HLGU

Hannibal-LaGrange University

# ACADEMIC CATALOG
# 2024-2025

## Table of Contents

Statements of Compliance ..... 3
Academic Calendar ..... 4
Introducing Hannibal-LaGrange University ..... 6
Admissions ..... 12
Financial Information ..... 18
Financial Aid ..... 24
Academic Policies ..... 31
Programs of Study ..... 54
- General Education ..... 56
- Special Programs of Study ..... 61
- Craigmiles School of Nursing ..... 67
- Division of Humanities & Fine Arts ..... 79
- Division of Professional Studies ..... 115
- Division of Natural Science and Mathematics ..... 133
- Division of Teacher Education ..... 148
- Online and Graduate Studies Programs ..... 166

Course Descriptions ..... 201
- Graduate Course Descriptions ..... 255

Personnel ..... 264

# Welcome!

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

Administrative Offices Hours
Monday-Thursday
8:00 am – 4:30 pm
Friday
8:00 am – 4:00 pm

**CATALOG DISCLAIMER**

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

# Statements of Compliance

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

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

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

**Access to facilities by physically-disabled persons.** Although certain facilities are not fully physically accessible to persons with physical disabilities, Hannibal-LaGrange University will take such steps as are necessary to ensure that any qualified disabled person is neither denied the benefits of nor excluded from participation in any program or activity provided by the University or denied the use of its services. Reasonable accommodations, such as the scheduling of classes and the arranging of housing in accessible facilities, require advance planning and adequate time to prepare. Therefore, it is imperative that physically-disabled persons who have been accepted for admission identify themselves two months prior to beginning their first semester at the University and indicate the nature of accommodation that is necessary to meet their need. Requests are to be directed to the Office of Academic and Career Services (academicservices@hlg.edu or 573-629-4016).

**Academic accommodations.** Students with disabilities may request academic accommodations through the Office of Academic and Career Services. Students must provide appropriate documentation with the request. For further information, contact the Office of Academic and Career Services (academicservices@hlg.edu or 573-629-4016).

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

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

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

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

# Academic Calendar

## 2024 FALL SEMESTER (August 19 – December 5)

| | | | |
|---|---|---|---|
| August | 15 | Thursday | Dormitories open to new students. |
| | 15-18 | Thursday – Sunday | Orientation of new students. |
| | 18 | Sunday | Dormitories open to returning students. |
| | 19 | Monday | Semester Begins; Term A (full semester) classes begin; Term B (8-week) Online and Graduate classes begin. |
| | 23 | Friday | Last day to add/drop a Term B course. |
| | 30 | Friday | Last day to add/drop a Term A course. |
| September | 2 | Monday | *Labor Day – No Classes for Term A on campus students.* |
| | 20 | Friday | Last day to drop a Term B course with a W grade. |
| October | 7-11 | Monday – Friday | *Fall Break – No Classes for Term A on campus students.* |
| | 10 | Thursday | Term B (8-week) Online and Graduate classes end. |
| | 11 | Friday | RECOMMENDED date to apply for January-June graduation. The last day to apply for graduation is two months before a conferral date or a late fee will be assessed. |
| | 14 | Monday | Term C (8-week) Online and Graduate classes begin. |
| | 18 | Friday | Last day to add/drop a Term C course. |
| | 21 | Monday | Registration opens for Spring and Summer semesters. |
| November | 15 | Friday | Last day to drop a Term A & C courses with a W grade. |
| | 27-29 | Wednesday – Friday | *Thanksgiving Holidays – No Classes for Term A on campus students.* |
| December | 5 | Thursday | Semester ends; Term A (full semester) and Term C (8-week) classes end. |
| | 9 | Monday | Winter Term D (5-week) classes begin. |
| | 20 | Friday | Last day to drop a Term D course with a W grade. |

## 2025 SPRING SEMESTER (January 13 – May 8)

| | | | |
|---|---|---|---|
| January | 12 | Sunday | Dormitories open; Winter Term D (5-week) ends. |
| | 13 | Monday | Semester Begins; Term A (full semester) and Term B (8-week) Online and Graduate classes begin. |
| | 17 | Friday | Last day to add/drop a Term B course. |
| | 20 | Monday | *Martin Luther King Day – No Classes for Term A on campus students.* |
| | 24 | Friday | Last day to add/drop a Term A course. |
| February | 14 | Friday | Last day to drop a Term B course with a W grade. |
| March | 3-7 | Monday – Friday | *Spring Break Week – No Classes for Term A on campus students.* |
| | 6 | Thursday | Term B (8-week) Online, Adult, and Graduate classes end. |
| | 7 | Friday | RECOMMENDED date to apply for January-June graduation. The last day to apply for graduation is two months before a conferral date or a late fee will be assessed. |
| | 10 | Monday | Term C (8-week) Online and Graduate classes begin. |
| | 31 | Monday | Registration opens for Fall semester and I-Term. |
| April | 11 | Friday | Last day to drop a Term A & C course with a W grade. |
| | 17-18 | Thursday – Friday | *Easter Holiday – No Classes for Term A on campus students.* |
| May | 1 | Thursday | Semester ends; Term A (full semester) and Term C (8-week) classes end. |
| | 3 | Saturday | Commencement, 10 a.m. |

## 2025 SUMMER SEMESTER (May 5 – August 14)

| | | |
|---|---|---|
| May | 5 | Monday .....Semester Begins; Term B (8-Week) Online and Graduate classes begin. |
| | 9 | Friday …….. Last day to add/drop a Term B course. |
| June | 6 | Friday …….. Last day to drop a Term B course with a W grade. |
| | 23 | Monday……. Term C (8-week) Online and Graduate classes begin. |
| | 26 | Thursday……...Term B Online, Adult, and Graduate classes end. |
| | 27 | Friday …….. Last day to add/drop a Term C course. |
| July | 25 | Friday …….. Last day to drop a Term C course with a W grade. |
| August | 14 | Thursday……...Semester ends; Term C (8-week) Online and Graduate classes end. |

**Important Add/Drop Deadlines for Term A Courses**

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

**Important Add/Drop Deadlines for Term B and C Courses****

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

**Important Add/Drop Deadlines for Winter Term D Courses**

| | |
|---|---|
| Last day to add/drop a course* | End of 1st day |
| Last day to drop a course with a W grade | End of 2nd week |

*If you drop a course in this time period it will not appear on the transcript.
**For the purposes of adding and dropping courses end of the week means the last business day of that week.

# Introducing Hannibal-LaGrange University

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

## Accreditations

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

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is continuing accreditation. Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, 404-975-5000.
www.acenursing.org

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

## Approvals

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

Grades Birth-3 Early Childhood

Grades 1-6 Elementary

Grades 5-9 Language Arts, Mathematics, Science, Social Science

Grades 9-12 Biology, Business, Chemistry, Earth Science, English, Journalism, Marketing, Mathematics, Physics, Technology & Engineering, Social Science, and Speech & Theatre

Grades K-12 Art, Music [instrumental or vocal], Physical Education, Special Education – Mild/Moderate Cross Categorical

Grades K-12 Principal/School Leader, Special Education Director, Special Education Reading

**NOTE:** Some certification areas are only available at the graduate-level.

Conditional approval (ASN) and Full Approval (PN) by the Missouri State Board of Nursing.

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

## University FERPA Policy

**Family Educational Rights and Privacy Act**

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

They are:

1. The right to inspect and review the student's education records within 45 days of the day HLGU receives a request for access. Students should submit to the Office of the Registrar, head of the academic department, or other appropriate official, written requests to identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place

where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hannibal-LaGrange University to comply with the requirements of FERPA.

## Financial Disclosure

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

## Memberships

- Acadeum
- Accreditation Commission for Education in Nursing
- American Midwest Conference
- Commission on Collegiate Nursing Education
- Council for Christian Colleges and Universities
- The Higher Learning Commission
- International Association of Baptist Colleges and Universities
- Missouri Association of Colleges for Teacher Education
- Missouri Association of Student Financial Aid Personnel
- Missouri Colleges Fund
- Missouri League for Nursing
- Missouri Research and Education Network (MOREnet)
- Missouri State Board of Nursing
- MOBIUS Library Consortium
- National Association of Intercollegiate Athletics
- National Association of Student Financial Aid Administrators
- National Christian College Athletics Association
- North American Coalition for Christian Admissions Professionals
- Organization for Associate Degree Nursing

## Statements of Core Values, Vision, Mission, and Purposes

As a coeducational, Biblically-based Christian institution in a covenant relationship with the Missouri Baptist

Convention, Hannibal-LaGrange University, seeking at every point to give Christ the preeminence, is guided by the following statements of its vision, mission, and purposes.

**Core Values**
The five core values of Hannibal-LaGrange University are as follows: Biblical Worldview, Educational Relevance, Community Mindset, Transformational Leadership, and Generational Impact.

**Vision**
The vision of Hannibal-LaGrange University is to impact eternity for Christ through higher education.

**Mission**
Hannibal-LaGrange University transforms lives and communities through relevant education anchored in a Biblical worldview.

**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 S*cientia ad serviendum* (*Knowledge for Service*) by challenging students to participate in service-learning and mission projects.

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

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

## History

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

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

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

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

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

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

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

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

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

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

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

## Campus Setting

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

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

## Buildings and Facilities

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

**Carroll Missions Center:** Dedicated in November 2004, the Carroll Missions Center (CMC) is named for Kenneth A. and Rheyma J. B. Carroll in appreciation for their vision and generous gift that helped bring to fruition this center which serves as the HLGU Admissions Center. A unique focal point of the center is a rotating globe fountain located at the entrance. The inscription at its base, taken from the Great Commission, reflects the mission for which the center was created. This beautifully crafted symbolic fountain was donated as a memorial by Dr. Joel and Robyn Hassien. The CMC houses HLGU Admissions Office, Financial Aid Office, a classroom, and a prayer room.

**Carroll Science Center:** Completed in August 2015, the Carroll Science Center is named for Kenneth A. and Rheyma J. B. Carroll in appreciation for their generosity. The Carroll Science Center houses the University's Craigmiles School of Nursing, and mathematics and science departments,

as well as nursing skills labs, biology, microbiology, chemistry, and physics laboratories.

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

**L. A. Foster Student Center:** Completed in 1966, this two-story structure originally housed the L. A. Foster Library. The facility is named in honor of Dr. L. A. Foster, who served as president of Hannibal-LaGrange College for 20 years. In 2012, the building was repurposed to become the University's Student Center. In both 2017 and 2022, the building received both an exterior facelift and major remodeling to the upper floor. The lower floor is now the home of the HLGU Campus Store, the Office of Student Life, along with a lounge and a classroom. The second story features The HLGU Loft, a coffee and snacks café, and recreational space for students.

**Mabee Sports Complex:** Completed in 1991, the 47,000 square-foot complex, located in the northwest corner of the campus, houses a gymnasium with three basketball/volleyball courts, a weight room, a racquetball court, the Trojan Hospitality Room, the Trojan Team Room, the Buddy and Nell Stewart Fitness Room, and offices. It is named for the J. E. and L. E. Mabee Foundation of Tulsa, Oklahoma, in appreciation for a substantial challenge grant.

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

**Pearl Bonner Prince Memorial House:** The Pearl Bonner Prince Memorial House was named after past president Prince's wife. She assisted in many aspects of campus during her husband's presidential appointment. It was completely renovated in 1982. This lovely home, situated northeast of Roland Library, serves as the HLGU President's home.

**Residence Halls and Apartments:** Pulliam Hall, the University's first women's dormitory, named for philanthropists Lillian Belle and D. T. Pulliam, provides housing for 76 women. Built in 1962, Kleckner Hall, the second women's dormitory, named in honor of Dr. William A. "Dad" Kleckner, who served on the faculty for over 30 years, houses 52 women. Crouch Hall, built in 1956, named in honor of Dr. John W. Crouch, who served the University as professor and president in the early 1900s, houses 77 men. Nunn-Cook Hall, named in honor of Joshua Flood Cook, second president of LaGrange College, and Dr. J. E. Nunn, donor of a generous gift toward its construction, houses 74 men. Lewis Hall and its companion Brown Hall, named in honor of former HLGU presidents Dr. Larry Lewis and Dr. Paul Brown, were completed in 1998 and provide housing for 94 residents. Lewis Hall (the north wing) and Brown Hall (the south wing) are connected 47-bed facilities, which together form a single dormitory with shared lobbies. All rooms are private and share a bath with one other room. Fletcher Hall, completed in 2009 and housing a total of 96 students, was named after Louis and Marie Fletcher, parents of HLGU trustee Jack Fletcher. It includes two two-story buildings, each featuring suites, a spacious commons, and a kitchenette. Pulliam Street Apartments, which are four duplex dwellings, provide residency for 24 students. The three Student Quadruplexes, each consisting of four apartments, are located on the north side of the campus. They provide housing for 48 students.

**Roland Fine Arts Center (RFAC):** Completed in 2003, this 50,000-square-foot, handicap-accessible building occupies a prominent site at the front of the campus. The RFAC houses the art, music, theatre, and communication studies programs; the 580-seat Parker Theatre; and the Hagerman Art Gallery. The building includes a conference room, classrooms, studios, rehearsal halls, practice rooms, student publications and production facilities, and

offices. The facility is named in honor of Dr. E. Earl and Mary L. Roland for their friendship and generous support.

**Roland Library:** Completed in 2012, the 20,000 square-foot library was named in honor of Dr. E. Earl Roland, alumnus and long-time supporter of the University. This facility is handicap-accessible and contains computer classrooms/labs, a conference room, private and group study rooms, a children's reading area, as well as print and audiovisual collections. The library's remote storage facility, built in 1997, houses record albums, HLGU's rare book collection, and other older materials.

**Secker Field House:** Named in honor of Girard H. Secker, this 6,000 square-foot facility provides training spaces for outdoor sports. It was built in 2007.

