explores the aging process with its many challenges and compensations. Problems related to role change and completions of developmental tasks are investigated. Students will care for the aging individual in extended care facilities, hospitals and other health care settings. Offered spring semester.

**PNE 126 Intravenous Therapy 2 hours**

Prepares the practical nursing student to perform venipuncture, monitor and regulate intravenous fluids, add parenteral solutions to existing IV lines, change IV tubing, monitor transfusions of blood initiated by the RN and increase knowledge of IV solutions used in IV therapy. This skill is integrated in the clinical rotations under the direction of an approved preceptor. Offered spring semester.

**PNE 128 Medical Surgical Nursing I/ Intravenous Therapy 6 hours**

Focuses on the care of the medical-surgical patient experiencing diseases and disorders of various body systems. Emphasis is placed on utilizing nursing care skills, nursing knowledge, the nursing process, and adapting each to the individual patient in the clinical area. Recognized medical and surgical treatments including diet and pharmacological therapies are integrated throughout the medical-surgical content. Prepares the practical nursing student to perform venipuncture, monitor and regulate intravenous fluids, add parenteral solutions to existing IV lines, change IV tubing, monitor transfusions of blood initiated by the RN and increase knowledge of IV solutions used in IV therapy. This skill is integrated in the clinical rotations under the direction of an approved preceptor. Offered spring semester.

**PNE 129 Maternal-Child/Pediatric/Mental Health Nursing 8 hours**

Provides students with the basic knowledge necessary to care for maternal and newborn clients at the entry level of practical nursing. Also provides basic instruction and skill development in the assessment and care of the maternal client in the areas of prenatal care, labor and delivery, and postpartum. Also provides basic knowledge and skill development in the area of newborn nursing. Provides an understanding of the pediatric disease processes. Covers nursing care for the child and its family with an emphasis on disease process, health teaching, prevention of illness, and promotion of optimal physical, developmental, and emotional health. The course will illustrate health care in the hospital, home, school, clinic, and physician's office. Acquaints students with a group of health problems that derive primarily from problems in emotional adjustment and maturity. Raises awareness of public health issues related to mental disorders and points out the needs of the mentally ill and the care required to cope with related health issues in society. Offered spring semester.

**PNE 130 Contributory/Selective Experiences III 5 hours**

Provides students with various vocation-related experiences. Prerequisite: PNE 127. Offered summer term.

**PNE 133 Medical Surgical Nursing II 4 hours**

Provides further instruction in the care of the medical-surgical patient. Prerequisite: PNE 121. Offered summer term.

**PNE 134 Medical Surgical Nursing III 5 hours**

Provides further instruction in the care of the medical-surgical patient. Prerequisite: PNE 121. Offered summer term.

**PNE 135 Team Leading in Nursing 2 hours**

Introduces practical nursing students to leadership techniques and skills. Provides a basic management foundation on which to build through instruction and clinical experiences. Offered summer term.

---

---

## DIVISION OF SOCIAL SCIENCE

---

The Division of Social Science is comprised of departments which study society and its relationship with institutions functioning within society: Behavioral Science, Criminal Justice, and Physical Education.

### BEHAVIORAL SCIENCE

The Behavioral Science Department includes the areas of Psychology, Social Work, and Sociology. The majors in these areas prepare students for service in a variety of agency and institutional settings and for graduate study in psychology, counseling, social work, sociology, and related disciplines.

**Bachelor of Arts Degree:** *Majors* — Psychology, Sociology, Social Work

**Bachelor of Science Degree:** *Majors* — Psychology, Sociology, Social Work

**Minors:** Psychology, Sociology

#### Statement of Mission and Purpose for Behavioral Science Majors

##### 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*)

##### Sociology

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

##### Social Work

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

#### Objectives for the Behavioral Science Majors

##### Psychology

- 1) The Psychology major will demonstrate comprehension of psychological theories, key terms, and theorists
- 2) The Psychology major will demonstrate knowledge of research methods in behavioral science
- 3) The Psychology major will demonstrate critical thinking
- 4) The Psychology major will demonstrate social, cultural and international awareness
- 5) The Psychology major will demonstrate personal development and personal growth and development awareness



### Sociology

- 1) The Sociology major will demonstrate a basic understanding of Sociology (its main foundational perspectives, theorists, thought on culture, socialization, social groups and structures, deviance, stratification, religion, politics, economics, collective behavior, and social change)
- 2) The Sociology major will demonstrate knowledge of the diversity of both individuals and society
- 3) The Sociology major will demonstrate knowledge of the institution of marriage and family
- 4) The Sociology major will identify and analyze contemporary social issues
- 5) The Sociology major will analyze and understand interactions of individuals and groups
- 6) The Sociology major will demonstrate an understanding of the works of classic and contemporary social theorists
- 7) The Sociology major will demonstrate an understanding of issues related to the study of cultures, development of cultures, and uses of cultural anthropology in studying contemporary society
- 8) The Sociology major will learn basic principles of research design, methodologies, and data collection techniques

### Social Work

- 1) The Social Work major will gain an understanding of issues related to Social Work 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) The Social Work major will demonstrate knowledge of constructing a client file
- 3) The Social Work major will demonstrate the ability to apply major concepts and to work in the Social Work field in a vocational/agency setting
- 4) The Social Work major will demonstrate knowledge of key concepts from the following courses: SWK 313, SWK 413, PSY 323/SCW 323, PSY 333, PSY 343, and SOC 223/SCW353

### Requirements for Admission, Continuance, and Graduation

- 1) For entrance into a Behavioral Science major, the student must have a minimum CGPA of 2.5 in all course work completed from all institutions of higher education.
- 2) The student must submit an application for entrance into a Behavioral Science major. Applications may be obtained from a Behavioral Science faculty member.
- 3) One semester prior to applying for admission to the program, the student must declare their major to be in social work, psychology, or sociology and arrange for a formal interview with the Behavioral Science faculty. The student may apply no earlier than during the semester in which they will complete their thirtieth credit hour.
- 4) The student must complete a formal interview with the Behavioral Science faculty.
- 5) After successfully completing the formal interview, the student must obtain an advisor who is a member of the Behavioral Science faculty.
- 6) The student may enroll in 300- and 400-level major-related courses only after they have been admitted into one of the Behavioral Science programs. **Exception:** a liberal studies major may use these courses to complete requirements as stated in the guidelines for that major
- 7) The student must maintain a minimum cumulative grade-point average (GPA) of 2.75 for courses within the major course requirements to remain as a non-probationary student in the program. Failure to maintain that majors-course GPA will result in the student receiving one semester of probation. Failure to obtain a majors-course GPA of 2.75 (and to restore the CGPA of 2.5, if lost) after one semester of probation will result in dismissal from any Behavioral Science major.
- 8) The student will be allowed to reapply for admission only once as a degree-seeking student after restoring the required CGPA/GPA requirements. Students will not be allowed to enroll in any 300-400 level Behavioral Science classes while on probation or dismissal, unless repeating a course.
- 9) The student will be allowed only one repeat of any major-related course from which they have withdrawn or for which they have received a grade of D or F.
- 10) No student will be allowed to graduate with a Behavioral Science major that is on departmental probation or is dismissed from the program.

**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 with a grade of C or better; these requirements include the 9 hours of Controlled Electives.

**Major Course Requirements: 42 hours**

PSY 113	General Psychology	PSY 353	Physiological Psychology
PSY 211	Sophomore Seminar	PSY 363	Social Psychology <b>or</b>
PSY 233	Psychological Tests & Measurements	PSY 373	Psychology of Personality
PSY 253	Human Diversity	PSY 423	Research Methods in Behavioral Science*
PSY 323	Abnormal Psychology	PSY 451	Senior Seminar
PSY 333	Developmental Psychology	PSY 452	Thesis I
PSY 343	Intro to Counseling	PSY 462	Thesis II

\*PSY 423 requires a prerequisite: MTH 127 (Elementary Statistics).

**Controlled Electives:** To complete the Major Course Requirements, choose 9 hours from the following:

EDU 202	Child Growth & Development	PSY 373	Psychology of Personality
PSY 243	Adolescent Psychology	PSY 433	Psychology of Aging
PSY 303	Psychology of Addictions	PSY 483	Psychology Internship
PSY 356	Health Psychology	SWK 413	Casework Methods
PSY 363	Social Psychology		

*Students may also choose from the following Advanced Topics courses: PSY 391-3 and PSY 491-3.*

**Requirements for BA or BS Degree with Major in Social Work**

- 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 with a grade of C or better; these requirements include the 12 hours of Internship.

**Major Course Requirements: 49 hours**

PSY 323	Abnormal Psychology	SWK 313	Introduction to Social Work
PSY 333	Developmental Psychology	SWK 343	Introduction to Counseling
SOC 113	Introduction to Sociology	SWK 413	Casework Methods
SOC 123	Marriage & the Family	SWK 423	Research Methods in Behavioral Science*
SOC 233	Social Issues	SWK 463	Readings in Social Work
SOC 356	Crisis Intervention	SWK 481	Senior Seminar
SOC 436	Family Violence		

\*SWK 423 requires a prerequisite: MTH 127 (Elementary Statistics).

**Internship Requirement:** Students must earn 12 hours of Internship credit to complete the Major Course Requirements. This can be done in one of two ways: 1) successfully passing both SWK 466 Internship I (6 hrs.) and SWK 476 Internship II (6 hrs.), **or** 2) successfully passing SWK 478 Internship III (12 hrs.).

**Requirements for BA or BS Degree with Major in Sociology**

- 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 with a grade of C or better; these requirements include the 6 hours of Controlled Electives.

**Major Course Requirements: 40 hours**

SOC 253	Human Diversity	SOC 363	Social Psychology
SOC 113	Intro to Sociology	SOC 403	Sociological Theory
SOC 123	Marriage & the Family	SOC 413	Cultural Anthropology
SOC 233	Social Issues	SOC 423	Research Methods in Behavioral Science*
SOC 313	Criminology	SOC 451	Senior Seminar
SOC 323	Juvenile Delinquency	SOC 483	Sociology Internship

\*SOC 423 requires a prerequisite: MTH 127 (Elementary Statistics).

**Controlled Electives:** To complete the Major Course Requirements, choose 6 hours from the following:

PSY 433	Psychology of Aging	SOC 391-3	Advanced Topics
SOC 346	Corrections	SOC 436	Family Violence
SOC 371	Language & Society	SOC 463	Thesis Option

**Requirements for Minors**

A grade of C or better is required in all courses in a minor.

**Psychology.** . . . . 18 hours of Psychology courses (must include PSY 113 & PSY 333)

**Sociology.** . . . . 18 hours of Sociology courses (must include SOC 113, SOC 123, SOC 233, & SOC 413)

*Course Offerings***PSYCHOLOGY****PSY 113 General Psychology 3 hours**

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.

**PSY 211 Sophomore Seminar 1 hour**

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.

**PSY 223 Educational Psychology (same as EDU 223) 3 hours**

Presents scientific psychological principles that are foundational in education. Emphasizes the relevant phases of learning motivation, growth, and development of personality, personalized teaching strategies, and the evaluation of achievement. Prerequisites: PSY 113 and sophomore standing, or consent of instructor. Offered fall and spring semesters.

**PSY 233 Psychological Tests and Measurements 3 hours**

Focuses on the assessment of individuals by using psychometric instruments. Includes the theory, design, administration, interpretation, and ethical use of psychological testing. Prerequisite: PSY 113. Offered fall semester.

**PSY 243 Adolescent Psychology 3 hours**

Examines the physical, mental, social, and emotional development of persons from pubescence to adulthood. Prerequisite: PSY 113. Offered spring semester.

**PSY 253 Human Diversity (same as SOC 253) 3 hours**

Examines diversity as an individual and as a social phenomenon. Gives attention to gender, race, ethnic, religious, socioeconomic, age, and disability variables. Prerequisites: PSY 113, SOC 113. Offered spring semester, odd years.

**PSY 303 Psychology of Addictions 3 hours**

Studies physiological, social, emotional, and psychological factors affecting the development and treatment

of addiction. Application of biblical principles provides a foundation for providing effective help. Prerequisite: PSY 113. Offered spring semester, odd years.

**PSY 313 Psychology and Education of the Exceptional Child** (same as EDU 313) **3 hours**

Studies the physical, social, mental, and emotional characteristics of the exceptional child, from birth through high school. Includes an overview of assessment measures. Requires classroom observation hours. Prerequisites: PSY 113 and 223 or PSY 333, or consent of instructor. Offered every semester.

**PSY 323 Abnormal Psychology** (same as SCW 323) **3 hours**

Examines the symptoms, classification, etiology, treatment, and prognosis of abnormal behavior. Prerequisite: PSY 113. Offered spring semester.

**PSY 333 Developmental Psychology** (same as SCW 333) **3 hours**

Examines the growth and development of school-age children and across the lifespan. Emphasizes physical, intellectual, emotional, social, and spiritual dimensions, as well as normative life tasks and faulty development. Prerequisite: PSY 113 or consent of instructor. Offered fall and spring semesters.

**PSY 343 Introduction to Counseling** (same as SCW 343 and SWK 343) **3 hours**

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.

**PSY 353 Physiological Psychology** **3 hours**

Examines the biological bases of behavior. Prerequisite: PSY 113. Offered fall semester.

**PSY 356 Health Psychology** **3 hours**

Provides an overview of the educational, scientific, and professional contributions of psychology to the promotion and maintenance of health and the prevention and treatment of illness. Explores the biopsychosocial model of health in relation to how people stay healthy, why they become ill, and how they respond to illness. Prerequisite: PSY 113. Offered spring semester, even years.

**PSY 363 Social Psychology** (same as SOC 363) **3 hours**

Examines the interactions of individuals and groups in social context with attention to practical issues of relationships, influence, and control. Prerequisites: PSY 113 and SOC 113. Offered fall semester, even years.

**PSY 373 Psychology of Personality** **3 hours**

Focuses on personality assessment and development with an emphasis on major theories of personality. Prerequisite: PSY 113. Offered fall semester, odd years.

**PSY 391-3 Advanced Topics** **1-3 hours**

Courses offered to meet special needs of students. Prerequisites: PSY 113, junior or senior standing, and consent of instructor.

**PSY 423 Research Methods in Behavioral Science** (same as SOC 423, SCW 423, and SWK 423) **3 hours**

Presents principles of research design, methodologies, and data analysis techniques; requires students to complete a research project. Prerequisites: MTH 127 and junior or senior standing. Offered spring semester.

**PSY 433 Psychology of Aging** **3 hours**

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.

**PSY 451 Senior Seminar** (same as SCW 481, SOC 451, and SWK 481) **1 hour**

Reviews and integrates the student's major coursework with an application to career planning and to professional and ethical issues. Prerequisites: senior standing. Offered fall semester.

**PSY 452 Thesis I** **2 hours**

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 423. Offered fall semester.

**PSY 462 Thesis II** **2 hours**

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 spring semester.

**PSY 483 Psychology Internship** **3 hours**

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.

**PSY 491-3 Advanced Topics** **1-3 hours**

Through reading and/or research, students explore a topic not covered in other course offerings. Prerequisites: PSY 113, junior or senior standing, and consent of instructor.

**SOCIOLOGY**

**SOC 113 Introduction to Sociology** **3 hours**

Introduces the basic concepts of sociology and their impact on the study of the development of society. Offered fall and spring semesters.

**SOC 123 Marriage and the Family** **3 hours**

Examines sociological and historical research that focuses on the institutions of marriage and the family. Topics include such issues as ethnicity, composition, diversity, roles, socialization, and the place of these institutions in modern societies. Offered fall and spring semesters.

**SOC 223 Probation, Parole, and Community Corrections** (same as CRJ 223) **3 hours**

Examines the functioning of the probation and parole systems on the national, state, and local levels. Offered fall semester.

**SOC 233 Social Issues** **3 hours**

Identifies and analyzes contemporary social issues, both globally and in the United States. Examines these issues from the conflict, functionalist, and symbolic interactionist perspectives. Prerequisite: SOC 113 or consent of instructor. Offered fall semester.

**SOC 253 Human Diversity** (same as PSY 253) **3 hours**

Examines diversity as an individual and as a social phenomenon. Gives attention to gender, race, ethnic, religious, socioeconomic, age, and disability variables. Prerequisites: PSY 113, SOC 113. Offered spring semester, odd years.

**SOC 313 Criminology** (same as ADJ 313 and CRJ 313) **3 hours**

Analyzes crime and delinquency in a changing society with special emphasis on sociological factors contributing to the problem. Gives attention to the control, prevention, and treatment of aspects of law-violating behavior. Prerequisite: SOC 113 or consent of instructor. Offered spring semester.

**SOC 323 Juvenile Delinquency** (same as ADJ 323 and CRJ 323) **3 hours**

Investigates the nature and extent of delinquency; competing models and theories; and evaluation of prevention, control, treatment, and research programs. Offered fall semester.

**SOC 346 Corrections** (same as CRJ 346) **3 hours**

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.

**SOC 356 Crisis Intervention** (same as ADJ 356, CRJ 356, and SCW 356) **3 hours**

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.

**SOC 363 Social Psychology** (same as PSY 363) **3 hours**

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.

**SOC 388 Civil Liability** (same as CRJ 388) **3 hours**

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.

**SOC 391-3 Advanced Topics****1-3 hours**

Through reading and/or research, students explore a topic not covered in other course offerings. Prerequisites: SOC 113, junior or senior standing, and consent of instructor.

**SOC 403 Sociological Theory****3 hours**

Examines classical and contemporary sociological thought as presented by theorists from the principal theoretical schools and systems. Prerequisites: SOC 113 and junior or senior standing. Offered spring semester, even years.

**SOC 413 Cultural Anthropology****3 hours**

Examines ethnology and its subfields. Considers standard topics, problems, and theories in ethnology, social anthropology, culture and personality, and applied anthropology. Prerequisites: SOC 113. Offered spring semester, even years.

**SOC 423 Research Methods in Behavioral Science (same as PSY 423 and SWK 423))****3 hours**

Presents principles of research design, methodologies, and data analysis techniques; requires students to complete a research project. Prerequisites: MTH 127 and junior or senior standing. Offered spring semester.

**SOC 436 Family Violence (same as CRJ 436 and SCW 436)****3 hours**

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.

**SOC 451 Senior Seminar (same as PSY 451, SCW 481, and SWK 481)****1 hour**

Reviews and integrates the student's major coursework with an application to career planning and to professional and ethical issues. Prerequisites: senior standing. Offered fall semester.

**SOC 463 Thesis Option****3 hours**

Students who take the thesis option complete an original research project under faculty supervision. Prerequisites: SOC 403 and SOC 423 and senior standing. Offered fall and spring semesters.

**SOC 483 Sociology Internship****3 hours**

Provides supervised field experience through placement in an agency, institutional, or business setting. Prerequisite: Junior or Senior standing as a sociology major. Offered fall and spring semesters; summer terms.

**SOC 491-3 Advanced Topics****1-3 hours**

Through reading and/or research, students explore a topic not covered in other course offerings. Prerequisites: SOC 113, junior or senior standing, and consent of instructor.

**SOCIAL WORK****SWK 313 Introduction to Social Work (same as SCW 313)****3 hours**

A survey course of the field of social work with an emphasis on the various employment opportunities, social causes of deviance, and credentialing requirements. Course requires the student to engage in field work. Prerequisites: PSY 113, SOC 113. Offered fall semester.

**SWK 343 Introduction to Counseling (same as PSY 343 and SCW 343)****3 hours**

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.

**SWK 391-3 Advanced Topics****1-3 hours**

Courses designed to meet special needs and interests of the student. Prerequisite: SWK 313, junior or senior standing, and consent of instructor.

**SWK 413 Casework Methods (same as SCW 413)****3 hours**

Examines the methods of casework, interviewing, verbal and nonverbal communication, recording, and basic intervention techniques in individual, group, and community applications. Prerequisite: SWK 313 or consent of the instructor. Offered spring semester.

**SWK 423 Research Methods in Behavioral Science (same as PSY 423, SCW 423, and SOC 423)****3 hours**

Presents principles of research design, methodologies, and data analysis techniques; requires students to complete a research project. Prerequisites: MTH 127 and junior or senior standing. Offered spring semester.

<b>SWK 451 Senior Seminar</b> (same as SCW 481)	<b>1 hour</b>
Reviews and integrates the student's major coursework with an application to career planning and to professional and ethical issues. Prerequisites: senior standing. Offered fall semester.	
<b>SWK 466 Social Work Internship I</b> (same as SCW 466)	<b>6 hours</b>
Provides students with supervised field experience through placement in area agencies and institutions. Prerequisites: SWK 313, SWK 343, and junior standing. Offered fall semester.	
<b>SWK 463 Readings in Social Work</b> (same as SCW 463)	<b>3 hours</b>
Provides students with guided opportunities to read relevant field-related literature. Offered fall semester.	
<b>SWK 476 Social Work Internship II</b> (same as SCW 476)	<b>6 hours</b>
A continuation of SWK 466. Prerequisite: SWK 466. Offered spring semester.	
<b>SWK 478 Social Work Internship III</b> (same as SCW 478)	<b>12 hours</b>
Provides students with supervised field experience through placement in area agencies and institutions. Prerequisites: SWK 313, SWK 343, and junior standing. Offered fall and spring semesters and summer terms.	
<b>SWK 491-3 Advanced Topics</b>	<b>1-3 hours</b>
Through reading and/or research, students explore a topic not covered in other course offerings. Prerequisites: SWK 313, junior or senior standing, and consent of instructor.	

---

## CRIMINAL JUSTICE

**Bachelor of Science Degree: Major**—Criminal Justice

**Associate of Applied Science Degree:** Emphasis in Criminal Justice

**Minor:** Criminal Justice

### 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.

### Statement of Mission and Purpose of 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.

### Objectives for the Criminal Justice Major

- 1) The Criminal Justice major will demonstrate knowledge of the Police Component of the CJ system, including: Police History, Patrol and Operations, Management and Personnel, Ethics, Rules of Arrest and Detention, and the Law Enforcement Profession
- 2) The Criminal Justice major will 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) The Criminal Justice major will demonstrate knowledge of the Correctional Component of the CJ system, including: Criminology, Prison systems, Jails, Juvenile Delinquency, Prison life, and Crime and Correctional trends

- 4) The Criminal Justice major will 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 Basic Major Courses with a grade of C or better.

#### Major Course Requirements: 39 hours

CRJ 113	Intro to the Criminal Justice System	CRJ 336	Policing in America
CRJ 303	Criminal Law & Procedures	CRJ 346	Corrections
CRJ 313	Criminology	CRJ 416	Constitutional Law
CRJ 323	Juvenile Delinquency	CRJ 4_6	[Domestic <b>or</b> International] Terrorism and Homeland Security
CRJ 326	Ethical Decision-Making for the CJ Professional	CRJ 389	Criminal Justice Internship I

**Controlled Electives:** As part of the Major Course Requirements for Criminal Justice, take 9 additional hours of CRJ courses; up to 3 of these can be additional internship hours.