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

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

## Campus Community Connectors

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

## HLGU Board of Visitors

The Board of Visitors serves as an advisory body in supporting and championing the programs of Hannibal-LaGrange University. This board consists of a broad range of friends and supporters whose financial support and influence assist the university in fulfilling its stated mission of providing an excellent education in a distinctively Christian environment.

# Admissions

## Campus Visits and Admission Application

Several opportunities are available for prospective students to gain a personal view of life on the Hannibal-LaGrange University campus. Tours, entertainment, complimentary meals, visits with the faculty, and opportunities to discuss financial aid programs and to submit an application for admission to HLGU are all part of Trojan Days scheduled regularly from September through April.

Students and families are welcome on campus at any time. For information about Trojan Days, or for personal visits, please contact the Office of Admissions. www.hlg.edu/visit

## Notification of Acceptance

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

## General Admission Policies

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

## Admission Standards

Degree-seeking applicants for the freshman class at Hannibal-LaGrange University must present a final high school transcript showing the date of graduation, *and a Cumulative GPA of 2.5 or higher*. Students with a Cumulative GPA of 2.0-2.49 will be required to have an ACT score or equivalent of 18 or higher. Those who have not completed high school will be considered for admission upon successful completion of the HiSET, General Education Development (GED) test, or its equivalent.

Students who don't meet HLGU admissions requirements are welcome to apply for admissions, however before an admittance decision is made they will be required to go before the Admissions Committee, which will consist of the following: Vice President of Enrollment, Director of Admissions, Director of Financial Aid, Director of Academic Success, a faculty member of Education, and a faculty member from the student's intended area of study. Students will need to present a letter of recommendation from a core subject high school teacher, and a one-page writing sample. Should the committee agree to the admission of the student, their admittance status will be "Conditional Admit."

Students age 25 or older at the time of application will be considered adult students. Adult students who have not attended another regionally accredited institution and do not have an ACT, SAT, or CLT score will be considered for admission to the University based upon their high school GPA, GED score, or HiSET score alone and will not be required to submit letters of recommendation. This does not eliminate the need for standardized scores required for specific academic programs.

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

## Three Levels of Undergraduate Admission Status

All undergraduate students, regardless of age or previous college or university

attendance, will be admitted under one of the categories listed below: degree-seeking (with three sublevels), special, and guest.

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

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

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

1. The student is required to participate in a weekly Student Success Lab during their first semester.
2. The student is limited to a maximum of 15 credit hours for their first two semesters. Upon successful completion of the first two semesters with at least a 2.0 CGPA, the student is no longer limited to 15 hours.
3. The student is required to achieve a term GPA of 1.5 or higher their first semester in order to continue on to a second semester.

Students who do not comply with these requirements are subject to removal from University-sponsored activities. A student who earns a term GPA of at least a 1.5, but below a 2.0 during their first semester will be placed on probation. The student must earn a cumulative GPA of a 2.0 by the end of the second semester to continue at the University.

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

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

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

## Admission Procedures

**General Admission Requirements for Freshmen**
Applicants for admission are required to have a high school diploma or a high school equivalency certificate. Before they can be accepted into the freshman class, applicants must file the information items listed below with the Office of Admissions:

*International students must file additional forms, as specified later in the Admission Requirements for International Students section.*

1. Application: Submit a completed application for admission. The application is available online at apply.hlg.edu.

2. High School Transcript: Submit an official transcript of all high school work completed to date with a minimum of six semesters completed. Transcripts may be mailed or sent electronically to the Office of Admissions directly from the high school. Upon graduation, applicants must have a final high school transcript sent showing the date of graduation.

   Applicants not completing high school will be considered upon successful completion of the HiSET®, General

Education Development (GED) test, or its equivalent. (Information concerning when and how to apply for the high school equivalency test may be obtained from high school counselors. Home-schooled students will be evaluated on an individual basis.

3. Entrance Examination Scores: Although not required for admissions of a student presents a transcript with a CGPA of 2.5 or higher, it is in the best interest of the student to take an entrance exam (ACT, SAT, or CLT). Their scores are used for some scholarships and for Math and English placement. Students will have the option of taking a residual ACT Assessment at Hannibal-LaGrange University before registration. A fee is charged for this service.

4. Tuition Deposit: Submit payment of a tuition deposit in the amount of $100. This deposit is refundable through May 1.

5. Housing Form: For applicants desiring on-campus housing, submit a housing form with a $100 dorm deposit.

6. Health Form: Submit a completed Hannibal-LaGrange University Health Form available online at www.hlg.edu/scom/frm/view.php?id=68624 and submission of up-to-date immunization record.

**General Admission Requirements for Transfer Students**

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

Students transferring with 24 or more hours post-high school do not have to meet the minimum ACT standard for admission, but they may be required to submit ACT scores for placement purposes.

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

1. Application for Admission: Submit a completed application for admission. The application is available online at apply.hlg.edu.

2. Transcripts: Submit an official paper or electronic transcript from every college or university attended, including a statement of good standing. Applicants with fewer than 24 credit hours must also submit a high school transcript and an official report of ACT, SAT, or CLT scores. Applicants with 24 or more hours who have not completed English Composition I and College Algebra must submit test scores for placement. As an alternative to the math test subscore, the student may take an online mathematics placement exam.

3. Tuition Deposit: Submit payment of a tuition deposit in the amount of $100. This deposit is refundable through May 1.

4. Housing Form: For applicants desiring on-campus housing, submit a housing form with a $100 dorm deposit.

5. Health Form: Submit a completed Hannibal-LaGrange University Health Form available online at www.hlg.edu/scom/frm/view.php?id=68624 and submission of up-to-date immunization record.

Transfer students should be aware of the following:

- Students who are ineligible to continue at another institution, whether for academic or disciplinary reasons, are not eligible for admission to HLGU.
- Transfer students on academic probation or on disciplinary probation at the last institution attended will enter HLGU with the same status. Removal from academic probation is attained by earning a GPA of 2.0 or above during the first semester at HLGU if 12 or more semester hours are completed.

- Students may appeal any denial of transfer credit by written request to the Office of Academic Administration.
- No guarantee for a graduation date, stated or implied, is valid. A student's graduation date is determined solely by the student's performance in completing all graduation requirements.
- The Office of the Registrar determines what coursework is transferred and what graduation requirements are met. As deemed appropriate, the Office of the Registrar may seek assistance from faculty members in making evaluations. See Transfer Policies for more information about how transfer coursework will be treated.

**Admission Requirements for International Students**

Hannibal-LaGrange University welcomes qualified students from other countries. To be considered for admission, students who are not citizens of the United States must complete the admission requirements for freshmen or for transfer students, as stated above, in addition to those listed below. More information is available online at www.hlg.edu/admissions/international-students/.

1. Complete an application for admission accompanied by the nonrefundable $150 international application fee. www.hlg.edu/admissions/international-students/application-information/

2. Submit satisfactory TOEFL (Test of English as a Foreign Language) scores if native language is not English. The University requires a minimum score of 40 on the TOEFL iBT to qualify for ESL courses, and a minimum score of 70 on the TOEFL iBT to be eligible for standard University courses.

3. If the International applicant has taken either the ACT, SAT, or CLT he or she should submit official score sheets to Hannibal-LaGrange University. These tests are recommended by not required for admission. Native English speakers are subject to the same entrance exam requirements as domestic students. If the international applicant

4. Furnish reference letters from school officials, teachers, or religious leaders.

5. Any documentation that is not in English must be translated prior to official submission. It is the responsibility of the applicant to arrange and fund translation.

6. To be considered official, university transcripts received from non-U.S. institutions must be accompanied by an official translation (if not in English) and evaluation from American Education Research Corporation (AERC) or World Education Services (WES). Students participating in athletics will need to submit their transcripts through International Credential Evaluations (INCRED) for NAIA certification.

7. Provide financial documentation and financial form evidencing funds for the cost of one full year of studies, after scholarships are applied.

8. Meet all requirements of the U.S. Immigration Service for enrollment as a college/university student in the United States.

9. Provide a copy of the passport with photo.

10. Tuition Deposit: Submit payment of an tuition deposit in the amount of $100. This deposit is refundable through May 1.

11. Housing Form: All international students are required to live in campus housing, submit a housing form with a $100 dorm deposit.

**Admission Requirements for Degree Completion Programs and Graduate Studies**

Students seeking admission to one of the University's degree completion or graduate programs should see Admission Requirements in the Division of Online and Graduate Studies portion of this catalog.

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

## Admission Under Special Situations

**Early Admission and University Credit for High School Students**
High school students demonstrating exceptional ability may enroll for course credit at HLGU in one of the ways listed below.

Early admission: High school students may enroll in HLGU courses during the summer following their sophomore year through their senior year. For information, students may contact the Office of Admissions at HLGU (573-629-3264).

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

Early enrollment (E2): Exceptional high school students who have completed their sophomore year may enroll in college-credit courses on the HLGU campus. Some courses may also satisfy high school requirements. By special arrangement with their high schools, students are permitted to attend HLGU's courses during the school day. For information, students may contact the high school counselor or HLGU's Director of Concurrent Programs, registrar@hlg.edu.

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

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

**Auditors**
To audit a course at HLGU, individuals must complete an application for admission to the University (apply.hlg.edu) and pay the per-hour course fee for auditors. Since all classes are not open to auditors, applicants must have prior approval of the instructor before enrolling in the course.

**Readmission**
Former Hannibal-LaGrange University students (those who were not enrolled during the preceding academic year) must apply for readmission at apply.hlg.edu. Official transcripts from all colleges or universities attended since their last enrollment at HLGU must be sent to the Office of the Registrar. In some cases—especially when several years have passed since their last enrollment—former students also may be required to update health information or other application materials.

Students returning to HLGU after an absence of at least two years may apply for an academic fresh start if desired. See the Academic Fresh Start policy.

Students who owe the University for a previous semester will not be permitted to enroll for additional work until satisfactory arrangements are made with the Office of Business Services or bills are paid in full.

**Admission With Advanced Standing**
See Transfer Policies for more information about advanced standing credit.

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

## Admission to Majors and Professional Programs

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

Admission to certain majors and professional programs of study (for example, Degree Completion, Music, Nursing, or Teacher Education) involves meeting criteria unique to that particular program. Although basic information about professional programs may be secured from the Office of Admissions, students should work with the Office of Admissions to assist them in arranging an appointment to meet with the director of the program in which they are interested.

## Confidentiality in Student Records

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

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

**Proxy Access**

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

**Directory information**

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

# Financial Information

## Expenses 2024-2025

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

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

| **Undergraduate Tuition** | |
|---|---|
| 12 to 17 hours, per semester | $12,600.00 |
| Over 17 hours, per credit hour | 840.00 |
| Less than 12 hours per credit hour | 840.00 |
| Online Courses, per credit hour in fall/spring/summer | 385.00 |
| RN to BSN Online Courses, per credit hour | 385.00 |
| Adult Degree Program, per credit hour | 385.00 |
| TRC Education Program, per credit hour | 385.00 |
| PN Program | 16,400.00 |
| PN Program, per semester | 8200.00 |
| PN Program, per credit hour | 365.00 |
| Dual Credit Courses, per credit hour | 80.00 |
| Early Enrollment, per credit hour | 95.00 |

| **Graduate Tuition** | |
|---|---|
| MSE, per credit hour | $520.00 |
| MEd, per credit hour | 520.00 |
| Graduate EDU Guest Student, per credit hour; summer only with special approval | 200.00 |
| MAL, per credit hour | 520.00 |

| **Room and Board, per semester** | |
|---|---|
| Semi-Private | $1,610.00 |
| Lewis-Brown Hall | 1,880.00 |
| Fletcher Dorm | 1,880.00 |

*(Private rooms may be available in all dorms except the new dorms. Additional charge of $500 per semester will be added to the semi-private rate.)*

| | |
|---|---|
| Married Housing, 2 bedrooms per month *(Requires a $250 cleaning deposit)* | 900.00 |
| Board (Residential Meal Plan) | 2820.00 |
| Commuter Meal Plan*, 80 meals | 600.00 |
| Commuter Meal Plan*, 120 meals | 900.00 |

**Cannot carry over to next academic year.*

| **Undergraduate General Fees, per semester** | |
|---|---|
| Full-time students, 12 hours or more | $840.00 |
| Part-time students, .5-11 hours | 420.00 |

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

| | |
|---|---|
| Early Enrollment | 40.00 |

| **Special Fees** | |
|---|---|
| Application Fee for International Students | 150.00 |
| Athletics Fee *(required of all athletes)* | 100.00 |
| Audit Fee, per credit hour | 50.00 |
| Audit Fee, nursing courses per credit hour | 150.00 |
| Cap and Gown Fee *(late order only)* | 35.00 |
| CLEP Exam and Administrative Fee | 89.00 |
| Graduation Application Fee, undergraduate | 150.00 |
| Graduation Application Fee, Graduate Program | 200.00 |
| Housing Deposit | 100.00 |
| Late Official Registration Fee *(for returning students)* | 250.00 |
| Late Payment Fee | 40.00 |
| Malpractice Insurance, per year | 30.00 |
| PN/ASN Nursing Deposit Fee | 150.00 |
| PN/ASN Nursing Student Fee | 1200.00 |
| Returned-Check Fee, each | 25.00 |

| | |
|---|---|
| Transcript Fee | |
| Official *(requested online)* | 10.25 |
| Official *(requested in office)* | 15.00 |
| Transcription Fee, per credit hour for Prior Learning Experience | 50.00 |
| Tuition Deposit Fee | 100.00 |
| Vehicle Parking Permit, per semester, and all summer | 50.00 |

**Laboratory and Special Course Fees**

| | |
|---|---|
| Adult Degree Program Bkgd. Chk. for Social Services major | $50.00 |
| Art Courses, lab fee per course: ART 101, 102, 201, 202, 210, 211, 240, 260, 280, 300, 330, 331, 340, 400, 430 | 15.00 |
| Art Courses, lab fee per course: ART 104, 112, 220, 230, 231, 250, 253, 310, 311, 320, 350, 351, 410, 420, 451 | 40.00 |
| Art Courses, computer lab fee per course: ART 261, 233, 333, 433 | 45.00 |
| Computer Lab Courses, per credit hour | 15.00 |
| CSC Hardware Lab Fee | 350.00 |
| CSC Internships Fee | 45.00 |
| Business Courses (BIS), computer lab fee per credit hour | 15.00 |
| Christian Studies Lab Fee | 30.00 |
| Education Courses: | |
| EED 333 Teaching Reading | 15.00 |
| EED 346 Teaching Mathematics II | 25.00 |
| Undergraduate and Graduate Practicum, per course | 50.00 |
| Undergraduate and Graduate Field Experience, ½ credit | 20.00 |
| EED 302 Teaching Science | 120.00 |
| EDU 479 & EDU 5909Deg Professional Semester | 375.00 |
| Independent Study Courses, each | 250.00 |
| Physical Education Course Lab Fees: | |
| Outdoor Recreational Activities | 50.00 |
| Archery | 80.00 |
| First Aid & CPR | 75.00 |
| Lifeguarding | 75.00 |
| Lifetime Sports I | 50.00 |
| Musical Theatre Dance | 50.00 |
| Swimming (YMCA classes) | 100.00 |
| Psychology Courses | |
| PSY 353 | 20.00 |
| PSY 462 | 100.00 |
| Science Labs | 75.00 |
| Exceptions: | |
| BIO 254, 264, 314, 324 | 90.00 |
| BIO 134 | 25.00 |
| BIO 344 | 165.00 |
| BIO 354 | 120.00 |
| CHM 345 | 90.00 |

**Applied Music Fees, per semester**

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

**Summer Term**

| | |
|---|---|
| Tuition | |
| 12 to 17 hours | $12,600.00 |
| Over 17 hours, per hour | 840.00 |
| Less than 12 hours, per hour | 840.00 |
| Online, per hour | 385.00 |
| Housing | |
| Deposit | 100.00 |
| All Summer | 1500.00 |
| Weekly | 100.00 Minimum of 4 weeks |
| 8-Week Term | 800.00 |
| Board | |

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

## Mabee Sports Complex

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

**Full-Time Students (12 hours or more):** Have the privilege of using the facility as a result of paying the full-time General Fee.

**Part-Time Students (less than 12 hours):** May obtain use by paying the full-time General Fee.

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

**Requirements for Entry:**

1. Each person having access to the facility must have and show an HLGU ID card, or a pass card, to enter.
2. Children under the age of 12 must be accompanied by, and under the supervision of, an ID cardholder, 18 years of age or older.

## Tuition Deposit

Students who have been admitted to Hannibal-LaGrange University as full-time degree seeking students must submit a deposit to the Office of Admissions in order to reserve a position in the incoming Freshman or transfer class. Tuition deposits are refundable until May 1 for the fall semester and December 1 for the spring semester by submitting a written request to the student's admissions counselor. Tuition deposits will be deducted from the student's first-year tuition.

## Housing Deposit

Students planning to live in campus housing must submit a deposit to the Office of Admissions in order to reserve housing. They are encouraged to submit the deposit when submitting their housing application. Housing deposits are refundable until May 1 for the fall semester and December 1 for the spring semester by submitting a written request to the student's admissions counselor.

## Room and Board

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

## Payment of Accounts

All charges for tuition, fees, and room and board are due and payable in full at the beginning of each enrollment term. Students who have not made arrangements for payment prior to the start of the academic term are not considered officially enrolled and are not eligible to attend classes or use University facilities or services.

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

## Deferred Payment Plan

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

## Financial Aid Disbursements and Refunds

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

**Refunds**
If the financial aid award, excluding Federal Work-Study, exceeds the total charges for the semester, a refund will be made, but only after the funds have arrived on campus, have been applied to the student's account, and have caused a credit balance on that account.

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

## Delinquent Student Accounts

Students with outstanding financial obligations may be prevented from taking final semester exams. Until all financial obligations are satisfied, transcripts and/or grades will not be released; a graduating student may not be allowed to participate in commencement exercises and will not receive a diploma. Financial obligations include, but are not limited to, student account balances, parking fines, library fines, and returned checks. Students who owe the University for a previous semester will not be permitted to enroll for additional course work until bills are paid in full or satisfactory arrangements are made with the Vice President for Business and Finance. Accounts delinquent more than 90 days will be turned over to a collections agency. The student is responsible for paying all collection fees if the occurs.

## Refund Policy

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

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

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

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

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

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

**Refunds for Sixteen-Week Courses**

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

**Refunds for Eight-Week Courses**

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

**Refunds for Five-Week Courses**

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

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

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

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

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

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

If a R2T4 calculation results in a credit balance to a student's account, the University will make appropriate payment by check within 14 days of when the balance occurred.

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, housing, and meals 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, housing, and meals, Hannibal-LaGrange cannot disburse the funds without permission from the student. Notification of eligibility of a post-withdraw disbursement must occur within 30 days after determining the student withdrew.

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

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

Additional information may be found on the Return to Title IV process from the Federal Student Aid Handbook, which is available through https://ifap.ed.gov/. The applicable federal regulation guiding this process, known as "Return to Title IV" is located at 34 CFR 668.22.

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

# Financial Aid

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

## General Information

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

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

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

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

## Maintaining Eligibility for Financial Aid Assistance

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

## Renewal and Period of Eligibility

Scholarship renewal is conditioned on the student maintaining an academic record in keeping with the standards set by the particular award. They are renewable as defined below for institutional aid and as described in the Academic Progress Statement for Federal and State Aid. See requirements for the aid in question or see the Office of Financial Aid for assistance for federal and state aid.

## Satisfactory Academic Progress (SAP) Policy for Federal Financial Aid

Students receiving financial aid through any federally-sponsored student aid program (such as Pell Grant, Federal Work-Study Program, Supplemental Educational Opportunity Grant and Subsidized/Unsubsidized Direct loans and Parent PLUS Loans) must obtain minimum standards to receive aid. Federal and state regulations require institutions measure a

student's progress toward a declared educational objective, both quantitatively and qualitatively.

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

## Maximum and Minimum Attempted Enrollment Credit Hours Time Frame

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

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

**Bachelor's Degrees**

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

**Associate Degrees**

| Grade Level | From | Hours Completed To (Not Including) |
|---|---|---|
| 1st year | 0 | 24 |
| 2nd year | 24 | 48 |
| 3rd year | 48 | completion |

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

## Qualitative Requirement: Cumulative University Grade Point Average (CGPA)

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

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

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

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

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

Any student pursuing a second degree program is subject to both the 150%

timeframe and the 2.00 CGPA requirements.

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

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

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

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

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

**SAP Appeal Process**

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

The appeal will be reviewed and a determination will be made regarding the appeal. The student will be notified of the decision. At that point if a student needs to be advised and a plan put together, the appropriate information will be disseminated to the advisor for an appropriate plan to be put into place.

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

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

## Regaining Eligibility for Students Who Lose Title IV Aid

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

## Hannibal-LaGrange University Scholarships

Institutional scholarships are awarded only to full-time, undergraduate-degree-seeking students attending the main campus.

International students must live in campus housing to receive University scholarships. These scholarships are not available to students enrolled in the Degree Completion Program, certificate programs, graduate-level programs, concurrent enrollment programs, extension programs, or online programs.

**Academic Scholarships**
A student may receive one academic scholarship.

Academic Scholarships
Academic Scholarships are awarded to full-time, degree-seeking students attending the main campus. Academic Scholarships are designed to recognize and reward students for previous exceptional academic achievement. Generous scholarship awards are presented based on high school grade point averages (GPA) and ACT/SAT scores. Renewable: Academic Scholarships are renewable based on the appropriate cumulative grade point average (CGPA) of 2.0 and full-time enrollment. One semester grace period is given to all first-time students. Eligibility is determined at the end of each semester.

Distinguished Academic Scholar Program
The Distinguished Academic Scholar award is available to any full-time student who has been recognized as a National Merit Scholar or a National Merit Scholarship Finalist. The Distinguished Academic Scholar award for those who were recognized as a National Merit Scholar is 100% tuition, general fees, housing, and meals charges. A student recognized as a National Merit Scholarship Finalist is eligible for an award of 50% of tuition, general fees, housing, and meals charges. Recipients of the Distinguished Academic Scholar award are ineligible for any other HLGU institutional aid; however, they may retain any outside aid they can secure. Renewable: Based on maintaining a minimum CGPA of 3.25 at the end of each semester.

Founder's Scholarship
The Founder's Scholarship program at HLGU recognizes outstanding academic performance, proven leadership, and the pursuit of academic excellence. Entering freshman who meet the criteria and apply will be eligible to compete for this, the highest academic scholarship at HLGU. Candidates will be selected to attend the competition weekend based on their submitted application and essay. All required application documents must be submitted by January 31st.

HLGU's Founder's Scholarship is limited to 17 hours per semester for ten semesters or until completion of degree. This scholarship is not applicable to tuition for I-Term or summer terms. Founder's Scholarship Recipients are eligible to participate in athletics, fine arts, and/or the honor's community. HLGU scholarships are limited to tuition and fees, so there is limited stackability with the Founder's scholarship. Renewable: Available for 10 consecutive semesters, to include full-time enrollment and maintaining a CGPA of 3.0. Eligibility is determined at the end of each semester.

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

Homeschool Scholarship
The Homeschool Scholarship is a $5,000 annual scholarship specifically for homeschool graduates. This scholarship cannot be stacked with any other HLGU award other than the Academic Award, *Sensus Plenior*, Founder Award and Ambassador Award.

To qualify for this scholarship the applicant must have a score of 20 on the ACT, be an incoming student, a 3.0 CGPA for transfer students, and be an on-campus resident. To maintain this scholarship, the students must keep a 2.0 GPA and be an on-campus resident.

Transfer Scholarships

Transfer Scholarships are awarded to full-time, degree-seeking students attending the main campus. Transfer scholarships are designed to recognize and reward students for prior exceptional achievement at a previous institution. Generous scholarship amounts are awarded on the basis of cumulative grade point average (CGPA) and full-time enrollment. Renewable: Based on maintenance of a minimum CGPA of 2.0 and full-time enrollment; eligibility is determined at the end of each semester.

Athletic Performance Scholarships

These scholarships are awarded to students selected by the Athletic Department to participate in one or more of the following sports: baseball, basketball, cross-country, shotgun sports, soccer, softball, track & field, and volleyball. Renewable: Based on the discretion of the Athletic Department, to include full-time enrollment and maintaining a CGPA of 2.0. Eligibility is determined at the end of each semester.

Denominational Scholarships

*Christian Ministry Vocations (CMV) Scholarship*

The CMV Scholarship is $2,500 per year and is granted to students who meet the following criteria: full-time enrollment; active membership in a Southern Baptist church; a demonstrated evidence of a sense of call from God to pursue a lifelong vocation in Christian ministry through a church, Christian agency, or missions organization; a publicly-expressed decision in a local church to serve Christ vocationally in a ministry setting; participation in the on-campus CMVF Fellowship organization; and additional requirements to maintain the scholarship. For a more detailed list of requirements, see the Chair of the Christian Studies Division, 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 Chair of the Christian Studies Division and the Christian Studies faculty. Renewable: Based on the discretion of the Chair of the Christian Studies Division, satisfactory performance, and maintaining a minimum CGPA of 2.0 at the end of each semester.

*The HLGU Southern Baptist Heritage 50% Tuition Scholarship*

The HLGU Southern Baptist Heritage 50% Tuition Scholarship is available to current high school and homeschool seniors, as well as transfer students who are new to the HLGU campus. Eligible students must be an active member of a Southern Baptist church (church recommendation required), meet all admissions guidelines, be a residential student at HLGU, be enrolled as a full-time degree-seeking student, and pay tuition and housing deposits. The HLGU Southern Baptist Heritage 50% Tuition Scholarship will be combined with other HLGU scholarships to equal 50% of tuition. It is available to fall and spring semester students only. Renewable: Available for 10 consecutive semesters, to include full-time enrollment and maintaining a CGPA of 2.0. Eligibility is determined at the end of each semester.

*Missouri Baptist Convention Employees Concession*

Hannibal-LaGrange University extends to all full-time employees of the Missouri Baptist Convention a 50% tuition-only concession (does not apply to housing, meals, 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 have completed three years of full-time employment at the Missouri Baptist Convention or the Missouri Baptist Children's Home. Students accepting this concession are ineligible for other HLGU institutional aid. However, if they can obtain HLGU aid greater than 50% through the main scholarship program, they can elect to forfeit the concession and accept the main scholarship funds.

*Southern Baptist 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 housing and meals, books, or fees) for their dependents who enroll at HLGU as first-time, full-time students. The concession is available to dependents of those employees who are currently employed and have completed three years of full-time employment at an SBC seminary. Students accepting this concession are ineligible for other HLGU institutional aid. However, if they can obtain HLGU aid greater than 50% through the main scholarship program, they can elect to forfeit the concession and accept the main scholarship funds. A letter from the president of the institution stating the employee's status must be received each year by August 1 to verify eligibility.

Performing Arts Scholarships
These scholarships are awarded to students selected by University personnel to participate in one or more of the following performance groups: Chamber Choir, Concert Choir, The New Edition, Concert Band, media communication, music, theatre arts, and visual arts. Renewable: Based on audition, full-time enrollment, and maintaining a minimum CGPA of 2.0. Eligibility is determined at the end of each semester. Students who have a declared academic program of Music or Theatre will be eligible for a University scholarship as they will be required to participate in at least one of the previously listed groups. Renewable: Based on audition, full-time enrollment, and maintaining a minimum CGPA of 2.0. Eligibility is determined at the end of each semester.