### Requirements for the AAS Degree with Emphasis in Criminal Justice

- 1) Complete the required courses for the AAS degree and the Graduation Requirements (see **Academic Policies** for both).
- 2) Complete the 38 semester hours in the following suggested way:

#### Specific Courses: 30 hours

CRJ 113	Intro to the Criminal Justice System	CRJ 336	Policing in America
CRJ 303	Criminal Law & Procedures	CRJ 346	Corrections
CRJ 313	Criminology	CRJ 413	Constitutional Law
CRJ 323	Juvenile Delinquency	CRJ 4_6	[Domestic <b>or</b> International] Terrorism and Homeland Security
CRJ 326	Ethical Decision-Making for the CJ Professional	CRJ 389	Criminal Justice Internship I

**Other Electives:** Take 8 additional hours in electives from course areas of your choice.

### Requirements for Minor

A grade of C or better is required in all courses in a minor.

**Criminal Justice**..... 18 hours— from any of the CRJ courses, excluding internships

## *Course Offerings*

#### CRJ 113 Introduction to Criminal Justice System

**3 hours**

Introduces the American criminal justice system; includes the concept of law as an instrument of social control. Overview of the history, present structure, and functions of the police, prosecution, courts, correctional institutions, probation, and parole systems and how they relate to each other. Offered fall semester.

#### CRJ 203 Scientific Criminal Investigation (same as ADJ 203)

**3 hours**

Gives particular attention to the techniques of crime-scene investigation, including information gathering, interrogation, and instrumentation in solutions and in preparation of criminal cases for trial. Offered spring semester.



**CRJ 213 Introduction to Forensic Science****3 hours**

Focuses on the latest scientific techniques which are used to analyze physical evidence with emphasis on understanding the significance of the scientific results. The course is an overview of the field of forensic science. Offered spring semester.

**CRJ 223 Probation, Parole, and Community Corrections** (same as ADJ 223 and SOC 223)**3 hours**

Examines the functioning of the probation and parole systems on the national, state, and local levels. Offered fall semester.

**CRJ 233 Report Writing****3 hours**

Focuses on writing reports that are submitted to agencies within the criminal justice system. Report content will be stressed, as these reports relate to daily reports as well as to reports submitted to the prosecutor. Offered fall semester.

**CRJ 253 Police Operations and Tactics****3 hours**

Analyzes current police tactics associated with law enforcement, crime prevention, and criminal investigation at the preliminary level. Presents procedures for handling situations ranging from misdemeanors to felonies. Offered fall semester.

**CRJ 291-3 Special Topics****1-3 hours**

Courses offered to meet special needs of students. Offered as needed.

**CRJ 303 Criminal Law and Procedures** (same as ADJ 303)**3 hours**

Examines criminal law as it relates to specific property crimes and crimes against persons. Gives particular attention to the elements of each offense and to the procedures essential for successful prosecution. Offered spring semester.

**CRJ 313 Criminology** (same as ADJ 313 and SOC 313)**3 hours**

Analyzes crime and delinquency in a changing society with special emphasis on sociological factors contributing to the problem. Gives attention to the control, prevention, and treatment of aspects of law-violating behavior. Prerequisite: SOC 113 or consent of instructor. Offered spring semester.

**CRJ 323 Juvenile Delinquency** (same as ADJ 323 and SOC 323)**3 hours**

Investigates the nature and extent of delinquency; competing models and theories; and evaluation of prevention, control, treatment, and research programs. Offered fall semester.

**CRJ 326 Ethical Decision-Making for the CJ Professional** (same as ADJ 326)**3 hours**

Focuses on ethical decision-making by criminal justice practitioners. Distinctions are made between Christian and non-Christian perspectives. Offered spring semester.

**CRJ 336 Policing in America** (same as ADJ 336)**3 hours**

Explores the history and evolution of police organization and practice in the United States. Offered spring semester.

**CRJ 346 Corrections** (same as SOC 346)**3 hours**

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.

**CRJ 354 Criminal Justice Supervision and Management** (same as ADJ 354)**3 hours**

Focuses on developing administrative practices that incorporate human resource development theories. Examines theories of motivation and leadership. Offered fall semester.

**CRJ 356 Crisis Intervention** (same as ADJ 356, SCW 356, and SOC 356)**3 hours**

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.

**CRJ 388 Civil Liability** (same as SOC 388)**3 hours**

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.

**CRJ 389 Criminal Justice Internship I****3 hours**

Provides supervised field experience through placement in area agencies and institutions connected with law

enforcement, courts, and/or corrections. May be taken for 3 or 6 hours of credit. Prerequisites: 15 hours of coursework in criminal justice. Offered fall and spring semesters..

**CRJ 391-3 Advanced Topics** **1-3 hours**

Courses offered to meet special needs of students. Offered as needed.

**CRJ 416 Constitutional Law** (same as ADJ 416) **3 hours**

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.

**CRJ 426 Domestic Terrorism and Homeland Security** (same as ADJ 426) **3 hours**

Focuses on domestic terrorism. Includes an examination of law enforcement techniques and strategies for dealing with various hate groups, as well as the impact of these groups on the U.S. criminal justice system, national security, and quality of life. Offered fall semester.

**CRJ 436 Family Violence** (same as SCW 436 and SOC 436) **3 hours**

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.

**CRJ 443 The United States Constitution and the American Inmate** **3 hours**

Examines what the U.S. Supreme Court has to say in respect to the inmate's constitutional rights. Offered spring semester.

**CRJ 446 International Terrorism and Homeland Security** (same as ADJ 446) **3 hours**

Focuses on international terrorism. Includes an examination of the history, culture, motivations, goals, and threats of terrorism originating outside the United States, as well as terrorism's impact on the U.S. and other nations. Offered spring semester.

**CRJ 489 Criminal Justice Internship II** **3 hours**

Provides additional supervised field experience through placement in area agencies and institutions connected with law enforcement, courts, and/or corrections. May be taken for 3 or 6 hours of credit. Prerequisites: CRJ 389 and 15 hours of coursework in criminal justice. Offered fall and spring semesters..

**CRJ 491-3 Advanced Topics** **1-3 hours**

Courses offered to meet special needs of students.

---

## EXERCISE AND SPORTS SCIENCE

**Bachelor of Science Degree:** *Majors*—Exercise Science, Recreation Management

**Minor:** Coaching, Exercise Science, Recreation Management

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

### Goals of the Exercise and Sports Science Department

- 1) To develop physical fitness, muscular strength, and endurance
- 2) To develop an interest in regular physical exercise
- 3) To develop performance skills and useful knowledge of sports and games for recreational purposes
- 4) To develop emotional control and sound judgment in times of mental stress
- 5) To develop an appreciation of skilled performance
- 6) To exhibit good sportsmanship

### Statement of Mission and Purpose of the Exercise 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.

### **Recreation Management**

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

## **Objectives for the Exercise and Science Majors**

### **Exercise Science**

- 1) Exercise Science majors will accurately assess exercise and health-related behaviors, as well as educate individuals regarding healthy lifestyle choices
- 2) Exercise Science majors will demonstrate an understanding and knowledge of exercise science principles and the physiological effects of training on the human body
- 3) The students will demonstrate effective communication and application of exercise science knowledge content and skills by appropriately designing, administering, and evaluating an individualized health and/or wellness program

### **Recreation Management**

- 1) The Recreation Management major will accurately design and promote a leisure program including the administration of the budget, facilities, equipment, safety, resources, marketing promotion and advertising
- 2) The Recreation Management major will supervise and manage a leisure service activity effectively.
- 3) The Recreation Management major will demonstrate knowledge of leisure service career opportunities prevalent in recreation and leisure activities in written and oral form
- 4) The Recreation Management major will demonstrate knowledge of current legal issues in recreation.
- 5) The Recreation Management major will demonstrate effective communication skills.

## **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-hour courses* at the PHE 100-level, PHE 219, PHE 220, PHE 233, PHE 234, and any varsity or junior varsity sport qualify. (REC courses do not fulfill this requirement.) Only 4 credit hours of VAR and PHE one-hour activity courses will be counted toward graduation requirements. BSE students seeking certification in physical education fulfill this requirement under Subject Area Certification Requirements.

## **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)

**Note:** Exercise Science majors must

- a) Earn a grade of C or better in MTH 143, 153, or 185 to fulfill the mathematics general education requirement.
- b) Earn a grade of C or better in BIO 105 and CHM 135 (with labs in both) to fulfill the natural science general education requirement.

- 2) This major is not available to students seeking a Bachelor of Science in Education with a major in Secondary Education—Physical Education as a second major. Although many of the courses in the two majors are the same, the student cannot use those same courses to claim both degrees
- 3) **Note:** this major must be supplemented with several hours of electives to meet the 124 hours required for graduation. It will also require some elective hours at the 300- and 400-level to meet the 40-credit-hour graduation requirement for upper-level courses
- 4) Pass each of the Support Course Requirements and each of the Major Course Requirements listed below with a grade of C or better

#### **Support Course Requirements: 16 hours**

BIO 314	Anatomy and Physiology I	PHY 214	Physics I
NUR 323	Nutrition	MTH 153	Precalculus

#### **Support Course Options**

**Note:** Students who anticipate graduate study in areas such as Physical or Occupational Therapy or Athletic Training should select additional courses in chemistry, anatomy and physiology, and physics as controlled electives. It would be wise for students to contact the school where they wish to pursue graduate studies and request information about the entrance requirements.

#### **Major Course Requirements: 34-36 hours**

EXS 113	Foundations of PE & Exercise Science	EXS 352	Care and Prevention of Athletic Injuries
EXS 281-3	Practicum in Exercise Science	EXS 402	Adapted Physical Education & Exercise
EXS 302	Sociological Aspects of Exercise	EXS 412	Test and Measurement in Exercise
EXS 312	Psychological Aspects of Exercise	EXS 383	Internship in Exercise Science
EXS 323	Organization & Administration in Exercise Science	HLT 186	Personal Health & Fitness
EXS 341	Exercise Physiology Lab	HLT 315	Theories & Concepts of Health
EXS 343	Exercise Physiology	PHE 200	First Aid and CPR
		PHE 313	Kinesiology
		PHE 320	Motor Development and Performance

### **Requirements for Minors**

A grade of C or better is required in all courses in a minor.

**Coaching.** . . . . . 18 hours— EXS 312, 352; PHE 200, 240, 385, 386, 373, 483.

**Recreation Management.** . . . . 18 hours— PHE 115, 210, 308; 2 hours from Lifetime Sports; REC 305, 310, 376

**Exercise Science.** . . . . . 18 hours— EXS 113, 312, 323, 341, 343, PHE 313, plus 3 credit hours of additional courses listed under the Major Course Requirements for the Major in Exercise Science. This minor is not available to BSE students seeking certification in Physical Education.

### **Requirements for BS Degree with Major in Recreation Management**

- 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 with a grade of C or better; these requirements include the 5 hours of Controlled Electives.

**Major Course Requirements: 56-62 hours**

EXS 323	Organization & Administration In Exercise Science	PHE 210	Camping & Outdoor Education
MAN 243	Principles of Business Management	PHE 385	Techniques of Teaching & Coaching Individual Sports
MKT 313	Principles of Marketing	PHE 386	Techniques of Teaching & Coaching Team Sports
MKT 323	Principles of Advertising	PSY 333	Developmental Psychology
PHE 115	Intro to Health, P.E., Athletics & Recreation	REC 305	Leadership in Recreational Services
PHE 186	Personal Health & Fitness <u>or</u>	REC 310	Principles of Recreation Programming
HLT 186	Personal Health & Fitness	REC 376	Exploratory Internship in Recreation
PHE 200	First Aid & CPR	REC 476	Professional Internship in Recreation

*In addition to the above 44-50 hours and the 5 hours of Controlled Electives (below), students are required to take the following 7 hours, as prescribed.*

- 3 hours from Lifetime Sports (PHE 126, 127, 128, or 129) or from PHE 240 or 250
- 3 hours from computer applications courses (BIS one-hour courses recommended)
- 1 hour of swimming (from PHE 113, 114, 125, or 219)

**Controlled Electives:** Choose 5 hours from the following courses to complete the major:

BIO 314	Human Anatomy & Physiology I	MAN323	Organizational Behavior
EDU 313	Psychology & Education of the Exceptional Child	MAN 433	Human Resources Management
EXS 302	Sociological Aspects of P.E.	PHE 353	Tchng Health & P.E. in Elem School
EXS 312	Psychological Aspects of P.E.	PHE 354	Tchng Health & P.E. in Middle Grades
EXS 352	Sports Injuries	PHE 400	Adapted Physical Education
		PSY 363	Social Psychology

**Requirements for Minors**

A grade of C or better is required in all courses in a minor.

**Coaching.** . . . . . 18 hours—EXS 312, 352; PHE 200, 240, 385, 386, 373, 483.

**Recreation Management.** . . . . 18 hours—PHE 115, 210, 308; 2 hours from Lifetime Sports; REC 305, 310, 376

*Course Offerings***EXERCISE SCIENCE****EXS 113 Foundations of Physical Education and Exercise Science** **3 hours**

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.

**EXS 281-3 Practicum in Exercise Science** **1-3 hours**

Provides shadowing, observation, and/or field experience in exercise science vocations.

**EXS 302 Sociological Aspects of Exercise** **2 hours**

Considers current topics and issues pertinent to the sociological perspectives of sport and physical education in American society. Offered fall semester.

**EXS 312 Psychological Aspects of Exercise** **2 hours**

Analyzes those aspects of physical education that pertain to individual mental, psychological, and personality development. Addresses the cognitive, affective, and psychomotor educational domains. Offered spring semester.

**EXS 323 Organization and Administration in Exercise Science** **3 hours**

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 spring semester.

**EXS 344 Exercise Physiology** **4 hours**  
Studies the physiological responses of the muscular and cardiovascular systems as they react to the stresses of physical activity. Prerequisites: BIO 105 and BIO 314 or consent of instructor. **Lab fee.** Offered fall semester.

**EXS 352 Care and Prevention of Athletic Injuries** **2 hours**  
Gives attention to the care and prevention of athletic injuries.

**EXS 383 Internship I in Exercise Science** **3 hours**  
Provides opportunities to perform skills under the supervision of trained personnel. Assignment and evaluation will be under the direction of a faculty instructor. Prerequisite: 2.5 CGPA and junior or senior status.

**EXS 391-3 Advanced Topics** **1-3 hours**  
Courses offered to meet special needs of students. Prerequisite: Consent of instructor.

**EXS 402 Adapted Physical Education and Exercise** **2 hours**  
Provides an in-depth study of methods and program modifications to meet the needs of exceptional learners in physical education. Prerequisite: PSY/EDU 313. Offered fall semester.

**EXS 412 Tests and Measurements in Exercise** **2 hours**  
Focuses on the selection, construction, administration, and evaluation of measurement instruments used in physical education and related courses. Offered fall semester.

**EXS 483 Internship II in Exercise Science** **3 hours**  
Provides additional experience in exercise science as an elective continuation of EXS 383. Assignment and evaluation will be under the direction of a faculty instructor. Prerequisite: EXS 383.

**EXS 491-3 Advanced Topics** **1-3 hours**  
Courses offered to meet special needs of students. Prerequisite: Consent of instructor.

## HEALTH

**HLT 186 Personal Health and Fitness** **2 hours**  
Studies the fundamental principles and practices in physical fitness, health, and wellness. Offered spring semester.

**HLT 315 Theories and Concepts of Health** **2 hours**  
Focuses on the achievement of one's full health potential. Acquaints students with principles necessary to identify health needs and problems of school children. Offered fall semester.

## PHYSICAL EDUCATION

**NOTE:** See the *Physical Education General Education Requirement*, above, concerning requirements and limitations.

**PHE 107 Aerobic Fitness** **1 hour**  
Provides aerobic fitness routines adaptable to either high or low impact aerobics; emphasizes principles of fitness along with complete body workouts. Designed for beginning and advanced students. Offered fall and spring semesters.

**PHE 109 Weight Training** **1 hour**  
Provides weight training routines that use both free and fixed weights. Designed for beginning and advanced weight trainers. Offered fall and spring semesters.

**PHE 113, 114 Beginning and Advanced Swimming** **1 hour**  
Classes are taught separately for the beginning and advanced swimmers at the YMCA. Lab fee. Offered fall and spring semesters.

**PHE 118, 119 Cheerleading** **1 hour**  
Provides credit for students who are selected as varsity cheerleaders. Offered fall and spring semesters.

**PHE 125 Scuba** **1 hour**  
Covers all classroom and pool course guidelines for self-contained breathing apparatus. Excludes open-water dives for certification. Students may schedule open-water dives through the instructor. Lab fee. Offered fall and spring semesters.

---

<b>PHE 126 Lifetime Sports I (Pickleball, Racquetball, Croquet)</b>	<b>1 hour</b>
Emphasizes fundamental skills and practice. Stresses individual skill development. Offered spring semester.	
<b>PHE 127 Lifetime Sports II (Billiards, Table Tennis, Disc Golf)</b>	<b>1 hour</b>
Emphasizes fundamental skills and practice. Stresses individual skill development. Offered fall semester.	
<b>PHE 128 Lifetime Sports III (Golf, Bowling)</b>	<b>1 hour</b>
Emphasizes fundamental skills and practice. Stresses individual skill development. Lab fee. Offered fall semester.	
<b>PHE 129 Lifetime Sports IV (Shuffleboard, Horseshoes, Softball)</b>	<b>1 hour</b>
Emphasizes fundamental skills and practice. Stresses individual skill development. Offered spring semester.	
<b>PHE 191-3 Special Topics</b>	<b>1-3 hours</b>
Courses offered to meet special needs of students. Prerequisite: Consent of instructor.	
<b>PHE 200 First Aid and CPR</b>	<b>1 hour</b>
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.	
<b>PHE 210 Camping and Outdoor Education</b>	<b>3 hours</b>
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 fall semester.	
<b>PHE 219 Lifeguarding</b>	<b>1 hour</b>
Stresses self-rescue skills and extensive rescues. The student will develop a positive attitude toward safety while in or about water environment. Lab fee. Prerequisites: PHE 113, 114. Offered fall and spring semesters.	
<b>PHE 220 Folk Movement Exploration</b>	<b>1 hour</b>
Emphasizes the origin and history of dance steps and movements. Skill acquisition in square dance, folk dance, and clogging. Offered spring semester.	
<b>PHE 233 Musical Theatre Dance I</b>	<b>1 hour</b>
Emphasizes theatrical dance, technique and ballet balance work, swing partner work, and audition tactics. Designed for physical education educators and theatre majors. Offered fall semester.	
<b>PHE 234 Musical Theatre Dance II</b>	<b>1 hour</b>
Emphasizes advanced theatrical dance, technique and ballet balance work, swing partner work, and audition tactics. Designed for theatre majors. Offered fall semester.	
<b>PHE 240 Officiating</b>	<b>1 hour</b>
Focuses on theory of and practice in officiating sports usually played in summer and fall; emphasizes soccer and volleyball. Requires hands-on experience. Offered spring semester.	
<b>PHE 250 Organization and Supervision of Intramurals</b>	<b>1 hour</b>
Focuses on the organizational makeup of individual and team sports. Uses classroom and laboratory experiences to teach the proper use of scheduling, time, facilities, and equipment with stress on safety procedures. Emphasizes individual and team sport/activity normally occurring in the fall semester. Offered fall semester.	
<b>PHE 291-3 Special Topics</b>	<b>1-3 hours</b>
Courses offered to meet special needs of students. Prerequisite: Consent of instructor.	
<b>PHE 300 Movement and Rhythms</b>	<b>2 hours</b>
Rhythmical activities emphasizing basic movement and movement exploration. Offered fall semester.	
<b>PHE 313 Kinesiology</b>	<b>3 hours</b>
Investigates and analyzes human movement. Prerequisites: BIO 105 and BIO 314 or consent of instructor. Offered spring semester.	
<b>PHE 373 Theories of Coaching</b>	<b>3 hours</b>
Presents principles of coaching. Emphasizes philosophies, organization, administration, coaching strategies, management, and unique responsibilities involved. Offered fall semester.	
<b>PHE 385 Techniques of Teaching and Coaching Individual Sports</b>	<b>3 hours</b>

Presents techniques, fundamentals, strategies, and skills of coaching individual sports. Offered fall semester.

**PHE 386 Techniques of Teaching and Coaching Team Sports** 3 hours

Presents techniques, fundamentals, strategies, and skills of coaching team sports. Offered spring semester.

**PHE 391-3 Advanced Topics** 1-3 hours

Courses offered to meet special needs of students. Prerequisite: Consent of instructor.

**PHE 483 Practicum in Coaching** 3 hours

Offers practical experience coaching in a middle or secondary school setting; requires 90 hours. Duties and responsibilities determined by the supervising coach. Prerequisite: PHE 373. Offered fall and spring semesters.

**PHE 491-3 Advanced Topics** 1-3 hours

Courses offered to meet special needs of students. Prerequisite: Consent of instructor.

## RECREATION

**REC 305 Leadership in Recreational Services** 2 hours

Examines the theory, principles, and processes of leadership in the delivery of leisure opportunities. Introduces group processes and explores applications to everyday situations. Prerequisite: PHE 115 or consent of instructor. Offered fall semester.

**REC 310 Principles of Recreation Programming** 3 hours

Studies the purpose and functions of program planning and the principles, objectives, organizational behaviors, and evaluation of recreation. Prerequisite: REC 305 or consent of instructor. Offered spring semester.

**REC 376 Exploratory Internship in Recreation** 3 hours

Provides observation and learning experiences in the field of recreation. Open to sophomores and junior students majoring in recreation. Provides insight into the field of recreation as a career. Assignment and evaluation will be under the direction of a faculty instructor. Offered fall and spring semesters.

**REC 476 Professional Internship in Recreation** 6-12 hours

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. Prerequisite: 2.5 CGPA. Offered fall and spring semesters.

## VARSITY SPORTS

**NOTE:** For the *second and third semesters* of a varsity sport, sign up for the 200- and 300-level. The 400-level may be taken repeatedly. **They must be taken in numerical succession.** A maximum of 1 credit hour per semester may be received for participation in varsity sports.