HLGU Student Ambassador Scholarship
The HLGU Student Ambassador scholarship is available to returning HLGU students. To qualify for the scholarship the student must have/maintain a CGPA of 3.0 or higher, and be a returning, full-time HLGU student. Students chosen to be HLGU Student Ambassadors are required to attend a leadership training that will be provided by the Office of Admissions. Twelve HLGU Student Ambassador scholarships will be given out each year. Student Ambassadors will represent HLGU during the school year at various on and off campus events. Apply online at www.hlg.edu/ambassadors between February 1st and 28th.

## Non-Institutional Scholarships

**Access Missouri Program**
HLGU participates in the Access Missouri Program. This award is dependent upon funding approved by the Missouri state legislature. To be eligible, a FAFSA must be filed by January 31. Contact the Office of Financial Aid for details. Additional information is available at http://dhe.mo.gov/ppc/grants/accessmo.php. Renewable: Based on eligibility and maintaining a minimum CGPA of 2.5. Eligibility is determined at the end of each semester.

**Missouri Higher Education Academic Scholarship Program (Bright Flight)**
This scholarship is available to Missouri high school seniors who score in the top 3 percent of all Missouri students taking the ACT or SAT. This award is dependent upon funding approved by the Missouri state legislature. Renewable: Based on full-time enrollment and maintaining a minimum CGPA of 2.5. Additional information on the Bright Flight program is available at http://dhe.mo.gov/ppc/grants/brightflight.php. Eligibility is determined at the end of each semester.

## Veterans Educational Benefits

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

who is located in the Office of the Registrar.

## Federal Work-Study (FWS) Employment

The Office of Financial Aid determines a student's eligibility for the Federal Work-Study Program. Eligibility is based on financial need and job qualifications. Financial need is determined by information reported on the FAFSA. For FWS opportunities, eligible students should directly contact a site supervisor or check for work-study job listings on the employment page of the HLGU website. Students may apply online via the HLGU website.

**NOTE:** FWS eligibility is not a guaranteed award and does not guarantee job placement. Students who are eligible must work to earn the full amount of the award. Questions about employment may be directed to the Office of Business Services.

## Federal Grants

**Federal Pell Grants**

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

**Federal Supplemental Educational Opportunity Grants (SEOG)**

The Federal Supplemental Educational Opportunity Grants program is based on appropriated federal funds and is used in aiding students with exceptional financial need. The maximum yearly grant cannot exceed $1,000. Eligibility is determined by the information provided on the FAFSA.

## Federal Loans

**Federal Direct Subsidized Loans**

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

**Federal Direct Unsubsidized Loans**

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

**Federal Direct PLUS Loan**

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

## Institutional Loans

**Minnie L. Gamm Memorial Nursing Student Loan Fund**

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

# Academic Policies

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

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

## Transfer Policies

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

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

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

**Responsibility of the Registrar**

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

**Transcript Policies**

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

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

**Transfer Credit**

The following guidelines apply in regard to transfer credit.

1. When Are Transcripts Transcribed? Once a student has registered for courses and all transcripts have been received, credit will be posted to the HLGU transcript.

2. How Are Credits Transcribed?
   a. Generally, courses passed at other regionally accredited colleges and universities will be transferred in full, regardless of whether or not

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

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

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

c. Students who change programs may request a reevaluation of their transfer credit to accept additional hours that may not have been applicable to the previous program. The reevaluation must be requested in writing to the Office of the Registrar. The reevaluation will not remove courses that have been previously accepted.

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

a. Traditional Undergraduate- A total of 64 credit hours will be accepted from accredited two-year institutions or community colleges except when an articulation agreement or memorandum of understanding states otherwise.

b. Degree Completion Program- A total of 79 credit hours will be accepted from accredited two-year institutions or community colleges except when an articulation agreement or memorandum of understanding states otherwise.

c. An Associate of Arts degree from a regionally accredited institution is accepted as meeting all non-Bible general education requirements. Completing the CORE 42 curriculum at a participating Missouri school will also meet all non-Bible general education requirements. Completing an Associate of Arts in Teaching will meet all non-Bible general education requirements for a BSE degree. Completing an Associate of Science degree from John Wood Community College will meet all non-Bible and non-mathematics general education requirements.

**NOTE:** While the general education requirement is met by these transfer courses, some programs may require specific general education courses to complete program requirements which transfer students must also meet.

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

5. Non-Course Credit
A maximum of 45 semester hours will be accepted from these methods below combined with a maximum of 30 hours from any one source. A maximum of 30 hours will be accepted for all combined

examinations (AP, CLEP, DANTES, challenge tests, etc.).

a. Prior Learning Assessment (PLA) - In some cases, students may wish to receive University credit for legitimate, adequately-documented educational learning gained by some nontraditional means. (For example, the successful completion of certain courses offered by reputable law enforcement groups can sometimes result in receiving university credit.) To receive this credit, the student must demonstrate that they have learned the same facts, theories, and/or skills and that they have completed the same course objectives that would have been experienced by a student enrolled in the equivalent classroom course at HLGU or other accredited institution (as indicated in the course syllabus). Students who desire to request PLA credit for non-teacher education courses may do so by submitting the following to the students' Academic Advisor and the Registrar's Office:
    i. A letter requesting PLA be assessed and explaining the rationale of the request.
    ii. Appropriate documentation for training/exercise.

   PLA for non-teacher education courses will be assessed by the Registrar's Office and a faculty member in the appropriate academic field. A per credit hour fee will apply.

   **NOTE:** Students may apply for PLA after registering for first semester classes, but are required to successfully complete a minimum of 12 credit hours at HLGU before such credit will be transcribed. PLA credit may not be requested during the last 32 hours of a bachelor's program or last 16 hours of an associate program. Exception: students seeking credit for prior learning for EDU 479 or EDU 5909 Student Teaching. Students seeking PLA for Teacher Education courses should contact the Teacher Education Office.

b. College-Level Examination Program (CLEP) - A maximum of nine semester hour's credit can be received for any one academic discipline (i.e., courses with the same 3-letter departmental designation) with the exception of foreign languages which allow 12 semester credit hours. A CLEP exam may not be used to replace a transcribed grade. Details and a brochure describing CLEP are available through the Office of Academic and Career Services.

c. Nursing Examinations - Students in the nursing program may receive credit for acceptable scores on standardized nursing exams.

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

e. Advanced Placement Examinations - Students who have completed university-level work during secondary school through the

College Board's Advanced Placement program and achieved appropriate scores on comprehensive exams may receive university credit for specific courses. Details are available in the Office of Admissions or from the Office of the Registrar.

f. Credit for Educational Experiences in the Armed Forces - Credit for properly documented educational experiences in the armed forces will be granted according to the American Council on Education (ACE) recommendations and also from "A Guide to the Evaluation of Educational Experiences in the Armed Services" (accessible at www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx)

**NOTE:** Additional costs and restrictions may apply to any of the non-course credit options. See current academic catalog for further details.

6. Missing Transcript Policy - All transcripts must be received by HLGU within 30 days of beginning courses or students will be administratively withdrawn.

7. Course Equivalency - When a course equivalency is not clear, the Registrar will work with faculty members who are content area experts to determine whether or not transfer course content matches and is sufficient to grant credit for an HLGU equivalent course. If a transfer course is not considered an equivalent match to a HLGU course, then the Registrar will grant subject area or elective credit corresponding with the transfer course level.

8. Credit Life and Expiration – In some fields knowledge progresses at a rate where past courses taken become obsolete. Some departments have stated guidelines related to the expiration of course credit. When no explicit guideline is stated, the Registrar will use professional judgement and consult with the department faculty as content area experts to determine whether transfer course content is sufficiently up-to-date for transfer credit to be applied to graduation requirements.

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

10. Credit Conversion - HLGU follows best practice guidelines provided by AACRAO.

11. Coursework to be completed at other intuitions by a student enrolled and who has started attending Hannibal-LaGrange University must be approved before the course is taken by securing signatures from the student's academic advisor, the chair of the academic department governing the transferred course, and the Registrar. This approval process begins by obtaining a "Transfer of Credit Application" from the Registrar's Office. Requesting approval does not guarantee approval.

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

## Composition and Mathematics Course Placement Policies

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

| ACT Subscore | SAT Subscore | Course Placement |
|---|---|---|

| | | |
|---|---|---|
| Below 18 | New SAT: Below 500 | ENG 101 English Composition Studio & ENG 104 English Composition I |
| 18 and above | New SAT: 510 or above | ENG 104 English Composition I |

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

**Mathematics Course Placement**
HLGU utilizes a student's ACT math subscore or SAT math subscore to determine the appropriate entry level math course for the student with no prior college level math credits using the chart below.

| ACT Subscore | SAT Subscore | Course Placement |
|---|---|---|
| Below 22 | Below 540 | MTH 120 Basic Algebra |
| 22 and above | 540 and above | MTH 127 Elem. Statistics<br>MTH 131 Contemp. Math<br>MTH 143 College Algebra |
| 25 and above | 570 and above | MTH 153 Precalculus |
| 27 and above | 610 and above | MTH 185 Analytic Geometry and Calculus I (student must have 1 semester of Trigonometry, Precalculus, or Math Analysis as a prerequisite) |

Students without an ACT/SAT math subscore must either take an online mathematics placement exam or will be placed in MTH 120, Basic Algebra. Any student can request to take an online mathematics placement exam one time in an attempt to improve placement.

## Graduation Notes

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

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

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

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

**Attendance at Commencement Ceremony**
All graduating students are strongly encouraged to attend the May commencement ceremony. Students are permitted to graduate in absentia, but the graduation application fee will still be charged. Students are allowed to participate in the commencement ceremony if all graduation requirements have been met, or if they have only 9 or fewer hours to complete that are scheduled in the following summer.

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

**NOTE:** The name printed on the diploma will be the official name as it is registered in the campus software system. It is the student's responsibility to check this and

ask for it to be corrected if necessary. Particular attention should be paid to the middle name or initial so that it will be in the preferred form.

## Undergraduate Graduation Requirements

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

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

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

1. Complete the General Education requirements for the four-year degree or the Required Courses for the two-year degree as listed in the chosen program including chapel (Chapel requirements are found in the *Student Handbook*).

2. Complete the appropriate Bible survey requirement:
   - 6 hours are required for all baccalaureate degrees and for the AA degree. Exceptions: the BSE, BSN, and the Degree Completion programs have modified Bible requirements.
   - 3 hours are required for the AS, ASN, and AAS degrees.

3. Complete the specific requirements for the chosen program. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).

4. Complete the minimum semester hours required for the chosen degree with an overall grade point average of 2.0 or higher. The minimum semester hours for undergraduate programs are:

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

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

5. Activity Courses
   Only a limited number of credit hours from activity courses (ART, CAM, MUA, MUE, PHE, THR, VAR) may be counted towards a degree.
   - In four-year degrees a maximum of 8 hours of activity courses (ART, CAM, MUA, MUE, PHE, THR, VAR) are permitted. Exception: Specific majors that require additional activity courses.
   - In associate degrees other than the AAS, a maximum of 4 hours of activity courses (ART, CAM, MUA, MUE, PHE, THR, VAR) are permitted.
   - In the AAS degree, no activity courses are permitted.

6. Residency Requirement
   In order to be awarded a bachelor's degree from HLGU, a minimum of 32 semester hours (of the 124 total required) must be completed through our institution. In order to be awarded an associate's degree from HLGU, a minimum of 16 semester hours of the 64 total must be completed through our institution. At least 23 of the last 32 semester hours (13 of the last 16 semester hours for associate degrees) must be completed through HLGU. No more than half of the residency hours may be earned through external courses, internships, independent studies, or extension centers. Advanced Standing Credit, including CLEP (see Admissions chapter) and transfer credit from other schools, may not be used to fulfill the residency requirement.

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

who receive the bronze honors medallion.) See Academic Honors Recognition.

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

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

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

1. Complete at least 40 semester hours and one-third of the major courses at the 300 level or above.

2. Complete at least one-half of the hours in the major at HLGU. Exceptions must be approved by a special review committee appointed by the registrar.

3. Complete all courses in the major with at least a grade of C- or retake them to achieve a C- or higher.

## Requirements for a Second Bachelor's Degree

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

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

2. Complete any additional specific requirements for the second degree.

Students who complete the requirements for two bachelor's degrees in different majors that do not share a common degree option at the same time may graduate by completing all requirements for both degrees without completing the 32 additional hours listed above. This option is only available to students completing the requirements for both degrees and graduating simultaneously.

## Master's-Level Graduation Requirements

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

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

## Graduation Under a Particular Catalog

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

The catalog for the academic year when the student first enrolled or any subsequent catalog may be chosen, provided that:

1. The chosen catalog is not more than six academic years old.
2. The student had enrolled for coursework under the chosen catalog.
3. The student has been continuously enrolled at HLGU. A student who does

not maintain continuous enrollment will be assigned the catalog in effect at the time he or she resumes enrollment.

**NOTE:** Returning students desiring an exception to this policy may appeal to the Office of the Registrar at the time of readmission.

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

## Majors and Professional Programs

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

## Program Completion Lengths

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

**Associate Degree Programs**
Hannibal-LaGrange University offers three associate degrees: Associate of Science, Associate of Science in Nursing, and Associate of Applied Science. Associate of Science, and Associate of Applied Science degrees are designed to be completed in two years. The Associate of Science in Nursing is designed to be completed in three years.