VAR 121, 221, 321, 421	Men's Wrestling I, II, III, IV	1 hour
VAR 131, 231, 331, 431	Men's Track and Field I, II, III, IV	1 hour
VAR 132, 232, 332, 432	Women's Track and Field I, II, III, IV	1 hour
VAR 141, 241, 341, 441	Men's Cross-Country I, II, III, IV	1 hour
VAR 142, 242, 342, 442	Women's Cross-Country I, II, III, IV	1 hour
VAR 151, 251, 351, 451	Men's Baseball I, II, III, IV	1 hour
VAR 152, 252, 352, 452	Women's Softball I, II, III, IV	1 hour
VAR 161, 261, 361, 461	Men's Basketball I, II, III, IV	1 hour
VAR 162, 262, 362, 462	Women's Basketball I, II, III, IV	1 hour
VAR 171, 271, 371, 471	Men's Volleyball I, II, III, IV	1 hour
VAR 172, 272, 372, 472	Women's Volleyball I, II, III, IV	1 hour
VAR 181, 281, 381, 481	Men's Soccer I, II, III, IV	1 hour
VAR 182, 282, 382, 482	Women's Soccer I, II, III, IV	1 hour
VAR 191, 291, 391, 491	Men's Golf I, II, III, IV	1 hour
VAR 192, 292, 392, 492	Women's Golf I, II, III, IV	1 hour

---



---

## DIVISION OF TEACHER EDUCATION

Larinee Dennis, *Interim Chair*  
*Interim 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 follow degrees and endorsements are offered through the Division of Education:

**Bachelor of Science in Education Degree:** *Majors*—Early Childhood Education (Birth-Grade 3); Elementary Education (1-6); and Secondary Education (All majors have been approved by the Missouri State Board of Education and the Missouri Department of Elementary and Secondary Education—DESE.)

**Secondary Education Certification Areas:** Art (K-12); Biology (9-12); Business Education (9-12); English (9-12); Mathematics (9-12); Music Education/Vocal Endorsement (K-12); Physical Education (K-12); Social Studies (9-12); Unified Science (9-12) with *biology endorsement*

**Endorsements:** *Middle School Endorsement* (may be added to elementary and secondary certificates); *Early Childhood Special Education Endorsement* (may be added to early childhood); *Elementary Education Endorsement* (may be added to early childhood certificate)

### Statement of Mission and Purpose for the Education Division

The mission of the Education Division is to provide an excellent education in the professional fields of early childhood, elementary 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 student's area of specialization. Based on the reflective teaching model, the program embraces teaching as a complex task that requires the capacity to reflect on and revise decisions on the basis of one's observations and insights. Teachers must have a comprehensive understanding of teaching and learning, subject matter, and learners, as well as the interrelationships of these components in the educational process.

### Objectives for the Education Major

- 1) Education majors will demonstrate competence in teaching and learning.
- 2) Education majors will demonstrate competence in addressing the needs of all learners.
- 3) Education majors will demonstrate knowledge of their subject matter.

## BSE PROGRAM

### BACHELOR OF SCIENCE IN EDUCATION

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).

Students seeking admission to the Teacher Education Program (preeducation majors) and education majors are advised to print a copy of the HLGU Teacher Education Program (TEP) Handbook from the university Website. The handbook provides specific information regarding program philosophy, required coursework, scheduling, departmental procedures, and admission and exit requirements.

The Bachelor of Science in Education degree is awarded to students who have met all admission and exit requirements for the Teacher Education Program and have fulfilled the State of Missouri history

requirement and all requirements for the BSE degree plan. In compliance with Missouri Department of Elementary and Secondary Education (DESE) policy, the Teacher Education Program does not accept any coursework in general education, professional education, or in areas of specialization completed through prior learning experience programs. Eligibility for current certification and timely program completion are requirements for graduation.

Timely completion is dependent on the following: 1) semester of admittance to the Teacher Education program; 2) courses accepted in transfer/dual credit; 3) prerequisites and schedule of course offerings; and 4) number of hours successfully completed each semester. Due to these factors and specific courses required by the Missouri Department of Elementary and Secondary Education (DESE), transferring multiple courses into HLGU's Teacher Education program may lengthen the number of semesters needed to complete the course of study.

Upon receiving the BSE degree from Hannibal-LaGrange University, and upon the recommendation of the Teacher Education Committee, the graduate may apply for an Initial Professional Certificate (IPC) with the Missouri Department of Elementary and Secondary Education (DESE). (CAUTION: Students 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 at the time of initial university enrollment. Students must work closely with their Teacher Education Program advisor to ensure that all university and state requirements have been met prior to their application for teacher certification.)

As required by the Title II amendment to the Higher Education Act, Hannibal-LaGrange University reports on the number and percentage of students who pass the examination required for certification in the state of Missouri. For the report year 2012-2013, the pass rate for HLGU students on the Praxis II test (published by the Educational Testing Service) was 96 percent, based on 57 students who completed all program requirements and took the test during the year. Approximately 188 students majored in teacher education that year.

## Requirements for Admission

Upon successful completion of 45 hours of credit, students should submit the following to the HLGU Teacher Education Division:

- 1) The HLGU Teacher Education Program application form including the signed confidentiality statement.
- 2) 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.
- 3) Documented passage of all portions of the Missouri General Education Assessment (MoGEA) in three attempts or less. Students must seek written permission from the Teacher Education Committee prior to registering for a fourth attempt. The Missouri Department of Elementary and Secondary Education has established a limit of five attempts.
- 4) A recent photograph for identification purposes only (the photo will not be used in the evaluation process for admission).
- 5) Favorable recommendation from faculty member inside Teacher Education (Dispositions Assessment: University Classroom form).
- 6) Favorable recommendation from faculty member outside teacher education (Dispositions Assessment: University Classroom form).
- 7) Favorable recommendation from Freshman or Sophomore Field Experience cooperating teacher (Dispositions Assessment: Early Clinical Placement form).
- 8) Current unofficial transcript AND degree audit with verification from the Registrar of the following: (may be printed off the student portal)
  - A CGPA of 2.50 on a 4.0 scale (includes all transfer credit)
  - A CGPA of 2.75 on a 4.0 scale in all "Professional Education Requirements" and "Subject Area Certification Requirements" (some of which may overlap with General Education courses)  
*The Teacher Education Program accepts no grades lower than C in any course required for certification.*
- 9) Successful completion of EDU 203 (Fundamentals of Teaching) or equivalent technology course
- 10) Documented completion of Missouri Educator Profile (MEP)

**Students must complete steps 1-9 prior to enrolling in 300-level or 400-level professional education courses. See *Course Offerings* for descriptions.**

### NOTES:

- 1) Students may be requested to appear personally before the Teacher Education Committee during the tentative admission period for any reason the committee deems necessary.

- 2) Background checks will be required for field and student-teaching experiences and again for certification in the state of Missouri. Students 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.
- 3) Upon committee recommendation, students 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:
  - a) Minimum academic status required for admission
  - b) Campus/community citizenship that reflects moral character and sincere interest in teaching
- 4) When applying for student teaching and certification
  - a) a CGPA of 2.75 on a 4.0 scale (includes all transfer credit)
  - b) a CGPA of 3.00 on a 4.0 scale in all "Professional Education Requirements" and "Subject Area Certification Requirements" (some of which may overlap with General Education courses)

*The Teacher Education Program accepts no grades lower than C in any course required for certification.*

### Readmission Policy

Students 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.

### Requirements for Exit/Program Completion

Upon receiving the following, the Teacher Education Committee will recommend students for graduation:

- 1) Recommendation from student-teaching supervisory and cooperating teachers.
- 2) Verification from the Registrar's Office of coursework completion and CGPA requirements
- 3) Verification that all HLGU graduation requirements have been completed.

Upon receiving the following, students will also be recommended for certification:

- 1) Verification of successful passage of the appropriate state-designated content assessment and Missouri Performance Teacher Assessment (MoPTA)
- 2) A completed certificate application form, returned to the HLGU certification officer.

### Missouri State History Requirement

Missouri State Statute 170.11 requires that all students graduating from any institution of learning in Missouri be knowledgeable about American history, the Constitution of the United States, and the Constitution of the State of Missouri. Hannibal-LaGrange University offers courses that help meet this requirement: HST 213, 223; PLS 113. **NOTE:** PLS 131 is required for non-Missouri high school graduates. For detailed information, consult with the faculty advisor.

### Requirements for Degree Plan in BSE

- 1) Complete the Admission and Exit Requirements listed above.
- 2) Complete the Graduation Requirements (see **Academic Policies**).
- 3) Complete the General Education Requirements that are listed under their respective major with the required 2.50 CGPA and a grade of C or better.
- 4) Complete the Professional Education Requirements and the Subject Area Certification Requirements for the chosen major with the required 2.75 CGPA and a grade of C or better in each course.

### Required Courses for Majors in Early Childhood Education and in Elementary Education

The required courses for both early childhood and elementary education majors fall into two categories: General Education Requirements and Professional Education Requirements. The following

General Education Requirements meet or exceed general education minimums as required by the Missouri Department of Elementary and Secondary Education (DESE).

### General Education Requirements: 40-41 hours

<b>Courses</b>	<b>Hours</b>	<b>Courses</b>	<b>Hours</b>
Freshman Seminar <sup>1</sup>	0-1	Biological Science <sup>4</sup>	4
Fine Arts <sup>2</sup>	3	Physical Science <sup>5</sup>	4
Literature	3	Mathematics <sup>6</sup>	3
English Composition	6	Bible	3
Intro to Speech Communication	3	General Psychology	3
U.S. History <b>and/or</b> Government <sup>3</sup>	6	First Aid & CPR	2

#### NOTES:

<sup>1</sup>**Freshman Seminar:** Required of all incoming full-time freshmen and transfer students with less than 24 hours.

<sup>2</sup>**Fine Arts:** Requirement includes two areas: art and music. ART 111, 112, 280, and 340 will not satisfy the art requirement. Applied music will not satisfy the music requirement.

<sup>3</sup>**History and/or Government:** Students must take two of the following: HST 213, 223; PLS 113.

<sup>4</sup>**Biological Science:** Must be with lab.

<sup>5</sup>**Physical or Earth Science:** PHS 103 (Survey of Physical Science for PreK-6 Educators) is recommended.

<sup>6</sup>**Mathematics:** MTH 143 (College Algebra) or higher level, excluding MTH 163 (Structure of the Real Number System). A mathematics placement exam is required for all who do not have College Algebra credit.

### Early Childhood Education Major (Birth-Grade 3): 78½-79 hours

#### Professional Education Requirements:

**NOTE:** Students MAY NOT enroll for 300-level or 400-level courses in this section until they have fulfilled all program admission requirements and submitted all paperwork for admission to the Teacher Education Program.

EDU 100	Freshman Field Experience†	ECE 362	Utilizing Fam & Community Resources
EDU 103	Intro to Education†	ECE 400	Senior Field Experience**
EDU 202	Child Growth & Development	ECE 479	Early Childhood Education Professional Semester***
EDU 203	Fundamentals of Teaching*	EED 253	Literature for Children
EDU 223	Educational Psychology	EED 301	Teaching Mathematics in Elem School†
EDU 313	Psychology & Education of the Exceptional Child	EED 302	Teaching Science in Elementary School
EDU 383	Educational Tests & Measurements	EED 311	Teaching Lang Arts in Elem School
EDU 403	Classroom Management	EED 312	Teaching Social Studies in Elem School
EDU 433	Reading Diagnosis & Correction†	EED 321	Mathematics Practicum†
ECE 201	Infant/Toddler Practicum	EED 331	Integrating Health & Physical Education in Elementary Classrooms
ECE 243	Organization & Administration of Early Childhood Programs	EED 333	Teaching Reading in Elementary School
ECE 312	Lang Acquisition & Development	EED 341	Integrating Art in Elementary Classrooms
ECE 321	PreK/Kindergarten Practicum	EED 351	Integrating Music in Elementary Classrooms
ECE 352	Curriculum Methods & Materials in ECE	EED 453	Literacy Practicum†

\*Required prior to admission to the Teacher Education Program.

\*\*Fulfilled by EED 453 (Literacy Practicum) for students enrolled at HLGU's Hannibal campus.

\*\*\*All BSE work must be completed before the professional semester. No course work may be taken during any given student teaching assignment.

†EDU 100 and EDU 103 must be taken concurrently; EED 301 and EED 321 must be taken concurrently; EDU 433 and EED 453 must be taken concurrently on HLGU's Hannibal campus.

**Electives: 4-6 hours**

**EARLY CHILDHOOD SPECIAL EDUCATION ENDORSEMENT:** Early childhood education majors seeking an endorsement in **early childhood special education** may do so by taking the following 15 additional hours as online courses: ECS 203 (Special Education Process); ECS 313 (Implementing and Evaluating Interventions); ECS 323 (Communication Disorders); ECS 413 (Environmental and Personal Strategies for Self-Management); ECS 423 (Current Trends in Early Childhood Special Education)

**ELEMENTARY EDUCATION ENDORSEMENT:** Early childhood education majors seeking an endorsement in elementary education may do so by taking the following 9 additional hours: ECO 213 (Macroeconomics), GEO 103 (World Geography), and MTH 163 (Structure of the Real Number System). To be classified as a "highly qualified" certified teacher by DESE, a passing score on the content assessment must also be earned.

### Elementary Education Major (1-6): 77 hours

#### **Professional Education Requirements:**

**NOTE:** Students MAY NOT enroll for 300-level or 400-level courses in this section until they have fulfilled all program admission requirements and submitted all paperwork for admission to the Teacher Education Program.

ECO 213	Macroeconomics	EED 311	Teaching Language Arts in Elem School
EDU 100	Freshman Field Experience†	EED 312	Teaching Social Studies in Elem School
EDU 103	Intro to Education†	EED 321	Mathematics Practicum†
EDU 200	Sophomore Field Experience	EED 331	Integrating Health & Physical Education in Elementary Classrooms
EDU 202	Child Growth & Development	EED 333	Teaching Reading in Elem School
EDU 203	Fundamentals of Teaching*	EED 341	Integrating Art in Elementary Classrooms
EDU 223	Educational Psychology	EED 351	Integrating Music in Elementary Classrooms
EDU 313	Psychology & Education of the Exceptional Child	EED 400	Senior Field Experience**
EDU 353	Instructional Planning & Assessment ††	EED 423	Reading Diagnosis & Correction
EDU 383	Educational Tests & Measurements	EED 453	Literacy Practicum†††
EDU 403	Classroom Management	EED 479	Elementary Education Professional Semester
EED 253	Literature for Children	GEO 103	World Geography
EED 300	Junior Field Experience**	MTH 163	Structure of the Real Number System
EED 301	Teaching Mathematics in Elementary School†		
EED 302	Teaching Science in Elem School		

\*Required prior to admission to the Teacher Education Program.

\*\*Fulfilled by EED 453 (Literacy Practicum) for students enrolled at HLGU's Hannibal campus.

\*\*\*All BSE work must be completed before the professional semester. No course work may be taken during any given student teaching assignment..

†EDU 100 and EDU 103 must be taken concurrently; EED 301 and EED 321 must be taken concurrently; EED 423 and EED 453 must be taken concurrently on HLGU's Hannibal campus.

††EDU 353 is required only for students at HLGU's TRC campus.

†††Fulfilled by EED 452 (Reading in the Content Areas) at HLGU's TRC campus.

#### **Controlled Electives: 10-11 hours** (to complete the 21-semester-hour concentration)

NOTE: The elementary education major must have a 21-semester-hour subject area concentration in language arts or mathematics or social studies or science (see academic advisor for course lists). Courses completed as General Education Requirements may be applied toward the 21-hour total. Students should carefully select remaining elective hours to complete their 21-semester-hour concentration.

**EARLY CHILDHOOD EDUCATION ENDORSEMENT:** Elementary Education majors seeking an endorsement in Early Childhood Education may do so by taking the following 13 additional hours: ECE 201 (Infant/Toddler Practicum), ECE 243 (Organization & Administration of Early Childhood Programs), ECE 312 (Language Acquisition and Development), ECE 321 (PreK/Kindergarten Practicum), ECE 352 (Curriculum Methods and Materials in ECE), and ECE 362 (Utilizing Family and Community Resources). To be classified as a "highly qualified" certified teacher by DESE, a passing score on the content assessment must also be earned.

**MIDDLE SCHOOL ENDORSEMENT:** Elementary Education majors seeking the middle school endorsement, in addition to the chosen subject area concentration (see website or advisor for specific subject area requirements), may do so by taking the following 10 additional hours: EDU 323 (Middle School Curriculum and Instruction), EDU 332 (Middle School Philosophy and

Organization), EDU 423 (Trends and Issues in Middle School Literacy), PSY 243 (Adolescent Psychology). To be classified as a "highly qualified" certified teacher by DESE, a passing score on the content assessment must also be earned.

## Required Courses for Major in Secondary Education

The following General Education Requirements meet or exceed general education minimums, as required by the Missouri Department of Elementary and Secondary Education (DESE).

### General Education Requirements: 42-43 hours

<u>Courses</u>	<u>Hours</u>	<u>Courses</u>	<u>Hours</u>
Freshman Seminar <sup>1</sup>	0-1	General Psychology	3
Fine Arts <sup>2</sup>	3	Biological Science <sup>5</sup>	4
Literature <sup>3</sup>	6	Physical Science <sup>6</sup>	3
English Composition	6	Mathematics <sup>7</sup>	3
Intro to Speech Communication	3	Bible	3
U.S. History <b>and/or</b> Government <sup>4</sup>	6	Physical Education <sup>8</sup>	2

#### NOTES:

<sup>1</sup>**Freshman Seminar:** Required of all incoming full-time freshmen and transfer students with less than 24 hours.

<sup>2</sup>**Fine Arts:** Requirement includes three areas: art, music, and theatre. For students seeking certification in art or music, the fine arts requirement is fulfilled by courses in their subject area certification requirements. THR 100, 103, 110 will satisfy the theatre requirement. Applied music will not satisfy the music requirement.

<sup>3</sup>**Literature:** For students seeking certification in music or unified science, the literature requirement is 3 hours.

<sup>4</sup>**History and/or Government:** Students must take two of the following: HST 213, 223; PLS 113. Social Studies majors must take all three.

<sup>5</sup>**Biological Science:** Must be biology or botany with lab. Students seeking certification in physical education must take BIO 105 (General Biology).

<sup>6</sup>**Physical or Earth Science:** Must be a course chosen from one of the following course offering areas: chemistry, physics, or physical science.

<sup>7</sup>**Mathematics:** MTH 143 (College Algebra) or higher level, excluding MTH 163 (Structure of the Real Number System). A mathematics placement exam is required for all who do not have College Algebra credit.<sup>8</sup>**Physical Education:** Students may select from the following acceptable activity courses: one-hour courses at the PHE 100-level, any varsity or junior varsity sport, PHE 219 (Lifeguarding), and PHE 200 (First Aid and CPR). (REC courses do not fulfill this requirement.) Students seeking certification in physical education fulfill this requirement under Subject Area Certification Requirements

### Professional Education Requirements: 37 hours

NOTE: Students MAY NOT enroll for 300-level or 400-level courses in this section until they have fulfilled all program admission requirements and submitted all paperwork for admission to the Teacher Education Program.

EDU 100	Freshman Field Experience†	PSY 243	Adolescent Psychology** <u>or</u>
EDU 103	Intro to Education†	PSY 333	Developmental Psychology**
EDU 200	Sophomore Field Experience	SED 323	Teaching in the Secondary School
EDU 203	Fundamentals of Teaching*	SED 336	Reading & Writing in the Content Areas
EDU 223	Educational Psychology	SED 3__	Teaching [ <i>Art, Business Education, English, Mathematics, Music, Physical Education, Science, <u>or</u> Social Studies</i> ]
EDU 300	Junior Field Experience***		in Secondary School
EDU 301	Content Area Field Experience***		
EDU 313	Psychology & Education of the Exceptional Child	SED 479	Secondary Education Professional Semester ††
EDU 400	Senior Field Experience		

\*Required prior to admission to the Teacher Education Program for all secondary education majors.

\*\*To complete their Professional Education Requirements, education majors who are seeking K-12 certification (art, music, physical education) are required to take PSY 333. Other secondary education majors are required to take PSY 243.

\*\*\*Co-requisite with SED 3\_\_ Teaching [*Art, Business Education, English, Mathematics, Music, Physical Education, Science, Studies*] in Secondary School; Art, music, and physical education majors are required to take SED 300 and SED 400. All other secondary education majors are required to take SED 301.

†DU 103 and SED 100 must be taken concurrently.

††All BSE work must be completed before the professional semester. No course work may be taken during any given student teaching assignment

### **Subject Area Certification Requirements:**

Each Secondary Education content-area specialization is designed to meet and/or exceed Missouri's minimum total hour requirement. Students seeking the BSE with a major in Secondary Education must contact the Hannibal-LaGrange University's Director of Teacher Education or the Teacher Education contact person within each of the approved areas for the specific courses needed in each specialization category. Transfer students will follow the same procedure to determine required HLGU coursework.

NOTE: Some Subject Area Certification Requirements may be fulfilled by General Education Requirements.

#### **ART (K-12): 45 hours**

##### **Hours**

1	Art Orientation
6	Design/Composition
6	History, Theory, Criticism in the Visual Arts

##### **Hours**

12	Two-Dimensional Art
9	Three-Dimensional Art
3	Teaching Art in Elementary School
8	Electives

**BIOLOGY EDUCATION (9-12): 49-54 hours**

Hours		Hours	
3	Cell Biology	2-4	Research
4	General Botany	10	Chemistry
4	General Zoology	4	General Physics
4	Human Anatomy & Physiology	3	Earth Science I or II
4	General Genetics	3	General Ecology
4	Microbiology	3	History/Philosophy of Science
1-4	Advanced Topics		

**BUSINESS EDUCATION (9-12): 45-46 hours\***

Hours		Hours	
6	Accounting	3	Economics
3	Business Communications	3	Management
3	Business Law	3	Marketing
9	Computer/Emerging Technology	12-13	Electives
3	Vocational Education		

\*One year or 2000 hours of approved occupational experience required.

**ENGLISH (9-12): 45 hours**

Hours		Hours	
6	American Literature	6	Study of the English Language
12	Composition/Rhetoric	3	Young Adult Literature
9	English/World Literature	9	Electives

**MATHEMATICS (9-12): 44 hours**

Hours		Hours	
3	Abstract Algebra	3	History of Mathematics
15	Calculus/Analytic Geometry	3	Linear Algebra
3	Computer Information Systems	3	Probability/Statistics
3	Differential Equations	1	Seminar in Mathematics I
3	Discrete Mathematics	1	Seminar in Mathematics II
3	Geometry	3	Technology in Mathematics

**MUSIC (K-12), Vocal Concentration: 50 hours**

Hours		Hours	
0	Recital Attendance*	3	Advanced Choral Conducting
1	Percussion Methods & Literature	3	History of Music
1	Begin Guitar Class <b>or</b> Instrument I (Guitar)	3	Music for Elementary Grades
3	Choral & Instrumental Literature	3	Choral Techniques
1	Music & Music Theory Orientation	2	Choral Arranging
3	Introduction to Music Technology	7	Applied Music in major
3	Basic Conducting	2	Applied Piano
0	Teaching Music in Secondary School**	3	Choral Ensemble***
		12	Theory, Sight-singing, & Dictation

\*MUA 005 (Recital Attendance) is a 0 credit-hour course required every semester, and will be monitored through applied lessons.

\*\*This course requirement is met through SED 324, a professional education requirement.

\*\*\*Music majors are required to participate in two ensembles per semester, and are permitted to audit these (auditing fee will be waived).

**PHYSICAL EDUCATION (K-12): 46 hours**

Hours		Hours	
2	Adapted Physical Education	6	Methods in Phys Ed & Health
2	Exercise Physiology	2	Motor Development & Learning
2	First Aid & CPR	2	Movement & Rhythms
4	Health-Related Fitness & Wellness	2	Psychological Aspects of Phys Ed
4	Human Anatomy & Physiology I	2	Sociological Aspects of Phys Ed
2	Intro to Health, Phys Ed, Athletics, & Recreation	1	Sports Injuries
3	Kinesiology	2	Tests & Measurements in Phys Ed
		3	Electives in Physical Education



## 7 Lifetime Activities &amp; Dance

**SOCIAL STUDIES (9-12): 47 hours**

Hours		Hours	
12	American History	3	Geography
6	Behavioral Science (Anthropology, Criminology, Psychology, Sociology, etc.)	6	Political Science
		12	World History
3	Economics	5	Electives in U.S. or non-U.S. History

**UNIFIED SCIENCE (9-12): 62 hours (includes the 21-hour required biology endorsement)**

Hours		Hours	
10	Chemistry	4	General Botany
8	Earth Science I & II	8	General Physics I & II
4	Fundamentals of Environmental Ecology	4	General Zoology
		3	History & Philosophy of Science

**BIOLOGY ENDORSEMENT: 21 Hours**

Hours		Hours	
3	Field Biology	4	Human Anatomy & Physiology I
3	General Ecology	4	Microbiology
4	General Genetics	3	Principles of Cell Biology

**MIDDLE SCHOOL ENDORSEMENT:** Secondary Education students seeking the middle school endorsement, in addition to the chosen subject area concentration listed above, may do so by taking the following 10 additional hours: EDU 323 (Middle School Curriculum and Instruction), EDU 332 (Middle School Philosophy and Organization), EDU 423 (Trends and Issues in Middle School Literacy), PSY 243 (Adolescent Psychology). To be classified as a "highly qualified" certified teacher by DESE, a passing score on the content assessment must also be earned.

## Course Offerings

**EDUCATION**

**EDU 100 Freshman Field Experience** **½ hour**  
Provides field experience (15 clock hours) for students desiring early childhood, elementary, or secondary certification. See TEP Website for enrollment deadlines. Professional fee. Must be taken concurrently with EDU 103. Offered fall and spring semesters.

**EDU 103 Introduction to Education** **3 hours**  
Orients students to teaching and the teaching profession; presents various philosophies, problems, and trends in modern education; the teacher's relationship to the community and to professional organizations; ethics of the profession and the teacher's need for in-service growth in teaching skills; and legal and sociological foundations. Includes a brief overview of the historical and philosophical forces that influence modern education. Must be taken concurrently with Freshman Field Experience. Offered fall and spring semesters.

**EDU 200 Sophomore Field Experience** **½ hour**  
Provides field experience (15 clock hours) for students desiring early childhood, elementary, or secondary certification. See TEP Website for enrollment deadlines. Professional fee. Prerequisites: EDU 100 (may be taken concurrently) and at least sophomore standing. Offered fall and spring semesters.

**EDU 202 Child Growth and Development** **3 hours**  
Focuses on physical, emotional, social, and mental growth of early childhood, from birth to 12 years. Prerequisite: PSY 113 or consent of instructor. Offered fall semester.

**EDU 203 Fundamentals of Teaching** **3 hours**  
Introduces instructional planning, formal and informal assessment, knowledge and performance standards, grade-level frameworks and expectations, and utilization of technology in the classroom. Required prior to admission to the Teacher Education Program. Offered fall and spring semesters.

**EDU 223 Educational Psychology** (same as PSY 223) **3 hours**  
Presents scientific psychological principles that are foundational in education. Emphasizes the relevant phases of learning motivation, growth, and development of personality, personalized teaching strategies, and the evaluation of achievement. Prerequisites: PSY 113 and sophomore standing, or consent of instructor. Offered fall and spring semesters.

**EDU 300 Junior Field Experience** **½ hour**  
Provides field experience (20 clock hours) for students desiring K-12 certification in art or physical education. Must be taken concurrently

with content area methods course. See TEP Website for enrollment deadlines. Professional fee. Prerequisites: EDU 200 and admission to the Teacher Education Program. Offered fall and spring semesters.

**EDU 301 Content Area Field Experience** **1 hour**  
Provides field experience (40 clock hours) for students desiring content area certification in grades 9-12. Must be taken concurrently with secondary content methods course. See TEP Website for enrollment deadlines. Professional fee. Prerequisite: admission to the Teacher Education Program. Offered fall and spring semesters at the Hannibal campus.

**EDU 313 Psychology and Education of the Exceptional Child** (same as PSY 313) **3 hours**  
Studies the physical, social, mental, and emotional characteristics of the exceptional child, from birth through high school. Includes an overview of assessment measures. Requires classroom observation hours. Prerequisites: PSY 113, and PSY 223 or 333, and admission to the Teacher Education Program. Offered fall and spring semesters.

**EDU 323 Middle School Curriculum and Instruction** **2 hours**  
Presents an overview of middle school curriculum and instructional strategies appropriate for the middle school student. Offered upon sufficient demand.

**EDU 332 Middle School Philosophy and Organization** **2 hours**  
Focuses on the philosophical foundations that form the organizational structure of the middle school. Prerequisite: admission to the Teacher Education Program. Offered upon sufficient demand.

**EDU 333 Philosophy of Christian School Education** **3 hours**  
Introduces students to the principles which form a solid foundation for a philosophy of Christian school education. Includes a brief overview of the history of the Christian school movement and introduces students to the characteristics of a quality Christian teacher. Prerequisite: Junior standing or consent of instructor. Offered upon sufficient demand.

**EDU 353 Instructional Planning and Assessment** **3 hours**  
Introduces aspects of instructional planning, including standards-based curriculum development and lesson design. Assessments—informal to standardized—are presented as ways to monitor, facilitate, and report student progress. Must be taken concurrently with, or before, other 300-level courses on HLCU's TRC campus.

**EDU 383 Educational Tests and Measurements** **3 hours**  
Focuses on appropriate factors in screening, diagnosing, and modifying assessments—encompassing standardized to informal—for children birth through grade 6. Measurement terminology and reporting methods are addressed. Prerequisite: admission to the Teacher Education Program. Offered fall semester.

**EDU 391-3 Advanced Topics** **1-3 hours**  
Covers topics such as foundations of educational methods, middle school curriculum and instruction, or evaluation and measurement. May take the form of a traditional course or a research-based, individualized advanced study of current teaching methods and/or materials. Prerequisites: Admission to the Teacher Education Program and Field Experience; students must produce a documented, written proposal of the research/activity they plan to complete.

**EDU 400 Senior Field Experience** **½ hour**  
Provides field experience (20 clock hours) for students desiring K-12 certification in art or physical education. Must be taken concurrently with secondary methods course. See TEP Website for enrollment deadlines. Professional fee. Prerequisite: admission to the Teacher Education Program. Offered fall and spring semesters.

**EDU 403 Classroom Management** **3 hours**  
Focuses on research-based guidance and discipline concepts for effectively managing student behaviors and solving discipline problems in early childhood and elementary settings. Prerequisite: admission to the Teacher Education Program. Offered fall semester at the Hannibal campus.

**EDU 423 Trends and Issues in Middle School Literacy** **3 hours**  
Addresses aspects of literacy specific to the developing middle school reader and writer. Prerequisite: admission to the Teacher Education Program. Offered upon sufficient demand.

**EDU 491-3 Advanced Topics** **1-3 hours**  
For course description, see EDU 391-3. Prerequisites: EDU 391-3 and completion of five hours of methods courses.

## EARLY CHILDHOOD EDUCATION

**ECE 201 Infant/Toddler Practicum** **1 hour**  
Provides students with practical experience (30 clock hours) in working with infants/toddlers under qualified supervision. See TEP Website for enrollment deadlines. Professional fee. Prerequisite: Approval of the Teacher Education faculty. Offered fall and spring semesters.

**ECE 243 Organization and Administration of Early Childhood Programs** **3 hours**  
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.

**NOTE: Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.**

**ECE 312 Language Acquisition and Development** **2 hours**  
Focuses on the various factors involved in children's acquisition and development of oral and written language. Prerequisite: EDU 202, and admission to the Teacher Education Program. Offered fall semester.

**ECE 321 PreK/Kindergarten Practicum** **1 hour**  
Provides students with practical experience (30 clock hours) in working in prekindergarten/kindergarten under qualified supervision. See TEP Website for enrollment deadlines. Professional fee. Prerequisite: Admission to the Teacher Education Program and approval of the

Teacher Education faculty. Offered fall and spring semesters.

**ECE 352 Curriculum Methods and Materials in ECE**

**3 hours**

Focuses on early childhood educational philosophies, and on the development and use of curriculum methods and materials for young children. Prerequisites: ECE 100, EDU 202, and admission to the Teacher Education Program. Offered fall semester.

**ECE 362 Utilizing Family and Community Resources**

**3 hours**

Examines family and community resources available to those working with young children, prenatal through grade 3. Prerequisite: EDU 202, and admission to the Teacher Education Program. Offered spring semester.

**ECE 400 Senior Field Experience**

**1/2 hour**

Provides students with field experience (15 clock hours) in primary grades for students desiring ECE certification. See TEP Website for enrollment deadlines. Professional fee. Prerequisite: Admission to the Teacher Education Program and approval of the Teacher Education faculty. Offered fall and spring semesters.

**ECE 479 Early Childhood Education Professional Semester**

**12 hours**

Provides for student teaching under supervision for one semester for students seeking ECE certification. See TEP Website for enrollment deadlines. Professional fee. Prerequisites: Admission to the Teacher Education Program, approval of the Teacher Education faculty, completion of all coursework, and senior standing. Offered fall and spring semesters.

**EARLY CHILDHOOD SPECIAL EDUCATION**

**ECS 203 Special Education Process**

**3 hours**

Presents an overview of the historical and legal precedents for early intervention. Focuses on etiological factors for disability and increased risk status, knowledge of family systems, diversity, and on service provision and discipline-specific information regarding intervention. Addresses the typical and atypical development in each of the five developmental domains. Offered fall semester.

**ECS 313 Implementing and Evaluating Interventions**

**3 hours**

Addresses the intervention needs of infants, toddlers, and young children who have disabilities or who are at high risk for developing disabilities through designing, implementing, and evaluating programs. Compares and contrasts models of intervention and accompanying research for specific educational needs, appropriate assistive technology, and strategies for supporting services personnel. Demonstrates the use of assessment results to plan and evaluate specific interventions, and strategies for achieving results. Offered fall semester.

**ECS 323 Communication Disorders**

**3 hours**

Deals with language- and subsequent literacy issues experienced by young children who are at-risk or have disabilities. Covers specific strategies to increase vocabulary and language and to use augmentative systems. Emphasizes the assessment of and teaching of early literacy skills necessary for literacy development. Offered spring semester at the Hannibal campus.

**ECS 413 Environmental and Personal Strategies for Self-management**

**3 hours**

Addresses both classroom and environmental management of behavior and individualized behavioral intervention. Emphasizes research-validated practices and the use of non-aversive techniques. Covers strategies for individualized assessment and intervention incorporating the cognitive, motor, sensory, adaptive, and aesthetic domains. Requires a classroom observation component. Offered spring semester.

**ECS 423 Current Trends in Early Childhood Special Education**

**3 hours**

Familiarizes students with the growing research base in early intervention and early childhood special education. Students will also learn how to incorporate research findings and use research techniques in their own teaching practice. Offered summer term.

**ELEMENTARY EDUCATION**

**EED 253 Literature for Children**

**3 hours**

Studies the selection, evaluation, and use of literature with children. Offered spring semester.

**NOTE: Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.**

**EED 301 Teaching Mathematics in Elementary School**

**3 hours**

Surveys materials and methods for teaching mathematics to early childhood and elementary school children. Must be taken concurrently with EED 321. Prerequisites: EDU 223, MTH 163, and admission to the Teacher Education Program. Offered spring semester at the Hannibal campus.

**EED 302 Teaching Science in Elementary School**

**3 hours**

Examines principles, methods, and materials needed to teach science to early childhood and elementary school children. Includes classroom experiences with children. Prerequisites: EDU 223 and PHS 103, and admission to the Teacher Education Program. Offered fall semester at the Hannibal campus.

**EED 311 Teaching Language Arts in Elementary School**

**3 hours**

Focuses on formulating teaching plans, methods of instruction, and evaluating student learning for early childhood and elementary school children in light of current language arts research. Includes classroom experiences with children. Prerequisite: EDU 223 and admission to the Teacher Education Program. Offered spring semester at the Hannibal campus.

**EED 312 Teaching Social Studies in Elementary School**

**3 hours**

Surveys materials and methods for teaching social studies to early childhood and elementary school children. Includes classroom experiences with children. Prerequisite: EDU 223 and admission to the Teacher Education Program. Offered fall semester at the Hannibal campus.

**EED 331 Integrating Health & Physical Education in Elementary Classrooms**

**1 hour**

This course examines the methodology for the integration of health and physical education into the early childhood and elementary school curricula. Age and grade appropriate methods, materials, activities and assessment will be introduced through practical applications, which are based on current research. Prerequisite: admission to the Teacher Education Program. Offered spring semester at the Hannibal campus.

**EED 321 Mathematics Practicum****1 hour**

Provides experience with teaching and assessment of mathematics (30 clock hours) in an early childhood or elementary classroom supported by on-site collaboration with school and university personnel. Prerequisite: admission to the Teacher Education Program. Corequisite: EED 301. Offered spring semester at the Hannibal campus.

**EED 323 Teaching Art in Elementary School (same as ART 323)****3 hours**

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. Prerequisite: EDU 223 and admission to the Teacher Education Program. Offered spring semester.

**EED 333 Teaching Reading in Elementary School****3 hours**

Examines methods and materials for reading instruction for emerging and developing readers with emphasis on the reading process, reading strategies, and assessing reading progress. Includes classroom experiences with children. Prerequisite: EDU 223 and admission to the Teacher Education Program. Offered fall semester at the Hannibal campus.

**EED 341 Integrating Art in Elementary Classrooms****1 hour**

This course examines the methodology for the integration of art into the early childhood and elementary school curricula. Age and grade appropriate methods, materials, activities and assessment will be introduced through practical applications, which are based on current research. Prerequisite: admission to the Teacher Education Program. Offered spring semester at the Hannibal campus.

**EED 351 Integrating Music in Elementary Classrooms****1 hour**

This course examines the methodology for the integration of music into the early childhood and elementary school curricula. Age and grade appropriate methods, materials, activities and assessment will be introduced through practical applications, which are based on current research. Prerequisite: admission to the Teacher Education Program. Offered spring semester at the Hannibal campus.

**EED 353 Teaching Health & P.E. in Elementary School****3 hours**

Addresses the causes, transmission, and early symptoms of the diseases most prevalent in the public schools, focuses on the selection, organization, and direction of appropriate physical activities for early childhood and elementary children. Prerequisite: EDU 223 and admission to the Teacher Education Program. Offered fall semester.

**EED 354 Teaching Health and Physical Education in Middle Grades****3 hours**

Addresses growth and developmental stage of the middle school learner. Discusses health issues of the middle school student. Focuses on the selection, organization, and direction of appropriate physical activities as related to the national standards. (*Required only of students seeking certification in Physical Education.*) Prerequisite: EDU 223 and admission to the Teacher Education Program. Offered spring semester.

**EED 423 Reading Diagnosis and Correction****3 hours**

Presents principles and techniques for diagnosing and prescribing for instructional planning in the area of literacy at the early childhood and elementary levels. Includes classroom experiences with children. Prerequisite: EED 333 and admission to the Teacher Education Program. Offered fall semester at the Hannibal campus.

**EED 452 Reading in the Content Areas****2 hours**

Presents principles and methods to facilitate reading and writing in all third- through sixth-grade content areas. Examines current research along with practical approaches for the elementary classroom. Prepares preservice teachers to assist students in various subject matter areas in literacy. Includes classroom experiences with children. Prerequisite: EDU 223, EED 333, and admission to the Teacher Education Program. Offered fall semester at the Hannibal campus.

**EED 453 Literacy Practicum****3 hours**

Provides in-depth 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 guidance and supervision. Professional fee. Prerequisite: EED 333 and admission to the Teacher Education Program. Offered fall semester at the Hannibal campus.

**EED 479 Elementary Education Professional Semester****12 hours**

Provides opportunities for student teaching under supervision for one semester for students seeking elementary education certification. See TEP Website for enrollment deadlines. Professional fee. Prerequisites: Admission to the Teacher Education Program, approval of the Teacher Education faculty, completion of all coursework, and senior standing. Offered fall and spring semesters.

**SECONDARY EDUCATION**

**NOTE: Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.**

**SED 323 Teaching in the Secondary School****3 hours**

Presents techniques used for teaching in the secondary school with emphasis on classroom management and organization. Prerequisite: admission to the Teacher Education Program. Offered spring semester.

**SED 324 Teaching Music in Secondary School (same as MUS 324)****3 hours**

Studies the techniques and materials used in teaching music in the middle school and secondary grades. BSE majors take this course concurrently with one semester of Field Experience. Prerequisite: admission to the Teacher Education Program. Offered spring semester.

**SED 333 Teaching English in Secondary School****3 hours**

Acquaints preservice secondary English teachers with the instructional process, classroom management, interpersonal relationships, and professional responsibilities as applied to teaching English in secondary schools. Prerequisite: SED 323 and admission to the Teacher Education Program. Offered fall semester.

**SED 336 Reading and Writing in the Content Areas****3 hours**

Focuses on enabling the preservice teacher to facilitate reading and writing in content areas. Prerequisite: admission to the Teacher Education Program. Offered spring semester.

**SED 343 Teaching Art in Secondary School** (same as ART 343)**3 hours**

Focuses on materials and instructional methods used as well as managerial, interpersonal, and professional responsibilities in teaching art in the secondary grades. Includes lectures and laboratory projects. Prerequisite: SED 323 and admission to the Teacher Education Program. Offered fall semester upon sufficient demand.

**SED 355 Teaching Physical Education in Secondary School****3 hours**

Focuses on methods, materials, and principles of instruction in activities normally taught in secondary physical education. Prerequisite: SED 323 and admission to the Teacher Education Program. Offered fall semester.

**SED 363 Teaching Business Education in Secondary School****3 hours**

Acquaints preservice secondary business education teachers with the application of instructional, managerial, interpersonal, and professional responsibilities in teaching business education in secondary schools. Prerequisite: SED 323 and admission to the Teacher Education Program. Offered fall semester.

**SED 366 Implementing Vocational Business Education Programs****3 hours**

Enables teachers to acquire the knowledge, skills, and abilities necessary for the implementation and administration of vocational business education programs. Prerequisites: SED 323, SED 363, and admission to the Teacher Education Program. Offered summer term.

**SED 373 Teaching Mathematics in Secondary School****3 hours**

Acquaints preservice secondary mathematics teachers with the application of instructional, managerial, interpersonal, and professional responsibilities in teaching mathematics in secondary schools. Prerequisite: SED 323 and admission to the Teacher Education Program. Offered fall semester, odd years.

**SED 384 Teaching Science in Secondary School** (same as SCI 384)**3 hours**

Acquaints preservice secondary science teachers with laboratory and teaching methods, materials, resources, safety, inquiry, and evaluation techniques for teaching science. Prerequisite: SED 323 and admission to the Teacher Education Program. Offered fall semester.

**SED 393 Teaching Social Studies in Secondary School****3 hours**

Acquaints secondary social studies teachers with the application of instructional, managerial, interpersonal, and professional responsibilities in teaching social studies in secondary schools. Prerequisite: SED 323 and admission to the Teacher Education Program. Offered fall semester.

**SED 479 Secondary Education Professional Semester****12 hours**

Provides student teaching under supervision for one semester for students seeking secondary education certification. See TEP Website for enrollment deadlines. Professional fee. Prerequisites: Admission to the Teacher Education Program, approval of the Teacher Education faculty, completion of all coursework, and senior standing. Offered fall and spring semesters.

---

---

# DIVISION OF GRADUATE STUDIES

Raymond Carty, Graduate/Online Studies

---

The Division of Graduate Studies ensures that its graduates have specialized training that results in a firm grounding in the areas of professional education and leadership. The graduate degrees provide training for a strong competency in each student's area of specialization. The motto of the Teacher Education Program is *Preparing future teachers to become reflective decision-makers and to use knowledge for service*. Based on the reflective teaching model, the program embraces teaching as a complex task that requires the capacity to reflect on and revise decisions on the basis of one's observations and insights. Teachers must have a comprehensive understanding of teaching and learning, subject matter, and learners, as well as the interrelationship of these components in the educational process.

**Master of Science in Education Degree:** Literacy Track; Teaching and Learning Track

**Master of Arts in Leadership Degree:** Organizational Management Track; Christian Ministry Track

## MASTER OF SCIENCE IN EDUCATION 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 teachers holding current teacher certification. In agreement with the mission of Hannibal-LaGrange University and its Division of Education, the MSE degree program has been designed to provide an excellent graduate education in a distinctively Christian environment for the purpose of preparing reflective practitioners for both personal and career effectiveness.

### Program Goals

Integrating research from the National Board for Professional Teaching Standards, the goals for graduates include the ability to:

- utilize concepts, theories, and research, to enhance student learning
- effectively plan and implement classroom instruction and assessment
- expand the knowledge base of teaching and learning
- exemplify professionalism as lifelong learners

These goals will be met through ten program outcomes. Graduates will demonstrate accomplishment of program outcomes through required portfolio documents completed in each course. The completed portfolio will be evaluated as part of the program review and the graduate's exit interview.

### Requirements for Admission

- 1) Complete the HLGU Graduate Application form and include the nonrefundable \$25 Application Fee.
- 2) Prior to the end of their first semester of coursework, students seeking admission to the graduate program in education must submit the following:
  - 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.
  - Official transcripts, mailed directly from each regionally accredited college or university attended, showing any previous graduate coursework (no grade lower than B accepted).
  - Copy of current teaching certificate.

Following a review of all application materials, the Graduate Advisory Committee will send a written notification of program status to the applicant. Program status falls under three categories: Admitted; Conditionally Admitted (the applicant is given a list of specific conditions with deadlines that must be met in order to receive Admitted status); and 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

- The MSE program is available to those who hold early childhood, elementary, or secondary teacher certification.
- The program is designed for working adults. Courses meet one evening each week in either eight-week or full-semester terms during the school year; during the summer classes meet in the daytime as block courses.
- A graduate student is considered full-time when enrolled in 9 hours per semester. The maximum load is 12 credit hours per semester.
- A maximum of 6 semester hours of graduate study will be accepted in transfer if they
  - have been completed within the past five years.
  - meet the core or program requirements.
  - are approved by the Graduate Advisory Committee.

**NOTE:** Hannibal-LaGrange University reserves the right to cancel any course for which there is not sufficient enrollment. The Graduate Advisory Committee will make that determination.