**Baccalaureate Degree Programs**
Hannibal-LaGrange University offers six baccalaureate degrees: Bachelor of Applied Science, Bachelor of Arts, Bachelor of Science, Bachelor of Science in Education, Bachelor of Science in Nursing, and Bachelor of Music. All baccalaureate degree programs at Hannibal-LaGrange University are designed to be completed in four years.

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

## Academic Classification

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

| Class Level | Hours Completed From | To (Not Including) |
|---|---|---|
| Freshman | 0 | 24 |
| Sophomore | 24 | 60 |
| Junior | 60 | 90 |
| Senior | 90 | completion |

## Course Load

The usual academic course load for a full-time undergraduate student is 15 to 16 credit hours each semester. This will complete most bachelor's degrees in four years or an associate degree in two years.

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

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

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

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

**Study-Time Requirements**

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

## Class Attendance & Participation

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

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

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

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

**Student Identity Verification**

HLGU requires students enrolled in online courses to verify their identity in accordance with The Higher Education Opportunity Act (Public Law 110-315). This governance states there should be "…processes to establish that the student who registers for a distance education course or program is the same student who participates in and completes the program and receives academic credit." Students access courses using Canvas, which requires using their personal secure information.

All services that are used by HLGU to verify student identity meet the Family Educational Rights and Privacy Act federal law (20 U.S.C. § 1232g; 34 CFR Part 99).

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

## Registration

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

Registration dates are published in the Academic Calendar. After completing registration, students must either pay their bill in full or make payment arrangements with the Office of Business Services.

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

**Academic Advisement**

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

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

The faculty advisor will answer questions concerning the following:
1. Steps in the registration process.
2. Values of various majors, minors, and concentrations.
3. Courses that will contribute to the student's educational, vocational, and personal goals.
4. General Education and graduation requirements, as stated above.
5. Courses needed for application to graduate schools.
6. Any other questions about scheduling or procedural steps toward graduation.

**Degree Plan**
Students should work closely with their advisor to develop a plan that will complete the course requirements for the selected major and for any chosen concentration or minor. The degree plan provided by each program will be helpful in plotting this course. Additional planning features are available in Self-Service. Students should particularly pay attention to the following when charting their course: general education requirements, major course requirements (with any professional or support course requirements), prerequisites, electives, course sequences, electives, and University graduation requirements.

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

**Undergraduate Registration Periods**
During the fall and spring registration periods (see the Academic Calendar), students are encouraged to meet with their faculty advisors to plan the next semester of study. Students should come to this meeting with a list of courses to be taken during the targeted semesters/terms. The faculty advisors will examine their advisees' selection of courses for the targeted semester/term in order to ensure that the courses selected are designed to:
1. Meet the degree plan requirements.
2. Include only those courses for which all prerequisite requirements have been met.
3. Fulfill the prerequisites for those courses required in later semesters.
4. Use the courses listed in the published course offerings for the particular semester or term. (See Current Course Schedules)
5. Avoid any schedule conflicts between the courses selected.

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

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

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

**Changing the Academic Program (Major/Minor/Concentration/Track/etc.)**
To change any academic program, complete the Declaration/Change of Major form available on the Office of the Registrar's webpage. The student will be assigned to a faculty advisor as appropriate. Faculty advisors are available to students during posted office hours or by appointment. Students who choose to change their major will be updated to the most current academic catalog.

**Final Responsibility**
After seeking the needed advisement, the student must assume final responsibility for the following:
1. The selection of his/her program.
2. The selection of courses to meet program requirements and prerequisites.

3. The fulfillment of all graduation or certification requirements.
4. The timely completion of registration each semester.

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

## Changing the Personal Class Schedule

**Add/Drop Procedure**
To add or drop courses:
1. Complete the Add/Drop Class Form available from the Office of the Registrar or the HLGU website.
2. Stay within the course load requirements listed above.
3. Secure signatures from the faculty advisor and athletic coach (if applicable).

**Dates Affecting Course-Schedule Changes**
Various deadlines affect the add/drop procedure.

1. Before the first day of the semester schedule changes can be made through Self-Service or a paper registration form. After that, schedule changes must follow the designated add/drop procedure.
2. The student should check the Academic Calendar at the front of the catalog for the following deadlines:
   a. For a course to be added.
   b. For students to drop a course without having any transcribed record of being enrolled in the course.
   c. For students to drop a course and receive W (Withdrew) on the permanent record so that the grade is not calculated into the GPA.

## Final Examinations

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

Students who have three final examinations scheduled for the same day may request one of the examinations to be changed to another day. The request to change the examination time should be made to the instructor at least two weeks prior to the day of the final examinations. If necessary, final determination regarding moving an exam will be made by the Office of Academic Administration.

Exams will not be rescheduled due to University unexcused absences, including travel plans.

## Withdrawal from HLGU

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

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

Procedure:
1. Obtain and complete the University Withdrawal Form from the Office of the Registrar or from the HLGU website.

2. Submit the completed form to the Office of the Registrar to provide official notification of your intent to withdraw.

   **NOTE:** Any refunds will be calculated according to the refund policy. See the

Financial Information section for more details.

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

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

**Leave of Absence**
The following guidelines govern withdrawal related to leave of absence:
1. If a student does not return from an approved leave of absence, the date that the institution determines the student began the leave of absence is the student's withdrawal date.
2. If a student takes a leave of absence that does not meet federal guidelines, the date that the student began the leave of absence is the student's withdrawal date.

## Non-Standard Course

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

**Policies**

Students petitioning to take a non-standard course are to comply with the following guidelines:
1. Pay the fee for each independent study (See Financial Information section for fee amount).
2. Complete the non-standard course form with instructor and advisor's approval including an appropriate rationale.
3. Enroll in no more than two (2) independent studies in a semester.

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

**Course Requirements**
Non-standard courses require a high level of self-discipline and academic ability. The student must cover the same material as those who attend regular class but without classroom interaction. Consequently, extra library research and projects are normally used to compensate for lost classroom instruction. Since each credit hour of an average non-laboratory course requires one hour in the classroom and at least two hours of outside preparation each week, the student taking a non-standard course should expect no less than 45 hours (three hours times fifteen weeks) of coursework for each credit hour (135 hours for a three-credit-hour course).

Although not required to attend regular classes, the student will be required to meet with the instructor at specified intervals for guidance and evaluation. Non-standard courses usually involve:
1. A list of readings selected or approved by the instructor.
2. The completion of a project or a paper.
3. Written examinations covering the student's readings.
4. Other assignments appropriate to the topic as determined by the instructor.

Some courses may not be approved as a non-standard course because:
1. They require guided lab experience, essential classroom interactions, or classroom training in skills.

2. The library lacks resources to match the lecture material.
3. They present other problems.

**Enrolling in a Non-Standard Course**
To enroll in a non-standard course, the student must do the following:

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

## Grading System

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

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

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

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

**NOTE:** The values above went into effect for courses grades in semesters that began on or after the start of the traditional fall 2019 undergraduate semester (8/19/2019). Previously, grade values for grades with +/- were not differentiated.

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

2. Transcript Notations Not Used in Calculating the GPA

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

**Incomplete (I)**
When, in the instructor's opinion, circumstances beyond a student's control prevent the completion of required coursework during an academic term, the instructor may submit a final grade of I with a completion date not to exceed six weeks after the course has ended. The instructor and student should complete a written contract to complete all coursework by the date agreed upon. A copy of this contract should be kept by both the instructor and student for reference if any questions arise. If a grade change is not submitted by the completion date, the Office of the Registrar will change the grade from I to F. Completion dates beyond six weeks after the course ends must be approved by the Office of Academic Administration.

**Calculating the Grade Point Average**

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

**Distribution of Grades**
All final grades for all students are available on Self-Service.

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

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

**NOTE:** Academic Fresh Start does not apply to Federal financial aid eligibility. Please contact the Financial Aid office with questions regarding eligibility should Academic Fresh start be granted.

## Grade Appeals

**Procedure for Appeals**
There are orderly procedures by which students may be heard concerning a just grievance. Procedures are outlined in two broad areas below:

*Procedure for Grade Related Reviews*
When students feel that a grade does not reflect the quality of their academic work, they must follow the general procedure listed:

1. Ask the instructor to review the record and explain how the grade was determined.
2. If, after this review, there is still reason to believe the grade is unjust, a request in writing to review the case should be given to their advisor and the chair of the division. This request must be submitted prior to the official midterm date of the subsequent term. If one faculty member is both advisor and chair, another member of the division may be asked by the students' advisor to review the case with the advisor.
3. Students wishing to pursue the appeal should submit a written request for a hearing before the vice president for academic administration. In some cases, the vice president for academic administration may submit the matter to the Academic Administration Committee and a student representative may be asked to participate in this hearing.

*Procedure for Review of Instruction*
Students are requested to evaluate the quality of instruction on a semester basis. This evaluation is completed on Canvas toward the end of earn term.

When students wish to register dissatisfaction with regard to the quality of instruction or to the performance or lack of performance of an instructor, they should follow the general procedure listed:

1. Register their complaint with the instructor, if they feel that it can be

done. If they feel that they cannot, they may proceed to step two.
2. Register the complaint with the department chair. If they feel the matter has not been satisfactorily resolved, then express the complaint to the division chair.
3. If the matter still has not been satisfactorily resolved, take the complaint to the vice president for academic administration. It is preferable to do this in writing.

## Academic Honors Recognition

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

**Graduation Honors for Baccalaureate Students**
The CGPA is used for the determination of eligibility to receive the honors *cum laude*, *magna cum laude*, and *summa cum laude*. At least half of all degree-related requirements must have been fulfilled at HLGU. Non-residency and advanced standing credits (see Admission with Advanced Standing section) are not counted as HLGU hours. A student with the appropriate CGPA and no more than one course to be completed during the summer will be awarded these honors provisionally, contingent upon the final CGPA. The honors medallions are received by a student with a CGPA of 3.50 or higher.

These undergraduate honors are based on the following scale:

| | |
|---|---|
| *Cum Laude* | 3.50 ≤ CGPA < 3.70 |
| *Magna Cum Laude* | 3.70 ≤ CGPA < 3.90 |
| *Summa Cum Laude* | CGPA ≥ 3.90 |

**Academic Achievement Award**
The Academic Achievement Award is given to students who meet the following criteria who have a CGPA of at least 3.50 upon graduation and who have completed a bachelor's degree with less than half of the hours completed at HLGU.

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

## Auditing Courses

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

Student auditors who successfully complete a course will receive the notation AU on their transcript. Those who withdraw after the add/drop deadline will receive an AW (audit withdrew) or fail to complete a course will receive NC (no credit).

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

## Conditionally Admitted Students

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

### Academic Standing

At the end of each fall and spring semester, Academic Standing is calculated based on Satisfactory Academic Progress (see below). Students are moved to a different

academic standing status according to the criteria established for each.

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

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

| Attempted Hours | | Term | |
|---|---|---|---|
| From | To (not including) | GPA | CGPA |
| 0 | 24 | 1.5 | 1.5 |
| 24 | 60 | 1.5 | 1.75 |
| 60 | 90 | 1.5 | 2.0 |
| 90 | completion | 1.5 | 2.0 |

**NOTE:** Conditionally admitted students are required to achieve a term GPA of 1.5 or higher their first semester in order to continue on to a second semester. A student who earns a term GPA of at least a 1.5, but below a 2.0 during their first semester will be placed on probation. The student must earn a cumulative GPA of a 2.0 by the end of the second semester to continue at the University. Upon receiving a 2.0 at the end of the second semester the SAP policy above will apply.

**Academic Probation**
Students are placed on academic probation when the term GPA or the cumulative GPA falls below the SAP minimum. Probation restricts students to 12 semester hours or less each semester, requires participation in a weekly Student Success Lab, and makes them ineligible to represent the University in any official University-sponsored activity, on or off campus. Students who do not comply with these requirements are subject to administrative withdrawal. Students may be placed on academic probation two semesters before being placed on academic suspension. Moreover, students on academic probation are required to contact Academic and Career Services to develop an academic success plan.

**Academic Suspension**
Students are placed on academic suspension and become ineligible to enroll for the following semester when their CGPA fails to reach the SAP CGPA minimum after two consecutive semesters of probation.

Students should understand these additional facts about academic suspension:

1. Students on academic suspension may appeal in writing to the Admissions Committee with reasons for being allowed to continue.
2. Normally, academic suspension must continue for at least one semester with the following exception: Students who are suspended may gain readmission by completing additional coursework in an I-Term or summer term and then requesting a recalculation of their most recent academic standing. If granted readmission, the student would be assigned the academic standing they achieved.
3. Students asking for readmittance after one semester or more of academic suspension must reapply and receive favorable action by the Admissions Committee.

**NOTE:** Students receiving financial aid should be advised that SAP may be calculated differently for financial aid purposes. See the Financial Aid section for further details.

## Repeating a Course

Undergraduate students with a grade below C-, or graduate students with a grade below a B-, on a course may repeat the course one time with the approval of the faculty advisor. Only the higher of the two grades received will be used in computing a student's CGPA—although both grades will remain on the permanent record. To enroll a third time requires special written permission from the Office of Academic Administration.
Undergraduate students seeking to repeat

a course in which they previously earned a C- or higher, or graduate students seeking to repeat a course in which they previously earned a B- or higher, must submit a written request to their advisor who will seek permission from the Office of Academic Administration. Students who must repeat a course due to credit expiration may do so regardless of the previously earned grade. **NOTE:** Repeating a course may impact financial aid.

## Transcripts

In keeping with FERPA, the Office of the Registrar may not legally release a university transcript without a written and signed request by the student. HLGU utilizes the National Student Clearinghouse to collect requests and signatures. For each official transcript, there will be a charge, payable in advance (see Financial Information section). The Office of the Registrar sends only official transcripts. Unofficial transcripts are available through Self-Service.