## Program Options

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

- 1) The **Literacy Track** emphasizes the research-based components of effective literacy instruction and assessment (phonemic awareness, phonics, vocabulary, fluency, comprehension, and writing). It is intended for those who want to study the science of literacy.
- 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.

## Requirements for the Master of Science in Education (MSE): 30 hours

1. Complete the Core Course Requirements with a grade of B or better in each course.

### Core Course Requirements: 12 hours

EDU 5001	Character Education	EDU 5003	Introduction to Research
EDU 5002	Cognition	EDU 5004	Classroom Action Research Project

2. Choose one track, below, and complete each requirement with a grade of B or better.

### *Literacy Track Requirements: 18 hours*

EDU 5201	Phonemic Awareness & Phonics Concepts <b>or</b>	EDU 5204	Writing to Enhance Learning
EDU 5202	Content Area Reading	EDU 5205	Comprehension
EDU 5203	Vocabulary & Fluency Development	EDU 5206	Literacy Assessment & Prescriptive Teaching

**NOTE:** To complete the 18-hour track, a 3-hour elective is required.

### *Teaching and Learning Track Requirements: 18 hours*

EDU 5101	Instructional Strategies	EDU 5104	Diversity in the Classroom
EDU 5102	Differentiated Learning	EDU 5202	Content Area Reading
EDU 5103	Technology Applications		

**NOTE:** To complete the 18-hour track, a 3-hour elective is required.

3. Successful completion of the portfolio evaluation during the program review and exit interview.
4. Successful completion of all requirements within five years of admission to the graduate program.

## Course Offerings

- EDU 5001 Character Education** 3 hours  
Examines character formation by studying theories and principles of moral development. Ideas will be generated to help teachers promote character development in students, support character education in the classroom learning environment, and extend character practices into the community.
- EDU 5002 Cognition** 3 hours  
Provides an introduction to the mental process of knowing and to ways for structuring information-delivery so that learning is enhanced in the classroom. Explores current neurological research on pattern-recognition, memory, concept formation, knowledge, imagery, language, decision-making, problem-solving, and creativity.
- EDU 5003 Introduction to Research** 3 hours  
Facilitates the development of the educated person who can interpret and evaluate research literature. Studies qualitative and quantitative research methodologies. Students will develop a research proposal. To be taken within the first 12 hours of coursework.
- EDU 5004 Classroom Action Research Project** 3 hours  
Provides an opportunity for students to examine educational practices and to apply research principles for designing, conducting, and analyzing an approved action research project. Their findings will be presented in a public forum. To be taken at the conclusion of the graduate program.
- EDU 5101 Instructional Strategies** 3 hours  
Emphasizes principles of research-based effective teaching for planning and organizing instruction and for assessing student learning. Focuses on strategies that will encourage problem-solving, active participation, and real-world applications of learning.
- EDU 5102 Differentiated Learning** 3 hours  
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.
- EDU 5103 Technology Applications** 3 hours  
Enables teachers to become familiar with and to fully utilize media and technology in order to enhance learning and assessment in the classroom.
- EDU 5104 Diversity in the Classroom** 3 hours  
Examines human diversity in today's schools. Explores 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.
- EDU 5201 Phonemic Awareness and Phonics Concepts** 3 hours  
Provides foundational knowledge related to linguistic principles as a basic component of literacy instruction and assessment. Emphasizes teaching and assessing manipulation of phonemes in spoken syllables and words through phonemic awareness and systematic and explicit phonics instruction and assessment.
- EDU 5202 Content Area Reading** 3 hours  
Links reading skills across the curriculum through the use of instructional strategies and assessments. Explores the use of textbooks, trade books, and electronic texts with a focus on integrating a variety of strategies to enhance student understanding in content areas.
- EDU 5203 Vocabulary and Fluency Development** 3 hours  
Examines direct and indirect vocabulary instruction and the use of guided repeated oral reading strategies as effective means to develop reading fluency and overall reading achievement. Gives attention to using appropriate instruments for assessing fluency.
- EDU 5204 Writing to Enhance Learning** 3 hours  
Examines ways to design an effective writing environment and to integrate writing in the classroom, to increase and assess literacy skills, and to develop critical thinking, deeper understanding, and more effective written communication.
- EDU 5205 Comprehension** 3 hours  
Examines comprehension monitoring, cooperative learning, graphic and semantic organizers, including story maps, question answering, question generation, and summarization, as well as discernment of when and how to teach them. Emphasizes methods for measuring student growth and understanding.
- EDU 5206 Literacy Assessment and Prescriptive Teaching** 3 hours  
Studies the causes of reading and writing disabilities, diagnostic procedures, and methods for correction. 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. Requires students to assess and provide a minimum of 15 sessions



(at least 30 minutes per session) of literacy tutoring to an elementary-age student.

**EDU 5301 Science Inquiry for the K-8 Teacher****3 hours**

Studies the principles and methods related to the enhancement of teaching science, deepening the conceptual understanding of selected GLE science topics in biology, chemistry, physics, and earth science. Students will experience the effect of learning environments and experimental inquiry in stimulating new approaches to learning science. Lab fee.

**EDU 5391-3 Topical Studies in Education****1-3 hours**

Enables structured literature study groups to focus on a curricular topic, examining current research for best practices and their implementation in today's classrooms. May be repeated for a maximum of 3 credit hours.

## MASTER OF ARTS IN LEADERSHIP PROGRAM

The Hannibal-LaGrange University Master of Arts in Leadership degree is designed to provide a program of professional growth for people desiring training in leadership in the areas of business and Christian ministry. The Master of Arts in Leadership degree program has been designed to provide an excellent graduate education in a distinctively Christian environment for the purpose of preparing reflective practitioners for both personal and career effectiveness.

### Program Goals

Integrating research from the National Board for Professional Teaching Standards, the goals for graduates include the ability to:

- utilize concepts, theories, and research, to enhance student learning
- effectively plan and implement classroom instruction and assessment
- expand the knowledge base of teaching and learning
- exemplify professionalism as lifelong learners

These goals will be met through ten program outcomes. Graduates will demonstrate accomplishment of program outcomes through required portfolio documents completed in each course. The completed portfolio will be evaluated as part of the program review and the graduate's exit interview.

### Requirements for Admission

- 1) Complete the HLGU Graduate Application form and include the nonrefundable \$25 Application Fee.
- 2) Prior to the end of their first semester of coursework, students seeking admission to the graduate program in education must submit the following:
  - 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.
  - Official transcripts, mailed directly from each regionally accredited college or university attended, showing any previous graduate coursework (no grade lower than B accepted).
  - Copy of current teaching certificate .

Following a review of all application materials, the Graduate Advisory Committee will send a written notification of program status to the applicant. Program status falls under three categories: Admitted; Conditionally Admitted (the applicant is given a list of specific conditions with deadlines that must be met in order to receive Admitted status); and 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

- 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.
- 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.

- 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 Advisory 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 **Organizational Management Track** is designed especially to meet two different needs; to provide needed leadership training for those who already have a degree in business, 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 the Master of Arts in Leadership: 30 hours

1. Complete the Core Course Requirements with a grade of B or better in each course.

### Core Course Requirements: 12 hours

LDR 5013	Foundations in Leadership and Practice	LDR 5033	Organizational Leadership
LDR 5023	Ethical Leadership in a Biblical Worldview	LDR 5093	Leadership Capstone Project

2. Choose one track, below, and complete each requirement with a grade of B or better.

### Organizational Management Track Requirements: 18 hours

OML 5113	Organizational Behavior & Emotional Intelligence	OML 5143	Managerial Finance
OML 5123	Managerial Leadership & Executive Communication	OML 5153	Organizational Development & Strategic Planning
OML 5133	Legal Issues in Managerial Leadership	OML 5163	Human Resources Management-Employee Development

### Christian Ministry Track Requirements: 18 hours

CML 5213	Old Testament Foundations of Leadership	CML 5243	Organizational Administration for Ministry Leaders
CML 5223	New Testament Foundations of Leadership	CML 5253	The Effective Christian Witness
CML 5233	Essentials of the Christian Faith	CML 5263	Christian Counseling

3. Successfully complete the portfolio evaluation during the program review and exit interview.
4. Successfully complete all requirements within five years of admission to the graduate program.

## Course Offerings

### LEADERSHIP CORE

#### LDR 5013 Foundations in Leadership Theory and Practice

3 hours

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.

- LDR 5023 Ethical Leadership in a Biblical Worldview** **3 hours**  
 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.
- LDR 5033 Organizational Leadership** **3 hours**  
 Identifies, connects, and evaluates organizational issues and practices related to effective leadership in organizations; focuses on leading and influencing innovation and change.
- LDR 5093 Leadership Capstone Project** **3 hours**  
 Examines case studies of leadership theory/style or individual leaders.

## ORGANIZATIONAL MANAGEMENT

- OML 5113 Organizational Behavior & Emotional Intelligence** **3 hours**  
 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.
- OML 5123 Managerial Leadership & Executive Communication** **3 hours**  
 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.
- OML 5133 Legal Issues in Managerial Leadership** **3 hours**  
 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.
- OML 5143 Managerial Finance** **3 hours**  
 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  
 Course descriptions continued on back.
- OML 5153 Organizational Development & Strategic Planning** **3 hours**  
 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.
- OML 5163 Human Resources Management-Employee Development** **3 hours**  
 Examines methods and technologies for developing corporate human resources to enhance workplace effectiveness and improve overall organizational success.

## CHRISTIAN MINISTRY

- CML 5213 Old Testament Foundations of Leadership** **3 hours**  
 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.
- CML 5223 New Testament Foundations of Leadership** **3 hours**  
 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.
- CML 5233 Essentials of the Christian Faith** **3 hours**  
 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.
- CML 5243 Organizational Administration for Ministry Leaders** **3 hours**  
 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.
- CML 5253 The Effective Christian Witness** **3 hours**  
 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.
- CML 5263 Christian Counseling** **3 hours**  
 Examines counseling as Christian ministry. Presents contemporary counseling theories related to familial and individual crisis, conflict, and encouragement, utilizing a Christian viewpoint.

# Financial Information

## Expenses ♦ 2015-2016

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 business office 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.

### 2015-2016

Tuition			
<b>Undergraduate</b>		Married Housing, 1 bedroom	2500.00
12 to 17 hours, per semester	\$10,005.00	Married Housing, 2 bedrooms	3000.00
Over 17 hours, per credit hour	667.00	Commuter Meal Plan, 80 meals	400.00
Less than 12 hours, per credit hour	667.00	Cannot carry over to next term	
Online Courses, per credit hour	412.00	commuter Meal Plan, 120 meals	570.00
ADVANCE Program, per 2 semesters	9,880.00	Cannot carry over to next term	
ADVANCE Program, 12-13 credit hrs.	4,940.00		
ADVANCE Program, per credit hour	412.00	<b>General Fees, per semester</b>	
TRC Education Program		<b>Undergraduate</b>	
per 2 semesters	9,880.00	<b>Full-time students, 12 hours or more</b> 500.00	
TRC Education Program		Covers cost for registration, library use, newspaper and magazine, recreational use of the sports complex, and student activities.	
12-13 credit hrs.	4,940.00	ADVANCE Program	300.00
TRC Education Program		<b>Part-time students, .5-11 hours</b> 25.00	
per credit hour	412.00	Covers cost for registration, library use, newspaper, and magazine.	
PN Program	12,400.00	ADVANCE Program students	150.00
PN Program, per semester	4,160.00	Early Enrollment (E <sup>2</sup> ) students	40.00
PN Program, per credit hour	201.00		
Dual Credit Courses, per credit hour	80.00		
Early Enrollment (E <sup>2</sup> ), per credit hour	95.00		
<b>Graduate</b>		<b>Graduate</b>	
Master's in Education, per credit hour	350.00	Master's in Education (9+ hrs.)	300.00
Master's in Education courses, online		Master's in Education (1-8 hrs.)	150.00
per credit hour	350.00		
Master's in Education			
Guest Student, per credit hour	100.00		
Master of Arts in Leadership			
Online, per credit hour	500.00		
<b>Room and Board, per semester</b>		<b>Special Fees</b>	
Semi-Private	3,804.00	Application Fee	25.00
Lewis-Brown Hall	4,195.00	(one-time, nonrefundable)	
Fletcher Dorm	4,312.00	International Application Fee	150.00
(Private rooms may be available in all dorms except the new dorms. An additional charge of \$500 per semester will be added to the semi-private rate.)		Athletics, Secondary Insurance, per year (required of all athletes)	150.00
		Audit Fee, per hour	50.00
		Audit Fee, Nursing Classes per credit hour	150.00
		Cap and Gown Fee (late order only)	10.00

CLEP Exam and Administrative Fee	102.00	Lab fees NUR 114, 214, 234, 236, 214-AP, 234-AP, 236-AP	520.00
Curriculum Fee	35.00	NSNA membership NUR 114, 214-AP	35.00
Graduation Fee, undergraduate	100.00	NSNA membership NUR 234, 234-AP	40.00
Graduation Fee, ADVANCE	100.00	Skills lab NUR 114, 214, 234, 236, 214-AP, 234-AP, 236-AP	50.00
Graduation Fee, master's	125.00	Test Charge NUR 114, 214	170.00
Housing Deposit	100.00	Test Charge NUR 234	475.00
Late Official Registration fee (for returning students)	250.00	Test Charge NUR 236	605.00
Malpractice Insurance, per year	25.00	Test Charge NUR 214-AP	227.00
Portfolio Evaluation Fee (per credit hour submitted)	50.00	Test Charge NUR 234-AP	520.00
Returned-Check Fee, each	25.00	Test Charge NUR 236-AP	650.00
Schedule-Change Fee	10.00	Bkgd. Chk. NUR 114, 214-AP	140.00
Teacher Web Fee	65.00	Bkgd. Chk. NUR 234, 234-AP	20.00
Textbooks and Supplies, <i>Approx.</i> per semester	600.00	Online Course Fee, per credit hour (non-refundable)	50.00
Textbook Restock Fee, per textbook returned to bookstore for refund	10.00	Physical Education Courses:	
Transcript Fee		Camping & Outdoor Education	50.00
Official (paper or electronic) , after the first	5.00	First Aid & CPR	75.00
Expedited (one-day turnaround)	10.00	Lifeguarding (YMCA classes)	75.00
Unofficial		Lifetime Sports III	40.00
per page, if faxed	1.00	Musical Theatre Dance	40.00
per page, if copied and mailed	1.50	Swimming (YMCA classes)	75.00
Transcribing Fee, per credit hour: for Prior Learning Experience	50.00	Scuba (YMCA classes)	100.00
Vehicle Parking Permit	50.00	Science Labs	75.00
per semester; and all summer		<b>Exceptions:</b>	
		BIO 254, 264, 314, 324, 344	90.00
		BIO 134	25.00
<b>Laboratory and Special Course Fees</b>		<b>Applied Music, per semester</b>	
Art Courses, per course:	15.00	Individual Instruction:	
ART 101, 102, 201, 202, 205, 210, 211, 240, 260, 270, 280, 300, 305, 306, 330, 331, 340, 400, 430		One 25-minute lesson per week	150.00
Art Courses, per course:	40.00	Two 25-minute lessons per week	300.00
ART 112, 220, 230, 231, 250, 253, 310, 311, 320, 350, 351, 410, 420, 451		Three 25-minute lessons per week	450.00
Art Courses, per course:	45.00		
ART 113, 206, 213, 306, 313, 353, 413		<b>Summer School</b>	
Computer Lab Courses, per credit hour	15.00	<b>(May, June , &amp; July 2016)</b>	
CIS Hardware Lab Fee	55.00	Tuition	
Business Courses (BIS), per credit hour	15.00	12 to 17 hours	10,005.00
Christian Studies Internships	30.00	Over 17 hours, per hour	667.00
Education Courses:		Less than 12 hours, per hour	667.00
Practicum, per course	50.00	Housing	
Field Experience, ½ credit	20.00	Deposit	100.00
Professional Semester	300.00	All Summer	1200.00
Freshman Seminar Courses	75.00	3-Week Term	300.00
Independent Study Courses, each	250.00	4-Week Term	400.00
Media Communication, per course		8-Week Term	800.00
CAM 404, CAS 404	10.00	Board	
CAM 100, 111, 171, 200, 211, 233, 271, 300, 311, 343, 371, 400, 411, 443, 471, 481	20.00	(The cafeteria and Snack Shack are not open on a regular basis during the May, June, and July terms.)	
CAM 353	45.00	General Fee	
Nursing Courses, per course:		(covers registration and use of library)	

and computer labs)		.5-11 hours, Masters, 1-8 hrs.	100.00
.5-11 hours	250.00	12 hours or more, Masters, 9+	200.00
12 hours or more	500.00		

### Mabee Sports Complex

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

**Full-Time Students (12 hours or more):** Have the privilege of using the facility as a result of paying the full-time General Fee.

**Part-Time Students (less than 12 hours):** May obtain use by paying the full-time General Fee.

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

**Requirements for Entry:** (1) Each person having access to the facility must have and show an HLGU ID card, or a pass card, to enter. (2) Children under the age of 12 must be accompanied by, and under the supervision of, an ID cardholder, 18 years of age or older.

### Enrollment Deposit

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

### Housing Deposit

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

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

Deposits are held for the duration of campus housing residency. When students release their housing for reassignment, they may apply for a refund by completing the Housing Deposit Return Application, which is available in the Student Affairs Office. This application must be submitted within one year after the housing is vacated.

Deposits will not be refunded to students who have an outstanding balance on their account. After one year, deposits will be forfeited or applied to the outstanding balance.

Any damage to housing due to abuse will be charged against the deposit.

### Room and Board

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

### Payment of Accounts

ALL CHARGES FOR TUITION, FEES, AND ROOM AND BOARD ARE DUE AND PAYABLE IN FULL AT THE BEGINNING OF EACH ENROLLMENT TERM.

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

### Deferred Payment Plan

The FACTS 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 Visa or MasterCard. Because FACTS is not a loan program, there is no debt incurred and there is no credit search. There is also no interest or finance charge assessed by FACTS on the unpaid balance. FACTS charges a \$25-per-semester or a \$45-per-academic-year nonrefundable enrollment fee to participate in the program.

To enroll in the FACTS payment plan, students who have access to the Internet may log onto HLGU's Web site and use FACTSE-Cashier. The webpage can be accessed from [www.hlg.edu/facts](http://www.hlg.edu/facts). Students who do not have Internet access, or who need additional assistance, may call the Student Accounts Office.

### Financial Aid

**Disbursements.** Financial aid cannot be disbursed or applied to a student's institutional charges by electronic funds transfer (EFT), by check, or by scholarship authorization until the student completes the enrollment process by reporting to the Student Accounts Office to become officially registered. **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 Business Office 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 Business Office."

### 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 Dean of Business and Finance.*

**The HLGU promissory note is a loan that is due on the first day of the semester or term as stated on the promissory note.** The entire delinquent balance will become due and payable with an additional charge of 1¼% per month (15% annually) on the unpaid balance. Students with delinquent accounts must pay all attorney fees and reasonable collection costs and charges necessary for the collection of any amount not paid when due and will be reported to the credit bureau.

## Refund Policy

### Withdrawal from Courses

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

### Official Withdrawal from HLGU

Students who find it necessary to withdraw from the university must apply directly to the Registrar's Office, where they will be given an official withdrawal form. For withdrawals to be valid, students must follow the procedures set forth on the form. Any claims for refunds will be based on the date when the form is completed.

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

### Unofficial Withdrawal from HLGU

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

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

### Exception to Basic Refund Policy

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

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

#### WITHDRAWAL PERIODS:

1 <sup>st</sup> official day of classes in Fall or Spring Semester.....	100% refund
2 <sup>nd</sup> day of classes through end of 2 <sup>nd</sup> week.....	90% refund
3 <sup>rd</sup> week of classes through end of 4 <sup>th</sup> week.....	50% refund
5 <sup>th</sup> week of classes through end of 8 <sup>th</sup> week.....	25% refund

### Refunds for May Three-Week Summer Term

#### WITHDRAWAL PERIODS:

1 <sup>st</sup> official day of classes in May Summer Term.....	100% refund
2 <sup>nd</sup> day of classes.....	90% refund
3 <sup>rd</sup> day of classes through 4 <sup>th</sup> day of classes.....	50% refund
5 <sup>th</sup> day of classes through 8 <sup>th</sup> day of classes.....	25% refund

### Refunds for Four- and Five-Week Term Courses

#### WITHDRAWAL PERIODS:

1 <sup>st</sup> official day of classes in Four- or Five-Week Term.....	100% refund
2 <sup>nd</sup> day of classes.....	90% refund
3 <sup>rd</sup> day of classes through end of 1 <sup>st</sup> week.....	50% refund
2 <sup>nd</sup> week of classes through end of 2 <sup>nd</sup> week.....	25% refund

### Refunds for Six-Week Term Courses

#### WITHDRAWAL PERIODS:

1 <sup>st</sup> official day of classes in Six-Week Term.....	100% refund
2 <sup>nd</sup> day of classes through 4 <sup>th</sup> day of classes.....	90% refund
5 <sup>th</sup> day of classes through 7 <sup>th</sup> day of classes.....	50% refund



8<sup>th</sup> day of classes through 15<sup>th</sup> day of classes. . . . . 25% refund

### Refunds for Eight-Week Term Courses

#### WITHDRAWAL PERIODS:

1<sup>st</sup> official day of classes in Eight-Week Term. . . . . 100% refund  
2<sup>nd</sup> day of classes through end of 1<sup>st</sup> week. . . . . 90% refund  
2<sup>nd</sup> week of classes through end of 2<sup>nd</sup> week. . . . . 50% refund  
3<sup>rd</sup> week of classes through end of 4<sup>th</sup> week. . . . . 25% refund

### Student Withdrawals and the Impact on Federal Financial Aid

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

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

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

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

- Unsubsidized Direct Stafford loan (other than PLUS loans)
- Subsidized Direct Stafford loan
- Federal Perkins loans
- Direct PLUS loans • Federal Pell Grants for which a return of funds is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- 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 Business Office 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 <http://www.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 Financial Aid Office supersede all other sources and all other sections of the university catalog. For detailed information, review the *Satisfactory Academic Progress Statement* distributed to all students during the awarding of financial aid.

### 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*, above, or contact the Financial Aid Office.

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

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

- 1) Submit a FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). FAFSA's can be submitted anytime after January 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. On-line FAFSA's 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 Financial Aid Office if there are questions about the financial aid package, after receiving the SAR and an award letter from HLGU.

**Maintaining eligibility for financial aid assistance.** Federal- and state-funded financial assistance falls under the control and regulations of several governmental agencies. To maintain eligibility for financial assistance, the university is obligated to set standards for student attendance and satisfactory academic progress in keeping with the regulations set forth by these agencies. Students are obligated to maintain regular attendance and satisfactory academic progress in accordance with the standards set forth by the university. These are detailed in the *Satisfactory Academic Progress Statement*, which is sent to all financial aid recipients each year.

**Renewal and period of eligibility.** Scholarship renewal is conditioned on the student's 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 Director of Financial Aid for assistance for federal and state aid.

## **Satisfactory Academic Progress Policy for Federal Financial Aid**

Students receiving financial aid through any federally sponsored student aid program (such as Pell Grant, College Work Study, Perkins Loan, Supplemental Educational Opportunity Grant and Subsidized/Unsubsidized Direct Stafford loans and Parent PLUS Loans) must obtain minimum standards to receive aid. Federal and state regulations require institutions measure student's progress toward a declared educational objective, both quantitatively and qualitatively. In accordance with these requirements, Hannibal-LaGrange University has established the following standards to measure a student's academic progress. These standards will be applied uniformly to all students when determining their eligibility for federal, state and University administered and/or other funds regardless of whether the student previously received these funds.

### **Maximum and Minimum Attempted Enrollment Credit Hours Time Frame**

The maximum attempted enrollment credit hours a student may enroll for to complete their University program of study must not exceed 186 attempted enrollment credit hours for the completion of a 124 credit hour degree program and 96 attempted hours for the completion of a 64 credit hour program. For students who transfer into the University, the 186 attempted enrollment credit hour's 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 are no distinction between majors or departments and no exception to the number of hours that must be completed per grade level.

#### **Bachelor's Degree**

1st year grade level . . . . .	0-24 hours completed
2nd year grade level . . . . .	24-48 hours completed
3rd year grade level . . . . .	49-72 hours completed
4th year grade level . . . . .	73-96 hours completed
5th year grade level . . . . .	97-degree completion

#### **Associate's Degree**

1st year grade level . . . . .	0-24 hours completed
2nd year grade level . . . . .	25-48 hours completed
3rd year grade level . . . . .	49-degree completion

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

### **Qualitative Requirement: Cumulative University Grade Point Average (CGPA)**

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

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

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

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

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

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

### **Monitoring Satisfactory Academic Progress Requirements - Federal Title IV/State Eligibility (Effective 08/01/2014)**

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's 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.

### **Monitoring Satisfactory Academic Progress Requirements - University Scholarships/Awards**

At the end of each academic year for first time students and at the completion of each semester for those students who have a non-first time status after the third semester, the student's academic record will be reviewed for satisfactory academic progress. If a student fails to meet the minimum cumulative GPA requirement, that student will lose the University scholarship/award. Once the student obtains the needed CGPA the University scholarship/award will be reinstated.

### **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 (See *SAP Appeal Process* below).

### **Regaining Eligibility for Students Who Lose Title IV Aid**

A student is considered eligible for Title IV aid when they have both a CGPA of 2.0 after four semesters of colligate work and have 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.

## **SAP Appeal Process**

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

The review committee will consist of the Vice President of Business and Finance, Vice President for Enrollment Management, Dean of Career Services and the Director of Financial Aid. A student who chooses to appeal will need to submit in writing their petition for appeal. Their letter will then be reviewed by the committee. The Federal Student Aid handbook reads as follows concerning the appeal "When a student loses FSA eligibility because he failed to make satisfactory progress, if the school permits appeals, he may appeal that result on the basis of: his injury or illness, the death of a relative, or other special circumstances. His appeal must explain why he failed to make satisfactory progress and what has changed in his situation that will allow him to make satisfactory progress at the next evaluation".

The committee will make a determination regarding the appeal. The student will be notified of the committee's decision. At that point if a student needs to be advised and a plan put together the appropriate information will be disseminated to the advisor for an appropriate plan to be put into place.

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

If the committee determines that the student will require more than one payment period to meet the progress standards, you 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.

## HANNIBAL-LAGRANGE UNIVERSITY SCHOLARSHIPS

**NOTE:** 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 ADVANCE program, the Master of Science in Education program, the respiratory care program, concurrent enrollment programs, extension programs, or online programs.

### ACADEMIC AND ACHIEVEMENT SCHOLARSHIPS

A student may receive one academic or achievement scholarship.

#### ***Freshmen 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 amounts are awarded based on ACT or SAT test scores as well as grade point averages. *Renewable:* Academic Scholarships are renewable based on the appropriate cumulative grade point average (CGPA) and full-time enrollment. CGPA requirements for renewal are as follows: Honors Scholarship, 2.5; President's Scholarship, 3.0; Trustees Scholarship, 3.25.

#### ***Achievement Scholarships***

Achievement Scholarships are awarded to full-time, degree-seeking students attending the main campus. Achievement Scholarships are based on ACT or SAT test score results and grade point averages earned prior to enrollment at HLGU. *Renewable:* Achievement Scholarships are renewable based on maintaining a grade point average of at least 2.5.

#### ***National Merit Scholarship Program***

HLGU offers a scholarship to full-time freshman students who rank as National Merit Scholars and as National Merit Scholarship Finalists. The award for National Merit Scholars is 100% tuition, general fees, and room and board charges. Recipients are ineligible for any other HLGU institutional aid; however, they may retain any outside aid they can secure. National Merit Scholarship Finalists are eligible for an award of 50% of tuition and room and board charges. *Renewable:* Based on maintaining a minimum CGPA of 3.25 at the end of each semester.

#### ***Phi Theta Kappa***

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.

**Transfer Scholarships**

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

**ENHANCEMENT SCHOLARSHIPS**

A student may receive any two of the following scholarships if they qualify.

**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, cross-country, men's basketball (varsity and junior varsity), golf, soccer, track and field, volleyball, and wrestling; for women: basketball (varsity and junior varsity), cheerleading, cross-country, golf, soccer, softball, track and field, and volleyball. The Athletic Director determines the amount of the award. *Renewable:* Based on the discretion of the Athletic Department, to include full-time enrollment and maintaining a CGPA of 2.0.

**Denominational Scholarships**

**Christian Ministry Vocations (CMV) Scholarship:** A CMV Scholarship is \$1,250 per year and is granted to CMV students who meet the following criteria: full-time enrollment; 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 Ministry Guidance Director and Christian Studies Division faculty. *Renewable:* Based on the discretion of the Ministry Guidance Director and the Scholarship Committee, satisfactory performance, and maintaining a minimum CGPA of 2.0 at the end of each semester.

**Minister's Dependent Scholarship:** The amount of \$630 annually is available to spouses or unmarried dependent children of Baptist ministers and U.S. or foreign missionaries who are enrolled full-time. *Renewable:* Based on maintaining a minimum CGPA of 2.0.

**Missouri Baptist Convention Employees Concession:** Hannibal-LaGrange University extends to all full-time employees of the Missouri Baptist Convention a 50% tuition-only concession for their dependents who enroll at HLGU as first-time, full-time students. The concession is available to dependents of those employees who have completed three years of full-time employment at the Missouri Baptist Convention and 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/Church Matching Scholarship:** The amount of \$500 is awarded to members of a Southern Baptist church. Contact the Office of Admissions to apply for this scholarship. *Renewable:* Based on full-time enrollment and maintaining a minimum CGPA of 2.0 at the end of each semester.

**Southern Baptist Convention Seminary Concession:** Hannibal-LaGrange University extends to all full-time employees from all six Southern Baptist Convention seminaries a 50% tuition-only

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

### **Performing Arts Scholarships**

These scholarships are available to students who demonstrate a high degree of performance. *Renewable:* Based on audition, full-time enrollment, and maintaining a minimum CGPA of 2.0.

## **SPECIAL SCHOLARSHIPS**

Funding from special scholarships established by individuals and groups may also be available for qualified individuals. For further information, contact the Financial Aid Office.

## **NON-INSTITUTIONAL SCHOLARSHIPS**

**Missouri Higher Education Academic Scholarship (Bright Flight):** This scholarship for \$1,500 per year is currently available to Missouri high school seniors who score in the top 3 percent of all Missouri students taking the ACT or SAT. This award is dependent upon funding approved by the Missouri state legislature. *Renewable:* Based on full-time enrollment and maintaining satisfactory academic progress. Additional information on the Bright Flight Program is available at <http://dhe.mo.gov/ppc/grants/brightflight.php>.

**Missouri State Educational Programs:** HLGU participates in the following Missouri state educational program: Access Missouri Program. This award is dependent upon funding approved by the Missouri state legislature. Contact the Financial Aid Office for details. Additional information is available at <http://dhe.mo.gov/ppc/grants/accessmo.php>.

## **VETERANS EDUCATIONAL BENEFITS**

Veterans, dependents of deceased or disabled veterans, and disabled students may be eligible for special educational benefits through the Veterans Administration. To determine eligibility, students must contact the campus Veterans Administration representative, who is located in the Financial Aid Office, and the Veterans Administration, at <http://www.gibill.va.gov/>.

## **FEDERAL WORK-STUDY PROGRAM**

Limited part-time employment is available on the HLGU campus through the Federal Work-Study Program. Eligibility for this program is determined by the Financial Aid Office and is based on financial need and job qualifications. Financial need is determined by information reported on the FAFSA.

## **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 report information.

**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 and the resulting Student Aid Report (SAR).

## FEDERAL LOANS

**Federal Perkins Loans:** Perkins Loans are 5%-interest-rate subsidized loans. No interest is charged while a student is enrolled at least half-time. Eligibility is based on financial need. Repayment begins nine months after the borrower graduates, withdraws from school, or falls below half-time enrollment. This loan is processed through the Financial Aid Office.

**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 Financial Aid Office and the lender of student's choice.

**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. Students may borrow up to the cost of attendance minus any other aid received, including subsidized loan amounts.

**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 Financial Aid Office. 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 Financial Aid Office. Half-time enrollment is required for this loan.



# Financial Information

## Expenses ♦ 2014-2015

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 business office 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.

### 2014-2015

<b>Tuition</b>		Commuter Meal Plan, 80 meals	375.00
<b>Undergraduate</b>		<b>General Fees, per semester</b>	
12 to 17 hours, per semester	\$9,340.00	<b>Undergraduate</b>	
Over 17 hours, per credit hour	622.00	<b>Full-time students, 12 hours or more</b>	350.00
Less than 12 hours, per credit hour	622.00	Covers cost for registration, library use, newspaper, recreational use of the sports complex, and student activities.	
Online Courses, per credit hour	412.00	ADVANCE Program	210.00
ADVANCE Program, per 2 semesters	9,880.00	<b>Part-time students, .5-11 hours</b>	175.00
ADVANCE Program, 12-13 credit hrs.	4,940.00	Covers cost for registration, library use, and newspaper.	
ADVANCE Program, per credit hour	412.00	ADVANCE Program students	105.00
TRC Education Program		Early Enrollment (E <sup>2</sup> ) students	40.00
per 2 semesters	9,880.00	Dual Credit students	40.00
TRC Education Program		<b>Graduate</b>	
12-13 credit hrs.	4,940.00	Master's in Education (9+ hrs.)	210.00
TRC Education Program		Master's in Education (1-8 hrs.)	105.00
per credit hour	412.00	Technology Fee	
PN Program	12,400.00	all students except E <sup>2</sup> & Dual Credit	75.00
PN Program, per semester	4,160.00	Covers services such as Student Portal and Turnitin software, in addition to Internet access in computer labs, classrooms, dorms, and wireless hotspots, as well as some equipment and software	
PN Program, per credit hour	201.00		
Dual Credit Courses, per credit hour	80.00		
Early Enrollment (E <sup>2</sup> ), per credit hour	95.00		
<b>Graduate</b>			
Master's in Education, per credit hour	315.00		
Master's in Education courses, online			
per credit hour	315.00		
Master's in Education			
Guest Student, per credit hour	100.00		
Master of Arts in Leadership			
Online, per credit hour	500.00		
<b>Room and Board, per semester</b>		<b>Special Fees</b>	
Semi-Private	3,555.00	Application Fee	25.00
Lewis-Brown Hall	3,920.00	(one-time, nonrefundable)	
Fletcher Dorm	4,030.00	International Application Fee	150.00
(Private rooms may be available in all dorms except the new dorms. An additional charge of \$500 per semester will be added to the semi-private rate.)		Audit Fee, per hour	50.00
		Audit Fee, Nursing Classes	
		per credit hour	150.00

Cap and Gown Fee (late order only)	10.00	Skills lab NUR 114, 214, 234, 236, 214-AP, 234-AP, 236-AP	50.00
CLEP Exam and Administrative Fee	102.00	Test Charge NUR 114	240.00
Graduation Fee, undergraduate	100.00	Test Charge NUR 214	140.00
Graduation Fee, master's	125.00	Test Charge NUR 234	345.00
Housing Deposit	100.00	Test Charge NUR 236	480.00
Malpractice Insurance, per year	25.00	Test Charge NUR 214-AP	285.00
Portfolio Evaluation Fee	50.00	Test Charge NUR 234-AP	400.00
(per credit hour submitted)		Test Charge NUR 236-AP	535.00
Returned-Check Fee, each	25.00	Bkgd. Chk. NUR 114, 214-AP	140.00
Schedule-Change Fee	10.00	Bkgd. Chk. NUR 234, 234-AP	20.00
Teacher Web Fee	65.00	Online Course Fee, per credit hour (non-refundable)	50.00
Textbooks and Supplies, <i>Approx.</i>	600.00	Physical Education Courses:	
per semester		Camping & Outdoor Education	50.00
Textbook Restock Fee, per textbook returned to bookstore for refund	10.00	First Aid & CPR	75.00
Transcript Fee		Lifeguarding (YMCA classes)	75.00
Official, after the first	5.00	Lifetime Sports III	40.00
Expedited (one-day turnaround)	10.00	Musical Theatre Dance	40.00
Unofficial		Swimming (YMCA classes)	75.00
per page, if faxed	1.00	Scuba (YMCA classes)	100.00
per page, if copied and mailed	1.50	Science Labs	75.00
Transcribing Fee, per credit hour:	50.00	<i>Exceptions:</i>	
for Prior Learning Experience		BIO 254, 264, 314, 324, 344	90.00
Vehicle Parking Permit	50.00	BIO 134	25.00
per semester; and all summer			

**Laboratory and Special Course Fees**

Art Courses, per course:	15.00
ART 101, 102, 201, 202, 205, 210, 211, 240, 260, 270, 280, 300, 305, 306, 330, 331, 340, 400, 430	
Art Courses, per course:	40.00
ART 112, 220, 230, 231, 250, 253, 310, 311, 320, 350, 351, 410, 420, 451	
Art Courses, per course:	45.00
ART 113, 206, 213, 306, 313, 353, 413	
Computer Lab Courses, per credit hour	15.00
CIS Hardware Lab Fee	55.00
Business Courses (BIS), per credit hour	15.00
Christian Studies Internships	30.00
Education Courses:	
Practicum, per course	50.00
Field Experience, ½ credit	20.00
Professional Semester	300.00
Freshman Seminar Courses	75.00
Independent Study Courses, each	250.00
Media Communication, per course	
CAM 404, CAS 404	10.00
CAM 100, 111, 171, 200, 211, 233, 271, 300, 311, 343, 371, 400, 411, 443, 471, 481	20.00
CAM 353	45.00
Nursing Courses, per course:	
Lab fees NUR 114, 214, 234, 236, 214-AP, 234-AP, 236-AP	520.00
NSNA membership NUR 114, 234, 214-AP, 234-AP	40.00

**Applied Music, 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 School****(May, June, & July 2015)**

Tuition	
12 to 17 hours	8,980.00
Over 17 hours, per hour	598.00
Less than 12 hours, per hour	598.00
Housing	
Deposit	100.00
All Summer	1200.00
3-Week Term	300.00
4-Week Term	400.00
8-Week Term	800.00
Board	
(The cafeteria and Snack Shack are not open on a regular basis during the May, June, and July terms.)	
General Fee	
(covers registration and use of library and computer labs)	
.5-11 hours	170.00
12 hours or more	340.00
.5-11 hours, Masters, 1-8 hrs.	100.00
12 hours or more, Masters, 9+	200.00

## Mabee Sports Complex

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

**Full-Time Students (12 hours or more):** Have the privilege of using the facility as a result of paying the full-time General Fee.

**Part-Time Students (less than 12 hours):** May obtain use by paying the full-time General Fee.

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

**Requirements for Entry:** (1) Each person having access to the facility must have and show an HLGU ID card, or a pass card, to enter. (2) Children under the age of 12 must be accompanied by, and under the supervision of, an ID cardholder, 18 years of age or older.

## Enrollment Deposit

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

## Housing Deposit

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

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

Deposits are held for the duration of campus housing residency. When students release their housing for reassignment, they may apply for a refund by completing the Housing Deposit Return Application, which is available in the Student Affairs Office. This application must be submitted within one year after the housing is vacated.

Deposits will not be refunded to students who have an outstanding balance on their account. After one year, deposits will be forfeited or applied to the outstanding balance.

Any damage to housing due to abuse will be charged against the deposit.

## Room and Board

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

## Payment of Accounts

ALL CHARGES FOR TUITION, FEES, AND ROOM AND BOARD ARE DUE AND PAYABLE IN FULL AT THE BEGINNING OF EACH ENROLLMENT TERM.

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

## Deferred Payment Plan

The FACTS 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 Visa or MasterCard. Because FACTS is not a loan program, there is no debt incurred and there is no credit search. There is also no interest or finance charge assessed by FACTS on the unpaid balance.

FACTS charges a \$25-per-semester or a \$45-per-academic-year nonrefundable enrollment fee to participate in the program.

To enroll in the FACTS payment plan, students who have access to the Internet may log onto HLGU's Web site and use FACTS E-Cashier. The webpage can be accessed from [www.hlg.edu/facts](http://www.hlg.edu/facts). Students who do not have Internet access, or who need additional assistance, may call the Student Accounts Office.

## Financial Aid

**Disbursements.** Financial aid cannot be disbursed or applied to a student's institutional charges by electronic funds transfer (EFT), by check, or by scholarship authorization until the student completes the enrollment process by reporting to the Student Accounts Office to become officially registered. **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 Business Office 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 Business Office."

## 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 Dean of Business and Finance.*

**The HLGU promissory note is a loan that is due on the first day of the semester or term as stated on the promissory note.** The entire delinquent balance will become due and payable with an additional charge of 1¼% per month (15% annually) on the unpaid balance. Students with delinquent accounts must pay all attorney fees and reasonable collection costs and charges necessary for the collection of any amount not paid when due and will be reported to the credit bureau.

## Refund Policy

### Withdrawal from Courses

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

### Official Withdrawal from HLGU

Students who find it necessary to withdraw from the university must apply directly to the Registrar's Office, where they will be given an official withdrawal form. For withdrawals to be valid, students must follow the procedures set forth on the form. Any claims for refunds will be based on the date when the form is completed.

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

### Unofficial Withdrawal from HLGU

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

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

### Exception to Basic Refund Policy

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

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

#### WITHDRAWAL PERIODS:

1 <sup>st</sup> official day of classes in Fall or Spring Semester.....	100% refund
2 <sup>nd</sup> day of classes through end of 2 <sup>nd</sup> week.....	90% refund
3 <sup>rd</sup> week of classes through end of 4 <sup>th</sup> week.....	50% refund
5 <sup>th</sup> week of classes through end of 8 <sup>th</sup> week.....	25% refund

### Refunds for May Three-Week Summer Term

#### WITHDRAWAL PERIODS:

1 <sup>st</sup> official day of classes in May Summer Term.....	100% refund
2 <sup>nd</sup> day of classes.....	90% refund
3 <sup>rd</sup> day of classes through 4 <sup>th</sup> day of classes.....	50% refund
5 <sup>th</sup> day of classes through 8 <sup>th</sup> day of classes.....	25% refund

### Refunds for Four- and Five-Week Term Courses

#### WITHDRAWAL PERIODS:

1 <sup>st</sup> official day of classes in Four- or Five-Week Term.....	100% refund
2 <sup>nd</sup> day of classes.....	90% refund
3 <sup>rd</sup> day of classes through end of 1 <sup>st</sup> week.....	50% refund
2 <sup>nd</sup> week of classes through end of 2 <sup>nd</sup> week.....	25% refund

### Refunds for Six-Week Term Courses

#### WITHDRAWAL PERIODS:

1 <sup>st</sup> official day of classes in Six-Week Term.....	100% refund
2 <sup>nd</sup> day of classes through 4 <sup>th</sup> day of classes.....	90% refund
5 <sup>th</sup> day of classes through 7 <sup>th</sup> day of classes.....	50% refund
8 <sup>th</sup> day of classes through 15 <sup>th</sup> day of classes.....	25% refund

### Refunds for Eight-Week Term Courses

#### WITHDRAWAL PERIODS:

1 <sup>st</sup> official day of classes in Eight-Week Term.....	100% refund
2 <sup>nd</sup> day of classes through end of 1 <sup>st</sup> week.....	90% refund
2 <sup>nd</sup> week of classes through end of 2 <sup>nd</sup> week.....	50% refund
3 <sup>rd</sup> week of classes through end of 4 <sup>th</sup> week.....	25% refund

**Student Withdrawals and the Impact on Federal Financial Aid**

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

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

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

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

- Unsubsidized Direct Stafford loan (other than PLUS loans)
- Subsidized Direct Stafford loan
- Federal Perkins loans
- Direct PLUS loans • Federal Pell Grants for which a return of funds is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- 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 Business Office 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 <http://www.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 Financial Aid Office supersede

all other sources and all other sections of the university catalog. For detailed information, review the *Satisfactory Academic Progress Statement* distributed to all students during the awarding of financial aid.

## 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*, above, or contact the Financial Aid Office.

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

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

- 1) Submit a FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). FAFSA's can be submitted anytime after January 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. On-line FAFSA's 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 Financial Aid Office if there are questions about the financial aid package, after receiving the SAR and an award letter from HLGU.

**Maintaining eligibility for financial aid assistance.** Federal- and state-funded financial assistance falls under the control and regulations of several governmental agencies. To maintain eligibility for financial assistance, the university is obligated to set standards for student attendance and satisfactory academic progress in keeping with the regulations set forth by these agencies. Students are obligated to maintain regular attendance and satisfactory academic progress in accordance with the standards set forth by the university. These are detailed in the *Satisfactory Academic Progress Statement*, which is sent to all financial aid recipients each year.

**Renewal and period of eligibility.** Scholarship renewal is conditioned on the student's 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 Director of Financial Aid for assistance for federal and state aid.

## Satisfactory Academic Progress Policy for Federal Financial Aid

Students receiving financial aid through any federally sponsored student aid program (such as Pell Grant, College Work Study, Perkins Loan, Supplemental Educational Opportunity Grant and Subsidized/Unsubsidized Direct Stafford loans and Parent PLUS Loans) must obtain minimum standards to receive aid. Federal and state regulations require institutions measure student's progress toward a declared educational objective, both quantitatively and qualitatively. In accordance with these requirements, Hannibal-LaGrange University has established the following standards to measure a student's academic progress. These standards will be applied uniformly to all students when determining their eligibility for federal, state and University

administered and/or other funds regardless of whether the student previously received these funds.

### **Maximum and Minimum Attempted Enrollment Credit Hours Time Frame**

The maximum attempted enrollment credit hours a student may enroll for to complete their University program of study must not exceed 186 attempted enrollment credit hours for the completion of a 124 credit hour degree program and 96 attempted hours for the completion of a 64 credit hour program. For students who transfer into the University, the 186 attempted enrollment credit hour's 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 are no distinction between majors or departments and no exception to the number of hours that must be completed per grade level.