## Academic Integrity

**Plagiarism**

Plagiarism is presenting an assignment or part of an assignment as your work when it has been compiled, written, or produced by others, including artificial intelligence software. In this manner, it is also a form of cheating. Proper citation is to be given for all quotations and/or paraphrasing in accordance with the writing style guidelines from the professor for the specific course. Students with questions should consult with their major advisor or course professor. Plagiarism can result in a failing grade in the assignment or in the course. Specific policies regarding plagiarism are found in the *Student Handbook*.

**Honor Code**

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

**Honest Effort**

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

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

## Student Learning Improvement Assessment

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

## Multicultural Emphasis

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

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

# Definitions of Academic Terms

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

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| CGPA | Cumulative grade point average. See Grading System in the Academic Policies section. |
| Class Schedule | The published list of all the courses being offered by Hannibal-LaGrange University in specific semesters or summer terms. See also *Personal Class Schedule*. |
| Classification | The student's class level: freshman, sophomore, junior, senior, or graduate student. Undergraduate levels depend on the number of credit hours completed toward the degree. See specific class-level definitions, below. |
| CLEP | (College Level Examination Program) Exams which certify academic competency levels that can be used to grant university credit for prior learning. |
| Completion Program | See *Degree Completion Program*. |
| Concentration | A group of courses within an undergraduate academic major which provide more narrowly-focused academic instruction. May include courses from more than one academic department or from outside the student's major area. |
| Conditionally Admitted Students | Conditionally admitted students are non-transfer degree-seeking students with below a 2.5 High School CGPA who are admitted conditionally for only one semester. Admittance to a second semester is conditioned upon earning a minimum GPA of 1.5 during the first semester. Continuing beyond the second semester requires a CGPA of 2.0 or higher. |
| Controlled Electives | A listed set of courses within a major or minor from which the student may select courses in which to enroll to meet requirements related to the major or minor. See also *Electives*. |
| Core Requirements | A group of basic courses taken by more than one kind of major or concentration. |
| Corequisite | A course that must be taken simultaneously with another course. |
| Course ID | A permanent course designation consisting of three letters indicating academic department and three digits (four digits for graduate courses) indicating the particular course. The first digit indicates the level at which the course is taught (1 for freshman, 2 for sophomore, 3 for junior, 4 for senior, 5 for master's). |
| Course Load | See *Academic Load*. |
| Course Name | See *Course ID*. |
| Credit Hour | Same as semester hour. For a non-laboratory course, one credit hour equals 50 minutes each week for not less than 15 weeks. Laboratory, studio, and activity courses may require up to 100 minutes of class time (including both lecture and lab) each week for each semester hour of credit. |
| Degree Completion Program | A bachelor's degree program that requires an associate degree or the successful completion of approximately 30 hours of postsecondary coursework as a prerequisite for admission. Program length is considered four years. (HLGU offers the following completion programs: BAS/BS Business Management, Christian Ministry, |

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|---|---|
| | Criminal Justice, BS Social Services, BSE Early Childhood Education, Elementary Education, BSN.) |
| Developmental Courses | Developmental courses are offered to assist the student who is inadequately prepared for university-level work in specific areas. |
| Directed Study | A course not in the established curriculum, but deemed valuable to the student's academic or vocational interests (usually a Special Topics or Advanced Topics course). |
| Disciplinary Probation | Probation resulting from unsatisfactory conduct. Disciplinary probation restricts a student's activities. |
| Disciplinary Suspension | Suspension resulting from unsatisfactory conduct. Disciplinary suspension makes a student ineligible to enroll for the following semester. |
| Elective | A course chosen by the student which is not listed in the curriculum plan for the major. See also *Controlled Electives*. |
| Endorsement | The addition of a teacher certification area after an initial certificate area has been completed. |
| Faculty Advisor | A faculty member assigned to guide the student in the academic planning process. See Academic Policies. |
| Freshman | An undergraduate student who has earned passing grades for less than 24 credit hours. |
| Full-Time Student | An undergraduate student who takes 12 or more credit hours in a semester or a graduate student who takes 9 or more credit hours in a semester. |
| General Education Requirements | A group of courses providing all undergraduate students with a broad background of general knowledge in addition to their major and minor requirements. |
| GPA | Grade point average. See also *CGPA*. For further information, see Grading System in the Academic Policies section. |
| Grade | Letters and/or symbols indicating a student's level of performance within a class. See Grading System in the Academic Policies section. |
| Graduate | A person who has completed all HLGU degree, course, and financial requirements, with a minimum of the required number of transcribed credit hours that fulfill applicable graduation requirements. |
| Graduate Student | A student taking graduate-level courses. |
| Guest Student | A student who wishes to attend HLGU temporarily and does not wish to pursue a degree on this campus. See Admissions section. |
| Honors Course | A course limited to students with exceptional academic preparation and ability. |
| Incomplete Grade (or I) | The transcript notation temporarily assigned to a transcribed course when a student has been unable to complete coursework because of illness or unavoidable delays. |
| Independent Study | A course normally taught in a classroom, but to be taken outside of regular class meeting times due to special student circumstances. Limitations apply. A fee is charged for each independent study. See Academic Policies and Financial Information sections. |

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| Internship | A course that includes practical experience under the supervision of a qualified professional. |
| Junior | An undergraduate student who has earned passing grades for at least 60 but less than 90 credit hours. |
| Major | The student's chosen field of study that usually includes 36 or more credit hours, often supplemented by an additional component of professional, support, or area core courses. |
| Minor | A group of courses outside the student's major that can be added to a bachelor's degree. Typically requires 18 or more credit hours from the academic discipline. |
| Non-course | Any work completed, such as prior learning assessment (PLA), competency tests (AP, CLEP, DSST, etc.), or other documentation, that fulfills academic requirements or prerequisites. |
| Non-standard Course | Independent study and directed study courses are considered to be non-standard courses. |
| Orientation | A series of meetings designed to familiarize new students with the campus facilities, procedures, and expectations. |
| Part-Time Student | An undergraduate student who takes less than 12 credit hours in a semester or a graduate student who takes less than 9 credit hours in a semester. |
| Personal Class Schedule | The set of courses in which an individual student is enrolled in a given academic term. |
| Prerequisite | A requirement that must be met before registering for a course. |
| Probation | See *Academic Probation* and *Disciplinary Probation.* |
| Remedial Courses | See *Developmental Courses*. |
| Quarter Hour | Some institutions measure credit hours by quarter hours rather than by semester hours. HLGU accepts the transfer of a quarter-hour credit as equivalent to two-thirds of a semester-hour credit. One quarter hour is equal to .67 semester hour. |
| Satisfactory Academic Progress | When a student is meeting the University's standards for grade point average and accumulation of credits. |
| Semester Hour | See *Credit Hour*. |
| Semester | A period of instruction that lasts at least 15 weeks. |
| Senior | An undergraduate student with passing grades in at least 90 credit hours. |
| Sophomore | An undergraduate student with passing grades in at least 24 but less than 60 credit hours. |
| Special Student | Any nondegree-seeking student and/or those who have not met the admission standards. See Admissions section. |
| Specialization | A concentration in undergraduate programs or a track in graduate programs. See *Concentration* or *Track*. |
| Support Requirements | A set of courses that are required to supplement a major. |

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| Suspension | See *Academic Suspension* and *Disciplinary Suspension*. |
| Teacher Certification | Approval granted by the state for a teacher to instruct in the public schools. The certification area is the subject area in which the student prepares to teach. See also *Endorsement*. |
| Term | A period of instruction during which courses are offered. |
| Track | A group of courses within a graduate program which provide more narrowly-focused academic instruction. |
| Transcript | The student's permanent academic record. See Academic Policies section. |
| Withdrawal | The official act of dropping one or all courses before the end of a semester or term. See Academic Policies section. |

# Programs of Study

The academic programs of Hannibal-LaGrange University are organized into five academic divisions: Craigmiles School of Nursing, Professional Studies, Humanities and the Arts, Science and Mathematics, Teacher Education. In addition to programs of study in these divisions, HLGU offers special programs: Foundations, ESL, Honors, University Studies (an interdisciplinary major), and Concurrent Enrollment.

## Course Numbering System

A course number consists of three letters indicating academic department and three or four digits indicating the particular course (Example: ENG-104 English Composition I). The first digit indicates the course level (0 for developmental courses, 1 for freshman, 2 for sophomore, 3 for junior, 4 for senior, 5 for master's).

## Certificate Program

Practical Nursing Program (PN)

## Associate Degrees

Associate of Applied Science (AAS)
Associate of Science (AS)
Associate of Science in Nursing (ASN)

## Baccalaureate Degrees

Art (BA)
Biblical Studies (BS)
Biology (BS)
Conservation Biology (BS)
Business Administration (BS) –
*Concentrations in Agribusiness, Entrepreneurship & Management, General Business, and Marketing*
Business Administration (BAS)
Christian Studies (BAS, BA) –
*Concentrations in Bible and Christian Ministry*
Computer Sciences (BS) –
*Concentration in Cybersecurity & IT Management*
Criminal Justice (BAS, BS)
Graphic Design (BS)
Early Childhood and Elementary Education (BSE)
*Offered as a double major leading to Missouri Teacher Certification Birth-Grade 6*
Elementary Education (BSE)
*Leading to Missouri Teacher Certification Grades 1-6*
English (BA)
History (BA, BS)
Mathematics (BS)
Media Communication (BS)
Music (BMus)
Nursing (BSN) – Online Only
Psychology (BS, BAS)
Public Relations (BS)
Secondary Education (BSE)
*Leading to Missouri Teacher Certification Grades 9-12 in Biology, English, Mathematics, Social Science, or Speech & Theatre*
Special Education (BSE)
*Leading to Missouri Teacher Certification Grades K-12*
K-12 Education (BSE)

*Leading to Missouri Teacher Certification Grades K-12 in Art, Physical Education, or Music (instrumental & Vocal).*

Sport and Recreation Management (BS)
Theatre (BS)
University Studies (BS, BAS)
Worship Arts (BS)

## Minors

Art
Bible
Biblical Languages
Biology
Business Administration
Christian Studies
Criminal Justice
Education
English
Exercise Science
Graphic Design
History
Mathematics
Media Communication
Music
Pre-Law
Psychology
Special Education
Sport and Recreation Management
Theatre

## Master's Degrees

Master of Education in Education Administration (MED)

*Leading to Missouri School Leader Principalship (K-12) Certification.*

Master of Science in Education (MSE)

*Tracks in Special Reading Certification (K-12), Teaching and Learning, and Teaching & Learning with Initial Missouri Teacher Certification.*

Master of Arts in Leadership (MAL)

*Tracks in Business Administration and Christian Studies.*

# GENERAL EDUCATION

## Requirements for Baccalaureate and Associate Degrees

## General Education Goals

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

1. Communicate effectively in written and oral forms.
2. Make practical applications of mathematical concepts and models.
3. Acquire a fundamental knowledge of the Bible and a Biblical worldview from an evangelical Christian perspective.
4. Develop an appreciation of or skills in at least one area of the fine arts.
5. Develop an appreciation for literature.
6. Attain a fundamental understanding of US History and diverse cultures.
7. Acquire principles and skills which promote physical well-being.
8. Understand the process of scientific inquiry and the principles and relevance of both the life and physical sciences.
9. Use critical thinking skills in solving problems and in the synthesis of information.

## General Education Requirements for Baccalaureate Degrees

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

**Adult Degree Completion, Nursing, and Teacher Education Programs**

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

## Required Courses for Graduation for Associate Degrees

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

## General Education Requirements for Baccalaureate Degrees

EXCEPTIONS: Requirements do differ for the BSE, BSN, BAS degrees.

| I. General Education Requirements | Bachelor of Arts Degree Credits: 54 Hours<br>Bachelor of Science/Music Degree Credits: 48 Hours |
|---|---|

**Chapel** HLG 010 Chapel ..... Credits: 0
*See Chapel Attendance Requirements in the HLGU Student Handbook.*

**Bible** BIB 113 Old Testament Survey ..... Credits: 3
BIB 123 New Testament Survey..... Credits: 3
BIB 153 Biblical Worldview…….Credits: 3
*Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.*

**Written & Public Communication** ENG 104 English Composition I..... Credits: 3
ENG 106 English Composition II..... Credits: 3
CAS 101 Introduction to Public Speaking……..Credits: 3
*Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)*

**Fine Arts and Humanities** Select three credit hours from LIT ..... Credits: 3
Select three credit hours from ART, MUS, or THR ..... Credits: 3
Select three credit hours from the requirements below ..... Credits: 3
*PHL 213 Introduction to Philosophy, CMN 313 Christian Professional Ethics, PHL 253 Introduction to Logic, or any additional LIT course.*

**Social and Behavioral Sciences** Select six credit hours from HST and/or PLS..... Credits: 6
*At least three hours must be in US history.*
Select three credit hours from the requirements below ..... Credits: 3
*PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.*

**Natural Sciences** Life & Non-Life Science Courses ..... Credits: 7
*Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.*

**Mathematics** Select appropriate mathematics course ..... Credits: 3
*For BAS programs, only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)*

**Physical Education** PHE 110 Health & Fitness for Life…….Credits: 1
PHE/VAR Activity Courses……...Credits: 1
*One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)*