#### **Bachelor's Degree**

1st year grade level . . . . .	0-24 hours completed
2nd year grade level . . . . .	24-48 hours completed
3rd year grade level . . . . .	49-72 hours completed
4th year grade level . . . . .	73-96 hours completed
5th year grade level . . . . .	97-degree completion

#### **Associate's Degree**

1st year grade level . . . . .	0-24 hours completed
2nd year grade level . . . . .	25-48 hours completed
3rd year grade level . . . . .	49-degree completion

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

### **Qualitative Requirement: Cumulative University Grade Point Average (CGPA)**

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

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

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

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

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

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

### **Monitoring Satisfactory Academic Progress Requirements - Federal Title IV/State Eligibility (Effective 08/01/2014)**

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's 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.

### **Monitoring Satisfactory Academic Progress Requirements - University Scholarships/Awards**

At the end of each academic year for first time students and at the completion of each semester for those students who have a non-first time status after the third semester, the student's academic record will be reviewed for satisfactory academic progress. If a student fails to meet the minimum cumulative GPA requirement, that student will lose the University scholarship/award. Once the student obtains the needed CGPA the University scholarship/award will be reinstated.

### **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 (See *SAP Appeal Process* below).

### **Regaining Eligibility for Students Who Lose Title IV Aid**

A student is considered eligible for Title IV aid when they have both a CGPA of 2.0 after four semesters of colligate work and have 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.

## **SAP Appeal Process**

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

The review committee will consist of the Vice President of Business and Finance, Vice President for Enrollment Management, Dean of Career Services and the Director of Financial Aid. A student who chooses to appeal will need to submit in writing their petition for appeal. Their letter will then be reviewed by the committee. The Federal Student Aid handbook reads as follows concerning the appeal "When a student loses FSA eligibility because he failed to make satisfactory progress, if the school permits appeals, he may appeal that result on the basis of: his injury or illness, the death of a relative, or other special circumstances. His appeal must explain why he failed to make satisfactory progress and what has changed in his situation that will allow him to make satisfactory progress at the next evaluation".

The committee will make a determination regarding the appeal. The student will be notified of the committee's decision. At that point if a student needs to be advised a plan put together the appropriate information will be disseminated to the advisor for an appropriate plan to be put into place.

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

If the committee determines that the student will require more than one payment period to meet the progress standards, you 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.

## HANNIBAL-LAGRANGE UNIVERSITY SCHOLARSHIPS

**NOTE:** 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 ADVANCE program, the Master of Science in Education program, the respiratory care program, concurrent enrollment programs, extension programs, or online programs.

### ACADEMIC AND ACHIEVEMENT SCHOLARSHIPS

A student may receive one academic or achievement scholarship.

#### ***Freshmen 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 amounts are awarded based on ACT or SAT test scores as well as grade point averages. *Renewable:* Academic Scholarships are renewable based on the appropriate cumulative grade point average (CGPA) and full-time enrollment. CGPA requirements for renewal are as follows: Honors Scholarship, 2.5; President's Scholarship, 3.0; Trustees Scholarship, 3.25.

#### ***Achievement Scholarships***

Achievement Scholarships are awarded to full-time, degree-seeking students attending the main campus. Achievement Scholarships are based on ACT or SAT test score results and grade point averages earned prior to enrollment at HLGU. *Renewable:* Achievement Scholarships are renewable based on maintaining a grade point average of at least 2.5.

#### ***National Merit Scholarship Program***

HLGU offers a scholarship to full-time freshman students who rank as National Merit Scholars and as National Merit Scholarship Finalists. The award for National Merit Scholars is 100% tuition, general fees, and room and board charges. Recipients are ineligible for any other HLGU institutional aid; however, they may retain any outside aid they can secure. National Merit Scholarship Finalists are eligible for an award of 50% of tuition and room and board charges. *Renewable:* Based on maintaining a minimum CGPA of 3.25 at the end of each semester.

#### ***Phi Theta Kappa***

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.

#### ***Transfer Scholarships***

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

### ENHANCEMENT SCHOLARSHIPS

A student may receive any two of the following scholarships if they qualify.

**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, cross-country, men's basketball (varsity and junior varsity), golf, soccer, track and field, volleyball, and wrestling; for women: basketball (varsity and junior varsity), cheerleading, cross-country, golf, soccer, softball, track and field, and volleyball. The Athletic Director determines the amount of the award. *Renewable:* Based on the discretion of the Athletic Department, to include full-time enrollment and maintaining a CGPA of 2.0.

**Denominational Scholarships**

**Christian Ministry Vocations (CMV) Scholarship:** A CMV Scholarship is \$1,250 per year and is granted to CMV students who meet the following criteria: full-time enrollment; 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 Ministry Guidance Director and Christian Studies Division faculty. *Renewable:* Based on the discretion of the Ministry Guidance Director and the Scholarship Committee, satisfactory performance, and maintaining a minimum CGPA of 2.0 at the end of each semester.

**Minister's Dependent Scholarship:** The amount of \$630 annually is available to spouses or unmarried dependent children of Baptist ministers and U.S. or foreign missionaries who are enrolled full-time. *Renewable:* Based on maintaining a minimum CGPA of 2.0.

**Missouri Baptist Convention Employees Concession:** Hannibal-LaGrange University extends to all full-time employees of the Missouri Baptist Convention a 50% tuition-only concession for their dependents who enroll at HLGU as first-time, full-time students. The concession is available to dependents of those employees who have completed three years of full-time employment at the Missouri Baptist Convention and 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/Church Matching Scholarship:** The amount of \$500 is awarded to members of a Southern Baptist church. Contact the Office of Admissions to apply for this scholarship. *Renewable:* Based on full-time enrollment and maintaining a minimum CGPA of 2.0 at the end of each semester.

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

**Performing Arts Scholarships**

These scholarships are available to students who demonstrate a high degree of performance. *Renewable:* Based on audition, full-time enrollment, and maintaining a minimum CGPA of 2.0.

## SPECIAL SCHOLARSHIPS

Funding from special scholarships established by individuals and groups may also be available for qualified individuals. For further information, contact the Financial Aid Office.

## NON-INSTITUTIONAL SCHOLARSHIPS

**Missouri Higher Education Academic Scholarship (Bright Flight):** This scholarship for \$1,500 per year is currently available to Missouri high school seniors who score in the top 3 percent of all Missouri students taking the ACT or SAT. This award is dependent upon funding approved by the Missouri state legislature. *Renewable:* Based on full-time enrollment and maintaining satisfactory academic progress. Additional information on the Bright Flight Program is available at <http://dhe.mo.gov/ppc/grants/brightflight.php>.

**Missouri State Educational Programs:** HLGU participates in the following Missouri state educational program: Access Missouri Program. This award is dependent upon funding approved by the Missouri state legislature. Contact the Financial Aid Office for details. Additional information is available at <http://dhe.mo.gov/ppc/grants/accessmo.php>.

## VETERANS EDUCATIONAL BENEFITS

Veterans, dependents of deceased or disabled veterans, and disabled students may be eligible for special educational benefits through the Veterans Administration. To determine eligibility, students must contact the campus Veterans Administration representative, who is located in the Financial Aid Office, and the Veterans Administration, at <http://www.gibill.va.gov/>.

## FEDERAL WORK-STUDY PROGRAM

Limited part-time employment is available on the HLGU campus through the Federal Work-Study Program. Eligibility for this program is determined by the Financial Aid Office and is based on financial need and job qualifications. Financial need is determined by information reported on the FAFSA.

## 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 report information.

**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 and the resulting Student Aid Report (SAR).

## FEDERAL LOANS

**Federal Perkins Loans:** Perkins Loans are 5%-interest-rate subsidized loans. No interest is charged while a student is enrolled at least half-time. Eligibility is based on financial need. Repayment begins nine months after the borrower graduates, withdraws from school, or falls below half-time enrollment. This loan is processed through the Financial Aid Office.

**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 Financial Aid Office and the lender of student's choice.

**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. Students may borrow up to the cost of attendance minus any other aid received, including subsidized loan amounts.

**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 Financial Aid Office. 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 Financial Aid Office. Half-time enrollment is required for this loan.

# Personnel

## Board of Trustees ♦ 2014

### Officers

Charles R. Brazeale., *Chairman*  
 Patrick G. Benson, *Vice Chairman*  
 Milton B. Baumgardner, *Secretary*  
 Jerry D. Sheridan, *Treasurer*

### Term Expiring

2014 \* Edgar H. Alms Hannibal, MO  
*Retired Businessman*

2014 Joni B. Hannigan Jacksonville, FL  
*Businesswoman*

2014 L. Wayne McMullin Hughesville, MO  
*Retired Businessman*

2014 Robert M. Pollard Arnold, MO  
*Businessman*

2014 \* Matthew Tanner Poplar Bluff, MO  
*Pastor*

2014 Sonia Vicars St. Charles, MO  
*Businesswoman*

2015 \* Phillip A. Bray Puxico, MO  
*Pastor*

2015 Melvin E. Graham Moscow Mills, MO  
*Retired Businessman*

2015 Bryan K. Lundstrom Novinger, MO  
*Retired Businessman*

2015 Thomas M. Rains Quincy, IL  
*Pastor*

2015 Joel L. Russell Lorton, VA  
*US Army Chaplain*

2015 \* Timothy R. Smith Eldon, MO  
*Pastor*

2016 Anita Allee Versailles, MO  
*Businesswoman*

2017 \* Milton B. Baumgardner Monroe City, MO  
*Pastor*

2016 \* Patrick G. Benson Hannibal, MO  
*Businessman*

2016 \* Mark S. Boley Wyaconda, MO  
*Educator*

2016 \* Charles R. Brazeale Paris, MO  
*Businessman*

2016 Loretta Bringer Maywood, MO  
*Businesswoman*

2016 John Edie Springfield, MO  
*Businessman*

2016 Judy A. Harding Hannibal, MO  
*Retired Businesswoman*

2016 \* Robert L. Ingram Bowling Green, MO  
*Businessman*

2017 \* Vinita Henry St. Charles, MO  
*Educator*

2016 Jensen Petersen Hallsville, MO  
*Businessman*

2017 \* Jerry D. Sheridan Leawood, KS  
*Businessman*

2018 Mark Anderson Cape Girardeau, MO  
*Pastor*

2018 Dwight Blankenship St. Louis, MO  
*Pastor*

2018 \* Mitchell Jackson Sikeston, MO  
*Pastor*

2018 \* Glenn Miller Kansas City, MO  
*Businessman*

2018 Girard Secker Hannibal, MO  
*Businessman*

2018 Randy Whitehead Lenexa, KS  
*Businessman*

\*Executive Committee

## Administration ♦ 2014-2015

**NOTE:** Date at the end of each entry indicates original year of employment at HLGU.

**Anthony W. Allen**, *President; Associate Professor of Christian Education*

BA, Duke University; MATH, MTh (Ethics) Southeastern Baptist Theological Seminary; EdD, North Carolina State University, 2012

**David J. Pelletier**, *Vice President for Academic Administration; Dean of the Faculty; Professor of Christian Education*

BA, Union College; MDiv, Westminster Theological Seminary; MRE, PhD, The Southern Baptist Theological Seminary. 1986

**Raymond W. Carty**, *Vice President for Institutional Effectiveness*

AA, Hannibal-LaGrange College; BS, Southwest Baptist University; MA, Liberty University; EdD, University of Missouri-Columbia. 1984

**Betty L. Anderson**, *Vice President for Business and Finance*

BS, Hannibal-LaGrange College; MS, Liberty University. 1999

**Ray Summerlin**, *Vice President for Enrollment Management and Student Services*

, 2104

**Brad Newbold**, *Dean of Student Services; Campus Pastor*

, 2104

**Full-Time Faculty ♦ 2014-2015**

**NOTE:** Date at the end of each entry indicates original year of faculty status (adjunct or full-time) at HLGU.

*Julie J. Albee, Professor of Education; Director, Student Learning Improvement*

BS, Missouri Western State College; MS, Iowa State University; PhD, University of Missouri-Kansas City. 2003

*Jerry W. Allen, Assistant Professor of Business*

AA, Hannibal-LaGrange College; BS, Culver-Stockton College; MBA, University of Missouri-Columbia. 1976

*Julie A. Andresen, Assistant Professor; Library Director*

BA, Missouri Baptist College; MS, University of Illinois at Urbana-Champaign. 1990

*Jill M. Arnold, Associate Professor of Education; Director, Graduate and Online Programs*

BS, Truman State University; MA, Columbia College; EdD, Liberty University; further study, University of Missouri-Columbia. 2008

*Martha S. Bergen, Professor of Christian Education; Chair, Christian Studies Division; Director, Ministry Guidance*

BA, Gardner Webb University; MDiv, MRE, PhD, Southwestern Baptist Theological Seminary. 1987

*Robert D. Bergen, Distinguished Professor of Old Testament; Associate Dean of Academic Administration*

BA, Hardin Simmons University; MDiv, PhD, Southwestern Baptist Theological Seminary. 1986

*Clayton C. Biggs, Instructor of Physical Education; Head Coach: Baseball*

BS, MAE, Truman State University. 2002

*Kori M. Braden, Assistant Professor of Nursing*

BSN, Culver-Stockton College. 2009

*Christina L. Brennemann, Assistant Professor of Media Communication; Chair, Department of Media Communication*

BS, Pensacola Christian College; MA, University of West Florida. 2004

*Sabrina A. Brookshire, Assistant Professor of Theatre*

BA, Hannibal-LaGrange College; MA, Lindenwood University. 2005

*Jeffrey D. Brown, Associate Professor of Christian Studies, Director of Missions*

BA, Hannibal-LaGrange College; MDiv, PhD, The Southern Baptist Theological Seminary. 2001

*Carol M. Bunch, Associate Professor of Education*

BSE, Quincy College; MSEd, Western Illinois University; further study: Nova Southeastern University, Northeast Missouri State University, University of Alabama, National-Louis University, University of Missouri-Columbia. 1991-98, 2000

*Gerald R. Burkett, Professor of Biology; Chair, Department of Biology*

BS, Mars Hill College; MAG, Clemson University; PhD, Mississippi State University. 1984

*Mary T. Burkett, Assistant Professor of Business*

BS, Winthrop College; MEd; further study, Mississippi State University. 1985

*Bruce K. Capp, Assistant Professor of Administration of Justice*

BS, Northeast Missouri State University; MA, Western Illinois University. 2012

*Michael J. Chlebanowski, Associate Professor of Art*

AA, College of DuPage; BA, North Central College; MA, MFA, Northern Illinois University. 2006

*Donald R. Colborn, Professor of Biology*

AS, Hannibal-LaGrange College; BS, MS, University of Missouri-Columbia; PhD, Louisiana State University; further study, postdoctoral fellow, Department of Physiology, West Virginia University. 2003

*Laura R. Davis-Maas, Assistant Professor of Nursing*

BSN, Blessing-Rieman College of Nursing; MS, University of Missouri-Columbia; further study, University of Illinois-Springfield, University of Missouri-Columbia. 2013

*Larinee B. Dennis, Associate Professor of Education*

BSE, Hannibal-LaGrange College; MEd, University of Missouri-Columbia; PhD, New Mexico State University. 2008

*Jason W. Durst, Assistant Professor of Physical Education; Head Coach: Men's Basketball*

BA, Culver-Stockton College; MEd, William Woods University. 2003

*David P. Erskine, Assistant Professor of Physical Education; Head Coach: Men's Soccer*

BS, Bryan College; MEd, University of Tennessee. 1998

*Kimberly M. Erskine, Assistant Professor of Nursing*

BA, College of St. Catherine. MSN, Walden University. 2008

*L. Jane Griffen, Assistant Professor of Music; Chair, Department of Music*

AA, Hannibal-LaGrange College; BM, Culver-Stockton College; MEd, University of Missouri-Columbia. 1988

*Kathy A. Gunn, Assistant Professor of Nursing; Assistant Director, Division of Nursing and Allied Health*

BSN, MSN, University of Missouri-Columbia. 2004

*Amanda L. Henry, Instructor of English; Chair, Department of English*

BS, Hannibal-LaGrange College; MA, University of Missouri-St. Louis. 2010

*Jaynalee Hively, Assistant Professor of Mathematics*

- BS, BSE, Hannibal-LaGrange College; MS, Western Illinois University. 2001
- Daniel L. Hurst**, *Assistant Professor of Physical Education; Chair, Department of Physical Education; Head Coach: Softball*  
BS, Culver-Stockton College; MEd, Northwest Missouri State University. 2001
- Marc E. Hurt**, *Instructor; Director of ADVANCE Program*  
BS, Fontbonne University; MBA, William Woods University. 1998
- Tracy J. Jex**, *Instructor of Physical Education; Head Coach: Men's and Women's Track and Field; Head Coach: Cross Country*  
BA, Colorado Christian University; MA, Adams State College. 2011
- Christy L. Jung**, *Assistant Professor of Speech and Communications*  
BS, Hannibal-LaGrange College; MA, Webster University. 2009
- Judith L. Lemons**, *Professor of Science Education*  
BA, University of Missouri-Kansas City; MEd, PhD, University of Missouri-Columbia. 1991
- Leslie J. Loyd**, *Instructor of English*  
BA, Missouri Western State College; MA, Southeast Missouri State University. 2010
- Laura S. Mathews**, *Instructor of Practical Nursing*  
ASN, Hannibal-LaGrange University; BSN, Chamberlain College of Nursing. 2014
- Lonnie R. Nelson**, *Professor of Philosophy*  
BSBA, University of Missouri-Columbia; MDiv, New Orleans Baptist Theological Seminary; MA, PhD, Tulane University. 2000
- Donna J. Pirc**, *Associate Professor of Education; Poplar Bluff Extension Coordinator: Teacher Education & ADVANCE Program*  
BS, MA, Southeast Missouri State University; MA, Arkansas State University; further study, St. Louis University. 2005
- Kelly Quigle**, *Instructor of Physical Education; Head Coach: Women's Varsity and JV Basketball; Assistant Coach: Softball*  
BA, Judson College; MS, Western Illinois University. 2012
- Mark S. Quintanilla**, *Professor of History*  
BS, Wingate University; MA, East Carolina University; PhD, Arizona State University; further study, Johns Hopkins University. 2004
- A. Anne Riggs**, *Assistant Professor of Nursing; Director, Division of Nursing and Allied Health*  
BSN, Hannibal-LaGrange College; MSN, University of Missouri-Columbia. 2004
- Louis W. Riggs**, *Assistant Professor of English*  
BA, Westminster College; JD, University of Missouri-Columbia. 1997-1998, 2004
- John C. Schafer**, *Professor of Business*  
BS, Metropolitan State College; MEd, Colorado State University; MS, University of Northern Colorado; PhD, University of Missouri Columbia; CPA. 1987
- W. Dean Schoonover**, *Assistant Professor of Sociology and Social Work; Chair, Division of Social Science*  
AA, Hannibal LaGrange College; BA, William Jewell College; MA, Central Missouri State University. 1999
- W. D. Amelia Seiler**, *Instructor of Nursing*  
BSN, Culver-Stockton College. 2013
- Brady K. Sowers**, *Assistant Professor of Administration of Justice*  
BS, MS, University of Central Missouri. 2008
- Amanda St. Juliana**, *Instructor of Nursing*  
BSN, Culver-Stockton College. 2009
- J. Robin Stone**, *Assistant Professor of Art; Chair, Division of Fine Arts; Chair, Department of Art*  
BA, Northeast Louisiana University; MA, Mississippi College; further study, East Carolina University, Mississippi State University, Mississippi College, Northwestern State University. 1987
- Samuel J. Swisher, Jr.**, *Professor of History; Chair, Department of History and Political Science; Chair, Division of Humanities; Director, Honors Program*  
BA, University of Texas at Austin; MDiv, Western Conservative Baptist Seminary; PhD, University of North Texas. 1996
- Jamie L. Summerville**, *Professor of Mathematics*  
BS, Murray State University; MS, Murray State University; PhD, University of Mississippi. 2014
- Ashley Thomas**, *Instructor of Exercise Science*  
BA, University of Texas at Austin; MDiv, Western Conservative Baptist Seminary; PhD, University of North Texas. 2014
- Michelle R. Todd**, *Associate Professor of Computer Information Systems; Chair, Department of Computer Information Systems*  
BSE, Hannibal-LaGrange College; MA, Webster University; further study, Northcentral University. 2009
- Callie Traub**, *Instructor of Exercise Science*  
BS, Evangel University; MSE, Southern Illinois University. 2014



**C. Eric Turner**, Assistant Professor of New Testament & Greek

BS, William Jewell College; MDiv, Midwestern Baptist Theological Seminary; further study, Midwestern Baptist Theological Seminary. 2014

**Steven L. Voss**, Associate Professor of Psychology; Chair, Department of Behavioral Science

BA, Buena Vista College; MA, MARE, Southwestern Baptist Theological Seminary; MS, New Mexico Highlands University; further study, Chicago School of Professional Psychology, New Orleans Baptist Theological Seminary. 2009

**Michelle K. Wallace**, Assistant Professor of Nursing

BS, Truman State University; MS University of Missouri-Columbia. 2011

**Rachel E. Wallace**, Instructor of English

BA, Hannibal-LaGrange College; MA, Bowling Green State University. 2011

**Karry L. Young**, Instructor of Nursing

BSN, University of Missouri at Columbia; MSN, Western Governors University-Missouri. 2012

**Kimi L. Yuchs**, Assistant Professor of Nursing

BSN, Marycrest College; MA, University of Iowa. 2012

**David C. Ziegler**, Professor of Chemistry

BS, Carson Newman College; PhD, Purdue University; further study, Arizona State University, Princeton University. 1987