**Language** Modern or Biblical Language..... Credits: 6

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

## Associate of Applied Science Degree (AAS)

| I. General Education Requirements | | Credits: 25-26 Hours |
|---|---|---|
| **Chapel** | HLG 010 Chapel ..... Credits: | 0 |
| | *See Chapel Attendance Requirements in the HLGU Student Handbook.* | |
| **Bible** | Select 3 credit hours from the following options: | |
| | BIB 113 Old Testament Survey ..... Credits: | 3 |
| | or | |
| | BIB 123 New Testament Survey..... Credits: | 3 |
| | or | |
| | BIB 153 Biblical Worldview……Credits: | 3 |
| | *Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.* | |
| **Writing** | ENG 104 English Composition I..... Credits: | 3 |
| | ENG 106 English Composition II..... Credits: | 3 |
| | *Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)* | |
| **Natural Sciences** | Life or Non-Life Science Courses..... Credits: | 4 |
| | *Students must take at least one course with a lab.* | |
| **Humanities & Fine Arts** | Select courses meeting the requirements below ..... Credits: | 2-3 |
| | *Students must take at least one course from one of these areas: Art, Literature, Music, Philosophy, Speech, or Theatre.* | |
| **Mathematics** | Select appropriate mathematics course ..... Credits: | 3 |
| | *Only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)* | |
| **Physical Education** | PHE 110 Health & Fitness for Life..... Credits: | 1 |
| **Social & Behavioral Science Options** | **From the list below, select 3 credit hours*: ..... Credits:** | **3** |
| | CRJ 113 The United States Criminal Justice System..... Credits: | 3 |
| | ECO 213 Macroeconomics..... Credits: | 3 |
| | ECO 223 Microeconomics..... Credits: | 3 |
| | FIN 101 Personal Finance ..... Credits: | 3 |
| | MAN 243 Principles of Business Management..... Credits: | 3 |
| | PHL 213 Introduction to Philosophy ..... Credits: | 3 |
| | PHL 253 Introduction to Logic..... Credits: | 3 |
| | HST 213 United States History I……..Credits: | 3 |
| | HST 223 United States History II……...Credits: | 3 |
| | PLS 113 Introduction to Government ..... Credits: | 3 |
| | PSY 113 General Psychology..... Credits: | 3 |
| | SOC 113 Introduction to Sociology ..... Credits: | 3 |
| | SOC 123 Marriage & the Family ..... Credits: | 3 |
| | ***Successfully completing HON 301 and HON 309 will satisfy this requirement.** | |

| II. Electives | Credits: 37-38 Hours |
|---|---|

| Total Hours Required for Graduation | Credits: 60 Hours |
|---|---|

## Associate of Science Degree (AS)

| I. General Education Requirements | | Credits: 28-29 Hours |
|---|---|---|
| **Chapel** | HLG 010 Chapel ..... Credits: | 0 |
| | *See Chapel Attendance Requirements in the HLGU Student Handbook.* | |
| **Bible** | Select 6 credit hours from the following options: | |
| | BIB 113 Old Testament Survey ..... Credits: | 3 |
| | or | |
| | BIB 123 New Testament Survey..... Credits: | 3 |
| | BIB 153 Biblical Worldview……Credits: | 3 |
| | *Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.* | |
| **Writing** | ENG 104 English Composition I..... Credits: | 3 |
| | ENG 106 English Composition II..... Credits: | 3 |
| | *Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)* | |
| **Historical Studies** | Select three credit hours from US HST options ..... Credits: | 3 |
| **Natural Sciences** | Life or Non-Life Science Courses..... Credits: | 4 |
| | *Students must take at least one course with a lab.* | |
| **Humanities & Fine Arts** | Select courses meeting the requirements below ..... Credits: | 2-3 |
| | *Students must take at least one course from one of these areas: Art, Literature, Music, Philosophy, Speech, or Theatre.* | |
| **Mathematics** | Select appropriate mathematics course ..... Credits: | 3 |
| | *Only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)* | |
| **Physical Education** | PHE 110 Health & Fitness for Life..... Credits: | 1 |
| **Social & Behavioral Science Options** | **From the list below, select three credit*: ..... Credits:** | **3** |
| | CRJ 113 The United States Criminal Justice System..... Credits: | 3 |
| | ECO 213 Macroeconomics..... Credits: | 3 |
| | ECO 223 Microeconomics..... Credits: | 3 |
| | FIN 101 Personal Finance ..... Credits: | 3 |
| | MAN 243 Principles of Business Management..... Credits: | 3 |
| | PHL 213 Introduction to Philosophy ..... Credits: | 3 |
| | PHL 253 Introduction to Logic..... Credits: | 3 |
| | PLS 113 Introduction to Government ..... Credits: | 3 |
| | PSY 113 General Psychology..... Credits: | 3 |
| | SOC 113 Introduction to Sociology ..... Credits: | 3 |
| | SOC 123 Marriage & the Family ..... Credits: | 3 |
| | ***Successfully completing HON 301 and HON 309 will satisfy this requirement.** | |

| II. Electives | Credits: 35-36 Hours |
|---|---|

| Total Hours Required for Graduation | Credits: 64 Hours |
|---|---|

# SPECIAL PROGRAMS OF STUDY

## Interdisciplinary Program and Other Special Programs/Courses of Study

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

## INTERDISCIPLINARY PROGRAM

### University Studies Major

**Mission of the University Studies Degree**
The mission of the University Studies Degree is to transform lives and communities through relevant education anchored in a Biblical worldview.

**Nature**
The University Studies major is a multidisciplinary program created to accomplish a range of goals by incorporating differing fields of interest into a college degree. This major prepares students to succeed in a wide variety of careers.

**Objectives for the University Studies Program**
The University Studies major will:

1. create an interdisciplinary proposal for a Knowledge for Service Project.
2. complete and develop a portfolio documenting an interdisciplinary, community engaged Knowledge for Service Project.
3. present completed interdisciplinary, community-engaged Knowledge for Service Project to an appropriate audience.

**Requirements**

1. meet the General Education requirements for the chosen degree and use none of the required General Education courses to meet the major requirements for the University Studies major, except Bible. This is an exception to the rule in some majors.
2. meet the Graduation Requirements (see Academic Policies).
3. include at least three courses, and at least 8 credit hours, from each of three different academic disciplines from at least two different departments. A limit of one academic discipline not offered at HLGU is allowed in transfer. Please note: developmental ENG, ESL, and MTH courses will not count towards the major.
4. include at least 30 semester hours in the University Studies major with at least ten semester hours of the major courses taken from the 300 level or above.
5. in addition, complete HLG 301 Knowledge for Service Proposal and HLG 401 Knowledge for Service Project.

**A student who desires to major in University Studies must:**

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

# OTHER SPECIAL PROGRAMS

## Concurrent Enrollment Program

**University Credit for High School Students**
High school students demonstrating exceptional ability may enroll for course credit at HLGU in one of the ways listed below. Students must meet all requirements as stated by the Missouri Dual Credit Policy, Section 6.0. (https://dhe.mo.gov/policies/documents/CBHEPolicyonDualCreditJune2015.pdf).

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

Early enrollment (E2): Exceptional high school students may enroll in university-credit courses on the HLGU campus. Some courses may also satisfy high school requirements. By special arrangement with their high schools, students are permitted to attend HLGU's courses during the school day. For information, students may contact the high school counselor or HLGU's Director of Concurrent Programs, dualcredit@hlg.edu.

## ESL Course of Study

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

**Admission Requirements for International Studies**
HLGU welcomes qualified students from other countries. To be considered for admission, students who are not citizens of the United States must complete the admission requirements outlined in the Admissions portion of the catalog.

**Course Sequence**
Students qualify for ESL courses based on TOEFL scores. Upon qualification, students will take the following sequence of courses during their first year of coursework at HLGU.

| | | |
|---|---|---|
| | **First Semester** | |
| **HLG 011** | Freshman Seminar | (1 credit) |
| **ESL 011** | English Conversation | (3 credits) |
| **ESL 012** | Reading and Writing | (3 credits) |
| **ESL 013*** | American Culture | (3 credits) |
| **ESL 014** | English Grammar | (3 credits) |
| | **Second Semester** | |
| **HLG 001** | Success Lab | (0 credits) |

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

# Honors Program

**Purpose**
The primary objective of the HLGU Honors Program is to promote the life of the mind on the HLGU campus. A significant element of this objective is for students to understand first, what a worldview is, and to develop subsequently a Biblical worldview as a lens through which every aspect of life and culture should be evaluated. This will be accomplished both through honors classes and honors events in which current and past cultural, theological and historical issues will be appraised from the perspective of a Biblical worldview.

The honors program is comprised of 24 semester hours of coursework, some of which may be used to fulfill General Education requirements for the student's major. Nine hours are specified as requirements within the program; HON 301, HON 309, and HON 401. The remaining 15 semester hours may be satisfied by taking HON 304, or any number of upper-level classes which may be designated as honors classes within other academic disciplines by having an H affixed to their titles, with a limit of 3 upper-level semester hours in a major.

Students who satisfactorily complete the 18 semester hours of honors courses and who maintain the required GPA will receive the honors certificate and special recognition at graduation.

**Requirements for Admission**
1. Have a minimum score of 26 on the ACT.
2. Complete an application form for the Honors Program.
3. Provide a statement of interest dealing with why the student desires to be in the HLGU Honors Program.
4. Provide a letter of recommendation from someone who knows them well.
5. Be approved for admission by the Honors Program Committee.

**Requirements for Maintaining Eligibility**
1. Earn a GPA of 3.0 or greater for each semester.
2. Earn a cumulative GPA of 3.25 or greater by the end of the sophomore year and maintain a cumulative GPA of 3.25 or greater throughout the junior and senior years.

**Suggested Course Schedule:** It is strongly recommended that students enroll in at least one honors course each semester until the program is completed. Courses in **bold** are the courses required to complete the program. Courses marked with an asterisk (*) are required of all Freshmen or incoming transfer students as the initial honors courses taken at HLGU.

| SEMESTER | COURSES |
|---|---|
| **Freshman Fall** | HON 301 |
| **Freshman Spring** | HON 309 |
| **Sophomore Fall** | HON 304 or Honors Class in Major or for General Education |
| **Sophomore Spring** | HON 304 or Honors Class in Major or for General Education |
| **Junior Fall** | Honors upper-level class |
| **Junior Spring** | Honors upper-level class |
| **Senior Fall** | Honors upper-level class |
| **Senior Spring** | Honors upper-level class |

**NOTE:**
- HON 301 may fulfill 3 semester hours of General Education options.

- HON 304 may fulfill 3 semester hours of non-lab science.
- The Honors Program Director must approve an upper-level class to be designated as an honors course.

## Jefferson City Correctional Center Program

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

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

### Objectives for the Biblical Studies Major

The Biblical Studies major will:

1. demonstrate understanding of the content and recommended techniques associated with sharing the Gospel of Jesus Christ in witnessing.
2. demonstrate knowledge of the content and issues associated with basic Christian doctrines.
3. demonstrate understanding of methods, tools, and principles of Biblical interpretation.
4. demonstrate the knowledge and skills required to accomplish an inductive-exegetical Bible study and/or to prepare and deliver biblically based expositional sermons.
5. demonstrate knowledge of the historical and theological content, as well as critical issues, associated with the Old and New Testament books.
6. demonstrate understanding of how to teach effective Bible lessons.
7. demonstrate an understanding of the unique opportunities and challenges of ministering in the prison context.

### Requirements for the BS Degree in Biblical Studies

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

## Requirements for Biblical Studies Major

| I. General Education Requirements | | Credits: 56 Hours |
|---|---|---|
| **Foundations** | HLG 100 Academic Skills for College Students | Credits: 2 |
| **Bible** | BIB 113 Old Testament Survey | Credits: 3 |
| | BIB 123 New Testament Survey | Credits: 3 |
| **Writing** | ENG 104 English Composition I | Credits: 3 |
| | ENG 106 English Composition II | Credits: 3 |
| **Literature** | LIT 233 American Literature I | Credits: 3 |
| | LIT 243 American Literature II | Credits: 3 |
| **Communication** | CAS 101 Introduction to Speech Communication | Credits: 3 |
| **Historical Studies** | HST 153 World History I | Credits: 3 |
| | HST 163 World History II | Credits: 3 |
| | HST 233 Survey of U.S. History | Credits: 3 |
| **Natural Sciences** | BIO 143 Contemporary Environmental Science | Credits: 3 |
| | PHS 133 Earth Science I | Credits: 3 |
| **Fine Arts** | MUS 103 Music Appreciation | Credits: 3 |
| | ART 103 Art Appreciation | Credits: 3 |
| **Mathematics** | MTH 131 Introduction to Contemporary Mathematics | Credits: 3 |
| **Physical Education** | HLT 183 Personal Health & Fitness | Credits: 3 |
| **General Ed Options** | PLS 113 Introduction to Government | Credits: 3 |
| | THE/PHL 213 Introduction to Philosophy | Credits: 3 |

| II. Biblical Studies Core Requirements | | Credits: 69 Hours |
|---|---|---|
| | BIB 101 Introduction to Christianity & College Life | Credits: 3 |
| | BIB 143 Biblical Interpretation | Credits: 3 |
| | BIB 313 Old Testament I: The Torah | Credits: 3 |
| | BIB 323 New Testament I: The Life of Christ | Credits: 3 |
| | BIB 353 Old Testament II: Joshua-Esther | Credits: 3 |
| | BIB 363 New Testament II: Acts & Pauline Epistles | Credits: 3 |
| | BIB 413 Old Testament III: Job-Malachi | Credits: 3 |
| | BIB 423 New Testament III: General Epistles-Revelation | Credits: 3 |
| | CED 123 Discipleship & Spiritual Formation | Credits: 3 |
| | CED 313 Church Administration & Leadership | Credits: 3 |
| | CED 383 Teaching the Bible | Credits: 3 |
| | CMS 303 Introduction to Evangelism & Missions | Credits: 3 |
| | CMS 383 Introduction to Preaching | Credits: 3 |
| | CMS 423 Christian Counseling | Credits: 3 |
| | CMS 442 Senior Colloquium | Credits: 3 |
| | CMS 451 Supervised Prison Ministry Foundations | Credits: 2 |
| | CMS 461 Supervised Prison Ministry Internship | Credits: 4 |
| | THE 313 Christian Ethics | Credits: 3 |
| | THE 332 Baptist History & Heritage | Credits: 3 |
| | THE 343 History of Christianity | Credits: 3 |
| | THE 371 Christian Doctrine I | Credits: 3 |

**Continued on next page.**

THE 372 Christian Doctrine II ..... Credits: 3
THE 381 Apologetics ..... Credits: 3

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

| Total Hours Required for Graduation | Credits: 125 Hours |
|---|---|

## Pre-Law Studies

Law schools do not require any specific major or field of study at the undergraduate level as preparation for admission. Pre-Law students take courses across a wide variety of disciplines, including the following majors offered at HLGU: Business Administration, Communication Studies, Criminal Justice, Christian Studies, English, History, and Psychology. 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.