**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. 1988

**Adjunct Faculty ♦ 2014-2015**

**NOTE:** Date at the end of each entry indicates original year of faculty status at HLGU.

**Rodney Barnes**, XXX, Criminal Justice—ADVANCE Program. 2012

**James W. Barnhart**, BS, Business—ADVANCE Program. 2009

**William Blankenship**, MS, Business—ADVANCE Program. 2009

**Linda S. Bleything**, MA, Child Development ADVANCE Program. 2007

**T. Eddie Bogue**, BS, Criminal Justice—ADVANCE Program. 2008

**Dustin L. Briscoe**, BS, Criminal Justice—ADVANCE Program. 2010

**Cardis W. Bryan, Jr.**, DMin, Bible. 1988

**Deanna Church**, MBA, Business—ADVANCE Program. 2009

**Jennifer L. Cifaldi**, JD, Criminal Justice—ADVANCE Program. 2011

**Trina Cookson**, MBA, Business—ADVANCE Program. 2008

**Denise L. Cooper**, MA, Business—ADVANCE Program. 2006

**David E. Corkern**, BMed, MMed, Music. 1999

**Tammy R. Crouse**, PhD, Education TRC. 2005

**Carol S. Davis**, MAT, Education TRC. 2009

**Mike Davis**, BS, Criminal Justice—ADVANCE Program. 2006

**Lori Dawson**, MSE, Education TRC. 2013

**Samuel C. Duer**, MSW, Social Work—ADVANCE Program. 2014

**David J. DuPont**, MBA, Business—ADVANCE Program. 2006

**Suzanne R. Ellerbrock**, MBA, Business—ADVANCE Program. 2009

**Joel P. Evans**, BSBA, Business—ADVANCE Program. 2009

**Janet E. Ferguson**, MA, Education. 2011

**John D. Ferguson**, BSE, Music, Strings. 1985

**Randy Glidewell**,

**Sally Gragg**, MEd, Education TRC. 2009

**David B. (Brad) Haggett**, BS, Criminal Justice—ADVANCE Program. 2005

**Pamela J. Hamilton**, MEd, Education TRC. 2005

**Judy M. Hays**, MBA, Business—ADVANCE Program. 2008

**Jordan L. Hosmer**, BS, Theatre. 2010

**Amy James**, XX, Education TRC. 2013

**Debra D. Jameson**, MEd, Education, Masters Program. 2009

**Catherine Kelso**, XXX, Music, 2013

**Michael A. Lawzano**, BA, Criminal Justice—ADVANCE Program. 2007

**Carol Lewis**, ADVANCE Program. 2014

**Carol L. Mardis**, JD, Business—ADVANCE Program. 2002

**Daniel Martinez**,

**Jeffrey A. Mayfield**, MBA, Business—ADVANCE Program. 2010

**Robert Jeff Mayfield**, XXX, Business—ADVANCE Program, 2011.

**Larissa A. Mell**, MSE, Education TRC. 2008

**Connie L. Melloway**, MS, Education. 2003

**Sean Moore**,

**Rebecca K. Morrell**, MA, Psychology. 2010

**Tamitha Overly**, XXX, Sociology, 2014

**Joleen M. Patton**, MA, Child Development ADVANCE Program. 2006

**Tara S. Perry**, MBA, Business—ADVANCE Program. 2007

**Michelle L. Pezley**, MBA, Business—ADVANCE Program. 2007

**Kelly D. Reeves**, EdD, Education TRC. 2005

**Dennis D. Reid**, MA, Criminal Justice—ADVANCE Program. 2006

**Mark J. Sanders**, MA, Business—ADVANCE Program. 2009

*Lori Scott*, MME, Music. 2012  
*Scott Schlosser*,  
*Paul M. Schuereberg, Jr.*, MBA, Business—ADVANCE  
 Program. 2004  
*Mervin E. Sharkey*, MA, Education. 1997  
*A. Michelle Shelton*, MBA, Business—ADVANCE  
 Program. 2008  
*S. Sabrina Skaggs*, Ed.Sp., Education TRC. 2013  
*Cody Smashey*, ASN, Practical Nursing. 2013  
*Teresa A. Smith*, MS, Education TRC. 2005  
*Debra J. Solomon*, MBA, Business—ADVANCE Program.  
 2004  
*Armand Spurgin*, Ed.Sp., Education TRC. 2013  
*Amy K. Sternke*, MSE, French. 2009  
*Thomas D. Swindle*, JD, Criminal Justice—ADVANCE  
 Program. 2013

*Cynthia Tanner*, MEd, Education TRC. 2008  
*Jennifer Taylor*, MEd, MA, Education TRC. 2012  
*David Terrell*,  
*Fleta Terrell*,  
*Jackie K. Thornton*, MSE, Education TRC. 2005  
*Richard R. Todd*, PhD, Mathematics, Physics. 1976  
*John R. Vernon*, MDiv, Business—ADVANCE Program.  
 2010  
*V. Diane Weber*, MBA, Business—ADVANCE Program.  
 2008  
*Shawn J. Westbrook*, MS, Criminal JusticeC  
 ADVANCE  
 Program. 2007  
*Ann M. Wilson*, BSN, Nursing. 2012

## Emeriti

**NOTES:** Date in parentheses indicates year of receiving emeritus standing. Dates at the end of each entry indicate years served at HLGU.

*Woodrow W. Burt*, President Emeritus (2012)  
 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. 1976-84, 1987  
*Paul E. Brown*, President Emeritus (1998)  
 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. 1976-1994

## Staff ♦ 2014-2015

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

*Meri E. Allen*, Secretary, Division of Christian Studies;  
 Secretary, Campus Ministries  
*Jordan Argo*, Sports Information Director  
*Mary J. Bailey*, Audio-Visual Cataloger, Library  
*Brice D. Baumgardner*, Director of Financial Aid  
*Peggy M. Blaine*, Office Manager, Academic Affairs  
 Office  
*Ed Bogue*, Public Safety Officer  
*Susan A. Booth*, Manager, University Bookstore  
*Katie Brandenburg*, Residence Director, Lewis Hall &  
 Brown Hall  
*Thomas Brennan*, Head Coach: Men's and Women's Golf  
*Kyle R. Brennemann*, Chief Public Safety and Compliance  
 Officer  
*Carolyn Carpenter*, Director of Public Relations  
*Anthony Childers*, Head Coach, Women's Volleyball;  
 Eligibility Coordinator  
*Amber Conrad*, Work Control Coordinator  
*Shayla Cox*, Assistant Coach: Women's Softball; Assistant  
 Coach: Women's Basketball  
*Mitchell Crane*, Public Safety Officer  
*Beth A. Crum*, Director of Records (Registrar)  
*Chris Dennis*, Public Safety Officer  
*Shannon Doyle*, Office Manager  
*Catherine (Kay) Ellis*, Cataloging Assistant, Library  
*Tami Ensor*, Administrative Assistant, Office of the  
 President  
*Tim Fenton*, Campus Sound Coordinator  
*Catherine (Kay) Ellis*, Cataloging Assistant, Library  
*Sean Freeman*, Associate Director of Admissions  
*Darren Funk*, Director, Center for International Students

*Lance Gauch*, Assistant Coach: Wrestling  
*Ryan Gottier*, Assistant Coach: Men's Soccer; Director,  
 Mabey Sports Complex  
*Jesse Graham*, Periodicals Assistant, Library  
*Cindy R. Hammock*, Clerk, Accounts Payable, Business  
 Office  
*Scott L. Hawes*, Head Coach: Wrestling  
*Sheri Hays*, Manager, Human Resources; Payroll  
 Accountant  
*Albert L. Higdon*, Director of Public Safety  
*Jordan L. Hosmer*, Theatre Assistant  
*David J. Hutchison*, Office Manager and Public Services  
 Technician, Library  
*Virginia K. Johnson*, Office Manager and Special Events  
 Coordinator, Admissions Office  
*Jacob M. King*, Director of Concurrent  
 Programs/Community College Liaison  
*Chris Kuenzle*, Residence Director, Fletcher Hall, The  
 Quads  
*Melisa XX Larimore*, Residence Director, Kleckner Hall,  
 Pulliam Hall, and Pulliam Street Apartments  
*Marilyn F. Lehenbauer*, Mailroom Supervisor and Central  
 Receiving Coordinator  
*Sherry Lewellen*, Curriculum and PLA Coordinator,  
 ADVANCE Program  
*Cary M. Lieurance*, Director of Computer Services  
*Justin Martin*, Systems Analyst, Computer Services; Web  
 Technician  
*Kathryn G. Martin*, Assistant Director of Admissions  
*Phillip Martin*, Public Safety Officer  
*Kayla McBride*, Online Student Facilitator  
*Lee McBride*, Public Safety Officer

**Karla K. McDonald**, Student Accounts Manager, Perkins  
Loan Administrator

**Erin R. McHargue**, Financial Aid Loan Coordinator

**Richard Medina**, Student Activities Director

**Josh Miley**, Head Athletic Trainer

**Darcia R. Miller**, Office Manager, Registrar=s Office

**Michelle K. Mundle**, Secretary, Athletic Department

**Blayne Murphy**, Assistant Coach: Baseball

**Jason D. Nichols**, Athletic Director

**Mark W. Nowak**, Computer and Acquisitions Technician,  
Library

**Donna R. Nunn**, Assistant Director, Financial Aid

**Christine E. Perkins**, HLGU Receptionist; Switchboard  
Operator

**Joshua L. Pickett**, Assistant Coach: Men=s Varsity  
Basketball; Head Coach: Men=s JV Basketball

**Gwenda Pollard**, Coordinator, Practical Nursing  
Program

**Darla D. Power**, Associate Director of Innovative  
Programs

**Charles Rapp**, Admissions Representative, Admissions  
Office

**Karry D. Richardson**, Associate Dean of Academic and  
Career Services

**Kevin Rushing**, Director of Maintenance, National  
Resource Management

**Natasha Rushing**, Assistant Registrar

**Martin Sartin**, Head Coach: Men=s JV Basketball;  
Assistant Coach: Men=s Varsity Baseball

**Megan Shadrick**, Nursing Admissions Coordinator

**Cody XX Smith**, Head Coach: Women=s Soccer

**Rebecca Sneed**, Institutional Advancement & Public  
Relations Assistant

**Carla Steinbeck**, Office & Records Manager, Institutional  
Advancement

**Michelle Terrell**, Sikeston ADVANCE Program  
Coordinator

**Ashley Thomas**, Assistant Coach: Men=s & Women=s  
Cross Country; Assistant Coach: Men=s & Women=s  
Track & Field

**Rebecca L. Turner**, Graphic Artist/Print Coordinator,  
Public Relations

**Jeremy Wallace**, CAMS Manager, Computer Services

**Donna White**, RN-BSN Program Coordinator

**Lauralee Williams**, Assistant Athletic Trainer

**Tyler Williams**, Residence Director, Nunn-Cook Hall,  
Crouch  
Hall

**Monica Winkler**, Iowa Coordinator, ADVANCE Program

**D. Oran Woodworth**, Controller, Business Office

**Jeremy Worcester**, Computer A/V Technician, Library

**Melissa Yakes**, Office Manager, Division of Teacher  
Education

**Lauren Youse**, Director of Alumni Services &  
Development

**Lissie Youse**, Admissions Representative, Admissions  
Office

**Jayme L. Zahn**, Assistant, University Bookstore

# INDEX

## A

Absences, Chapel, 14-15  
 Absences, Class, 23, 26  
 Academic Calendar, vi-viii  
 Academic Difficulty, 23, 28  
 Academic Honors Recognition, 22, 27-28  
 Academic Policies, 19-32  
 Academic Probation, 23, 28, 29  
 Academic Programs of Study, 33-133  
 Academic Progress, Satisfactory, 28, 31, 137-138, 140  
 Academic Standing, 28  
 Academic Suspension, 28, 29  
 Accounting  
   Courses, 41-42  
   Major, 40-41  
   Minor, 41  
 Accreditations and Approvals, 1, 56, 124, 130  
 Activity Courses, 20, 22, 29-30, 60  
 ACT/SAT Scores, 6-8, 30, 35  
 Administration, 141  
 Administration of Justice (see *Criminal Justice*)  
 Admission of High School Students, 8-9  
 Admissions, 6-10  
 Admission Standards and Status, 6-7  
 ADVANCE Programs, 99-104  
   Child Development, 100-102  
   Computer Technology, 100-102, 102-103  
   Criminal Justice, 100-102, 103-104  
   Organizational Management, 100-101, 103-104  
 Advanced Placement Credit, 9-10, 26, 30  
 Advanced Standing  
   With Credit, 10, 22-23, 25, 27, 124  
   Without Credit, 10  
 Advisement, Academic, 11, 24  
 Allied Health, 129-132  
 Application, Early Admission, 8  
 Application for Graduation/Degree, 21-22  
 Appreciation Courses, 19-20, 30  
 Art  
   Courses, 72-75  
   Emphasis, 71-72  
   Major, 71  
   Minor, 72  
 Associate-Degree Emphases, 21, 30  
 Associate-Degree Requirements, 20-21  
 Associate Degrees, 20-21, 30  
 Associate of Science in Nursing, 124-127  
 Athletics and Recreation, Student, 16  
 Attendance, Class, 23, 25-26, 138

Attendance, Graduation, 22  
 Auditors, 9, 28  
 Awards, 18, 27-28

## B

Bachelor of Applied Science, 34, 99-101  
 Bachelor of Arts Degrees, 34  
 Bachelor of Science Degrees, 34  
 Bachelor of Science in Education, 34, 56-67, 71, 75-76, 77-78  
 Bachelor of Science in Nursing for RNs, 127-129  
 Bachelor's Degree, Requirements for Second, 23  
 Behavioral Science, 113-117  
 Bible  
   Courses, 51-52  
   Major, 50  
   Minor, 51  
 Biblical Languages  
   Courses, 52-53  
   Minor, 51  
 Biology  
   Courses, 107-109  
   Major, 105-106  
   Minor, 107  
 Board of Trustees, 140  
 Broadcast Communication  
   Minor, 93  
   Track, 93  
 Buildings and Facilities, 4-5  
 Bookstore, 12  
 Business, 40-48  
 Business Administration  
   Major, 40-41  
   Minor, 41  
 Business Information Systems, Courses, 42-43

## C

Campus Visits, iii, 6  
 Campus/Community Connectors, 5  
 Career Services Office, Academic and, 12  
 Certification, Definition of, 30  
 Certifications, Teacher, 1, 30, 56, 60-63  
 CEUS (Continuing Education Units), 27, 98  
 Chapel Attendance, 14-15  
 Chemistry  
   Minor, 107  
   Courses, 109  
 Child Development (ADVANCE)  
   Major, 100  
   Courses, 101

## 174 Index

China (see *Hong Kong Baptist University*)  
Choral Groups, 15, 79-80  
Christian Education  
    Courses, 53  
    Major, 50-51  
    Minor, 51  
Christian Theatre  
    Major, 83  
    Minor, 84  
Christian Ministries, Courses, 53-54  
Christian Ministry Vocations (CMV), 17, 49, 138  
Classification of Students, Definition of, 30-31  
CLEP, 9, 26, 30, 123, 133  
Coaching, Minor, 119  
Commencement, 21-22  
    Attendance and Practice Requirement, 22  
Communication Arts (see *Media Communication*)  
Computer Information Systems  
    Courses, 47-48  
    Major, 46-47  
    Minor, 47  
Computer Technology (ADVANCE)  
    Major, 100  
    Courses, 101-102  
Conduct, Standards of, 14  
Confidentiality in Student Records, 10  
Continuing Education, 27, 98  
Counseling, 11, 24  
Course Fees, 133-134  
Course Load, 23, 29  
Course Numbering System, 30, 33  
Course, Repeating, 27, 28  
Courses of Instruction Offered at HLGU and  
    Their Prefixes, 30, 33  
Credit for Courses Transferred, 8-10, 123  
Credit for Prior Learning Experience, 10, 25-27  
Criminal Justice  
    Courses, 117-119  
    Courses (ADVANCE), 102-103  
    Emphasis, 117  
    Major, 117  
    Major (ADVANCE), 100  
    Minor, 117  
Curriculum Plan, Personal, 24

## D

Deferred Payment Plan, 135  
Definitions of Academic Terms, 29-32  
Degrees Offered, 33-35  
Directed Study, 28, 30  
Directory of Campus Offices, iii  
Disabilities, Students with Physical, x, 6  
Disciplinary Dismissal, 14, 135  
Disciplinary Probation, 14, 30  
Disciplinary Suspension, 14, 30, 135  
Discipline of Students, 14  
Disclaimer, x  
Drama (Theatre), 15, 82-85

Dual Credit, 9

## E

Early Childhood Education  
    Major, 58-59  
    Courses, 64  
Early Childhood Special Education  
    Endorsement, 59  
    Courses, 64-65  
Early Enrollment (E<sup>2</sup>), 9  
Economics, Courses, 44  
Education, Courses, 63  
Education, M.S. Degree in, 67-70  
Elementary Education  
    Major, 58-59  
    Courses, 65-66  
Emeriti, 144  
Employment, 12, 136, 139  
Endorsement  
    Early Childhood Education, 59  
    Early Childhood Special Education, 59  
    Instrumental, 61-62  
    Middle School, 59, 63  
    Vocal/Choral, 62  
English, Department, 86-90  
English  
    Courses, 87-88  
    Emphasis, 87  
    Major, 86  
    Minor, 87  
English as a Second Language, Courses, 88  
Exercise Science  
    Major, XX  
    Courses, XX  
Expenses, 133-134  
Extension Classes, 22-23, 98

## F

Faculty, 141-144  
(FERPA) Family Educational Rights and  
    Privacy Act, 10  
Final Responsibility, 24  
Finance, Courses, 44-45  
Financial Aid, 11, 135, 136-139  
Financial Information, 133-139  
Fine Arts Programs, 71-85  
Fine Arts Requirements, 19-21, 58, 60

## G

General Education Goals, 19  
General Education Requirements, 19-21, 119  
General Information, iii-x, 1-5  
General Science, Courses, 112  
Grading System, 26-27  
Graduate Program, MSE, 67-70  
Graduation Requirements, 21-23

Graduation with Honors, 22, 27-28

Guest Students, 6-7, 31

## H

Handbook and Planner, Student, 18

Harlaxton College, 35-36

Health, Courses, 119-120

Health Insurance, 11

Healthcare Services, 11

High School Students, Admission of, 8-9, 99

History

Courses, 90-92

Major, 90

Minor, 90

History and Political Science, Department, 90-92

History of HLGU, 3

Hong Kong Baptist University, 38

Honors Program, 6, 35-36

Honors Recognition, 22, 27-28, 35

Housing, Residence Hall Requirements and

Deposit, 13, 133, 134

Horizons (Newspaper), 18, 86, 93

Human Services

Courses, 114-115

Major, 113

## I

Incomplete (IN), Grade of, 25, 27, 31

Independent Study, 22-23, 25-26, 31, 133

Innovative Programs, 99-104

Intercultural Missions

Courses 54-55

Major, 50-51

Minor, 51

International Students

Admission, 6-8

Organization, 17

Residence Hall Requirement, 13

Intramural Program, 16

## J

Journalism

Track, 93

Minors, 87, 93

## L

Languages, Courses

Biblical, 52-53

Modern, 96-97

Liberal Studies Program, 36-37

Literature, Courses, 88-90

Loans/Grants/Work-Study, 135, 136, 139

London Study Program, 39

## M

Mail Service, 12

Majors, 10, 23-24, 31, 34

Management, Courses, 45

Marketing, Courses, 45-46

Master of Science in Education, 67-70

Mathematics

Major, 106

Minor, 107

Courses, 109-111

Math Club, 17

Media Communication, Department, 92-96

Media Communication

Major, 93

Tracks, 93

Ministry Guidance, 15, 49

Memberships, Institutional, 2

Ministry Opportunities, 15-16, 49

Minors (See appropriate department)

Mission, Statement of, 2

Missions (see *Intercultural Missions*)

Missouri State History

Requirement, 20, 22, 57-58, 92

Motor Vehicles, 12, 133

Multicultural Emphasis, 29

Music, 51, 74-81

Music Ensembles, 15, 79-80

Music Lessons, 78-79 134

## N

New Edition, 15, 84

Newspaper, 18, 87, 94

Nondiscriminatory Policy, x, 6

Nursing Programs, 124-129

## O

Online Courses, 38, 133

Organizational Management (ADVANCE)

Courses, 103-104

Major, 100

Organizations, Student, 16-18

Orientation, New Student, 11, 31

Outcomes Assessment, 29

## P

Part-Time Student, Definition of, 31

Payment of Accounts, 135

Philosophy

Courses, 97-98

Minor, 97

Physical Education, 19-20, 22, 30, 119-122

Physical Science, Courses, 111-112

Physically Disabled, x, 6

Physics, Courses, 111-112

Plagiarism, 29

Planner, Student Handbook and, 18

## 176 Index

Political Science, Courses, 92  
Practical Nursing (see *Nursing Programs*)  
Prechemistry, 106  
Prenatal Hygiene, 105, 106-107  
Prenatal Medicine, 105-106  
Prelaw Studies, 37  
Premedical, 105-106  
Premedical Technology, 106-107  
**Preoptometry, XX**  
Prepharmacy, 106-107  
Preveterinary Medicine, 105-106  
Probation, Academic, 23, 28, 29  
Probation, Disciplinary, 14, 30  
Professional Programs, 10, 23  
Psychology  
    Courses, 115-116  
    Major, 113-114  
    Minor, 114  
Public Relations  
    Track, 93  
    Minor, 93  
Publications, 18  
Purpose, Statement of, 2

### R

Readmission, 9  
Recreation Management  
    Courses, 121  
    Major, 119  
    Minor, 119  
Recreational Facilities, 16, 133, 134  
Refund Policy, 133, 134, 135-136  
Registration, 23, 24-25  
Religious Education (see *Christian Education*)  
Residence Hall Requirement, 13-14  
    International Students, 13  
Residency Requirement for  
    Graduation, 10, 22-23, 27  
Respiratory Care Program, 129-132  
Room Reservation and Deposit, 13, 133, 134

### S

Satisfactory Academic Progress, 28, 31, 136-137, 139  
Schedule Changes, 24-25  
Scholarships, 13, 35, 49, 135, 136, 137-139  
Secondary Education  
    Major, 56, 60-63  
    Courses, 66-67  
Sociology,  
    Courses, 116-117  
    Major, 113-114  
    Minor, 114  
Special Programs of Study, 35-39  
    Honors, 35-36

Liberal Studies, 36-37  
Online University, 38  
Prelaw Studies, 37  
Travel/Study, 38-39  
Special Student Status, 7, 31  
Speech Communications  
    Track, 93  
    Minor, 93  
Staff Personnel, 144-145  
Statements of Compliance, x  
Statements of Vision, Mission,  
    and Purposes, 2  
Student Planner and Handbook, 18  
Student Responsibility, 24  
Student Services, 11-13  
Summer School, viii, 23, 24-25, 27-28, 29, 31, 39  
Suspension, Academic, 28-29  
Suspension, Disciplinary, 14, 30, 135

### T

Teacher Certifications, 1, 30, 55-56, 58-59, 60-63  
Teacher Education Program, 56-70  
Theatre, Department, 82-85  
Theatre  
    Courses, 84-85  
    Major, 83  
    Minor, 84  
Theology, Courses, 55  
Transcripts, 22, 25, 26, 27, 28, 29, 31, 32, 133, 135  
Transfer Students, 7-9, 134, 137  
Travel/Study Programs, 38-39  
Trojan (Yearbook), 18

### V

Varsity Sports, Courses, 121-122  
Vehicles, Motorized, 12, 133  
Veterans, 1, 9, 139  
Visiting HLGU, iii, 6  
Vision, Statement of, 2

### W

Weather-Related School Closings, 13  
Weekend College, 98  
Withdrawal from Courses, 25, 27, 32, 135-136  
Withdrawal from HLGU, 25, 135-136  
Work-Study Program, Federal, 12, 135, 136, 139

### Y

Yearbook, 18  
Youth Ministry, Minor, 51  
Youth and Music Ministry, Minor, 51