Students interested in careers in law may find the following courses and areas of study useful:

| | | |
|---|---|---|
| Argument & Debate | Constitutional Law | Political Science |
| Business Law | Economics | Public Speaking |
| Christian Ethics | Logic | Writing & Journalism |

In addition to the courses required for the **Pre-Law Minor**, HLGU recommends the following courses for students seeking to enroll in law school.

| | | |
|---|---|---|
| ACC 303 | PHL 253 | PSY 113 |
| CRJ 333 | HST 420 | SOC 113 |

**Requirements for Pre-Law Minor**

| I. Pre-Law Minor Requirements | Credits: 18 Hours |
|---|---|

PLS 113 Introduction to Government ..... Credits: 3
CRJ 113 The U.S. Criminal Justice System..... Credits: 3
BUS 363 Business Law ..... Credits: 3
CAS 323 Advanced Public Speaking & Debate ..... Credits: 3
CRJ 416 Criminal & Constitutional Law ..... Credits: 3
PHL/THE 313 Christian Professional Ethics ..... Credits: 3
**NOTE:** A grade of C- or higher is required in all courses for the minor.

# CRAIGMILES SCHOOL OF NURSING

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

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

## Mission of the Craigmiles School of Nursing

The Craigmiles School of Nursing offers programs that are rooted in the University Core Values: Biblical Worldview, Educational Relevance, Community Mindset, Transformational Leadership, and Generational Impact for effectively equipping nursing students and graduates for ministry and service within homes, workplace settings, church settings, within their profession, and within surrounding communities. The Craigmiles School of Nursing offers programs that strive 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 Accreditations and Approvals

The practical nursing certificate program at Hannibal-LaGrange University has full Missouri Board of Nursing approval. www.pr.mo.gov/nursing.asp

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is continuing accreditation. Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, 404-975-5000. www.acenursing.org

The associate degree program in nursing at Hannibal-LaGrange University has conditional Missouri State Board of Nursing approval. www.pr.mo.gov/nursing.asp

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

## Memberships

The School of Nursing has memberships in the National League for Nursing, the Organization for Associate Degree Nursing, and the Missouri League for Nursing.

## 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. Admission to the University does not guarantee acceptance into the nursing program. The decision for acceptance by the Director of the School of Nursing is based on evidence of the student's potential for successful completion of the program. Notification of the decision will be forwarded in writing to the applicant.

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

## Advanced Standing and Transfer Credit

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

## Repetition Policies

A nursing course (PNE/NUR prefix) may only be repeated one time. This includes whether the student failed or withdrew from the course ("W" notation on the transcript). Upon failing or withdrawing from a nursing course during a second attempt, the student will immediately be dismissed from the Craigmiles School of Nursing. Dismissed students are required to meet with the Director of Craigmiles School of Nursing for a scheduled interview. For all programs (PN, ASN, and RN-to-BSN programs) only two (2) nursing courses (PNE/NUR prefix) may be repeated.

# PRACTICAL NURSING (PN) PROGRAM

The Practical Nursing Program is designed specifically for students interested in entering the nursing profession. The program is a post-high school 10 ½ month certificate program. There is one program session per year. The student is rotated through a planned program of classroom and clinical instruction. Upon program completion and meeting specific state requirements, the graduate may obtain licensure by passing the NCLEX-PN. A Practical Nurse is responsible for meeting the needs of clients in a variety of settings under the direction of a professional registered nurse or licensed physician. Employment opportunities include long-term care facilities, hospitals, clinics, or any institution that provides health services. To graduate from the Practical Nursing program, students must satisfy all entry and curriculum requirements as well as the Graduation Requirements listed in the Academic Policies section of the catalog.

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

## Objectives for the Practical Nursing (PN) Program

The graduate will:

1. Provide basic nursing care and ministry services promoting health and preventing disease.
2. Address unmet healthcare needs, problems, obstacles, and challenges when providing basic nursing care and ministry services.
3. Demonstrate proficiency in basic nursing knowledge, skills, and abilities characteristic of a practical nurse.
4. Use nursing standards as a basis for assuming practical nursing roles required in providing basic nursing care and services.

5. Collaborate with the interdisciplinary team in providing basic nursing care and ministry services.
6. Collaborate with other communities of interest such as local and extended church organizations, healthcare organizations, and community support agencies, to provide basic nursing care and ministry services.
7. Provide basic patient-centered nursing care and ministry services to humankind: individuals, groups, families; the underserved, poor, and disadvantaged; individuals across lifespan; and diverse populations.
8. Approach basic nursing care and ministry services from a biblically based, Christian worldview equipped to minister and serve so opportunities arise.
9. Recognize individual and professional accountability to Christ, the public, the nursing profession, and healthcare employers for providing basic nursing care that is efficient, effective, equitable, patient-centered, time, and safe.

**Additional Information**
The PN program accepts students continually throughout the year.

## Guidelines for Admission

1. Must be 17 years of age or older.
2. Have a high school diploma or high school equivalency certificate.
3. Apply online at www.hlg.edu.
4. Complete Nursing application.
5. Achieve a C or better in the PN Science and Behavioral Science Support Courses (prerequisite or corequisite course).*
6. Applicants who are initially accepted into the program will be considered on conditional status until students:
   a) Submit all required health and background check documentation.
   b) Submit copies of proof of vaccinations.
   c) Submit BLS CPR Certification (American Heart Association).
   d) Complete any additional requirements per partnership affiliation agreements between HLGU Craigmiles School of Nursing and clinical or partnering organizations.

*All students are encouraged to take support courses before starting the PN program in the fall. Students who are not able to take or complete support courses prior to the fall PN program launch may enter the program, working closely with their academic advisor to ensure all program requirements are completed before PNE 104 Synthesis of Practical Nursing. These courses must be passed with a grade of C or higher in order to progress and/or complete the PN program.

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

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 Office Manager will be happy to provide you with answers and/or assistance and can be reached at (573)629-3141.

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 regard to re-entry. We must receive this letter to continue with your application for entry into the Hannibal-LaGrange University PN program.

**NOTE:** Science courses will only be accepted if taken within the last 5 years. The material from these courses is fundamental to students' success in nursing school.

## Financial Aid

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

## Curriculum Requirements

There is always the possibility that there will be revisions in the curriculum and standards because of the continuing curriculum evaluation. Please check with the Nursing office for the current requirements.

## Requirements for Practical Nursing (PN) Program

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

### Required Courses for Practical Nursing Certificate

| I. Practical Nursing Support Requirements | Credits: 11 Hours |
|---|---|
| *BIO 254/264 Essentials of Anatomy & Phys I and II | Credits: 8 |
| *PSY 113 or SOC 113 General Psychology or Introduction to Sociology | Credits: 3 |

***Must have earned a C or better in Science and Behavioral Science Support Courses.**

| II. Practical Nursing Core Requirements | Credits: 29 Hours |
|---|---|
| PNE 100 Introduction to Practical Nursing | Credits: 3 |
| PNE 101 Foundations of Nursing | Credits: 4 |
| PNE 102 Introduction to Pharmacology | Credits: 3 |
| PNE 121 Adult Health I | Credits: 5 |
| PNE 155 Mental Health | Credits: 3 |
| PNE 163 Maternal Newborn | Credits: 4 |
| PNE 165 Pediatrics | Credits: 4 |
| PNE 104 Synthesis of Practical Nursing | Credits: 3 |
| Total Hours Required for Completion | Credits: 40 Hours |

# ASN PROGRAM
# Associate of Science in Nursing

The Associate of Science in Nursing (ASN) requires a minimum of 73 semester hours and completion of the program requirements. Program requirements include 46 semester hours of nursing coursework. After successfully completing the ASN program, graduates are immediately eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN), which is required in order to practice as a registered nurse. To graduate from the ASN Program, students must satisfy all curriculum requirements 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. Once the class is filled, qualified applicants will be placed on a waiting list and will be admitted to the program if openings occur. Students not accepted may reapply for the following year.

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

Other grounds for refusal by the Missouri State Board of Nursing to issue a license or revoke a license are explained in the Missouri Nursing Practice Act, Missouri Chapter 335 — Nurse: Section 335.066. Questions regarding the relevance of this Section to a particular situation should be directed to the Director of the School of Nursing prior to or immediately upon enrollment.

## Associate of Science in Nursing (ASN) Graduate Competencies (Program Outcomes)

The ASN graduate will:

1. Provide professional nursing care and nursing services promoting health and preventing disease.
2. Address unmet healthcare needs, problems, obstacles, and challenges when providing professional nursing care and nursing services.
3. Demonstrate proficiency in nursing knowledge, skills and abilities characteristic of a professional nurse.
4. Use information from evidenced-based research findings and professional nursing standards as a basis for assuming professional nursing roles required in providing nursing care and ministry services.
5. Collaborate with the interdisciplinary team in providing professional nursing care and ministry services.
6. Collaborate with other communities of interest such as local and extended church organizations, healthcare organizations, and community support agencies, to provide professional nursing care and services.
7. Provide professional patient-centered nursing care and ministry services to humankind: individuals, groups, families, the underserved, poor, and disadvantaged; individuals across the lifespan, and diverse populations.
8. Approach professional nursing care and ministry services from a biblically-based, Christian worldview equipped to minister and serve as opportunities arise.
9. Recognized individual and professional accountability to Christ, the public, the nursing profession and healthcare employees for providing professional nursing care that is efficient, effective, equitable, patient-centered, timely, and safe.

## Guidelines for Admissions

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 a nursing application.
4. Have a minimum grade point average (GPA) of at least 2.75 on a 4.0 scale in Nursing Support Requirements.
5. Complete the following prerequisites with a grade of C or higher:
    a. Achieve a C or better in the ASN's Science and Behavioral Science Support courses.
    b. Prerequisite science courses will only be accepted if taken within 5 years prior to beginning the nursing program. The material from these courses is fundamental to students' success in nursing school. If a practicing LPN, the 5-year rule may be waived.
6. Submit all required health and background check documents.
7. Submit copies of proof of vaccinations.
8. Submit BLS CPR certification (American Heart Association).
9. Complete any additional requirements per partnership affiliation agreements between HLGU CSON and clinical or partner organizations.

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

## Admission of Transfer Students, Advanced Placement Students, and Licensed Practical Nurses

1. Meet admission requirements for admittance to Hannibal-LaGrange University. (Refer to "Guidelines for Admissions" section of catalog.)
2. Complete Guidelines for Admission to ASN program (stated above).

**NOTE:** Nursing courses are rarely accepted in transfer to fulfill graduation requirements. However, students may be able to obtain advanced standing for NUR 105-165 by examination.

**NOTE:** NUR 130 Health Assessment is a prerequisite for all advanced standing students. The course is offered in the summer term and should be taken by the advanced standing student prior to entry into the first nursing course.

LPNs may obtain advanced standing if they have met the above "Guidelines for Admissions" 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 to practice as an LPN.
4. Successfully meet the benchmark score for the required entrance examination.

**NOTE:** Students who meet these requirements will receive credit for BIO 254, BIO 264, and semesters 1 and 2 NUR courses.

## Expenses

Cost sheets are available upon request.

## Financial Aid

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

## Curriculum Requirements

There is always the possibility that there will be revisions in the curriculum and standards because of the continuing curriculum evaluation. Please check with the School of Nursing office for the current requirements.

## ASN Students Taking BSN Courses

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

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

## Requirements for ASN Degree

1. Earn a grade of C or higher in all Science and Behavioral Science support courses.
2. Earn of C- for remaining support course requirements.
3. Earn a grade of B- or higher in all Nursing Core Requirements.
4. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).

## Required Courses for Associate of Science in Nursing Degree

| I. Nursing Support Requirements | Credits: 27-30 Hours |
|---|---|
| HLG 010 Chapel | Credits: 0 |
| *See Chapel Attendance Requirements in the HLGU Student Handbook.* | |
| **Bible (Choose from the following)** | Credits: **6** |
| BIB 113 Old Testament Survey | Credits: 3 |
| or | |
| BIB 123 New Testament Survey | Credits: 3 |
| BIB 153 Biblical Worldview | Credits: 3 |
| *Students may choose either BIB 113 or BIB 123. Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.* | |
| ENG 104 English Composition I | Credits: 3 |
| *Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)* | |
| ENG 106 English Composition II | Credits: 3 |
| *Human Anatomy & Physiology with Lab | Credits: 6-8 |
| *Recommended course sequence is BIO 254LL Essentials of Human A & P I and BIO 264LL Essentials of Human A & P II. LPN license fulfills this requirement.* | |
| *Microbiology | Credits: 3-4 |
| *Behavioral Science | Credits: 6 |
| *(Courses must come from two different academic areas. Recommended courses include: PSY 113 General Psychology and SOC 113 Introduction to Sociology)* | |

***Must have earned a C or better in Science and Behavioral Science Support Courses.**

| II. Nursing Core Requirements | Credits: 47 Hours |
|---|---|
| NUR 101 Foundations of Nursing | Credits: 4 |
| NUR 102 Introduction to Pharmacology | Credits: 3 |
| NUR 121 Adult Health I | Credits: 5 |
| NUR 130 Health Assessment | Credits: 3 |
| NUR 155 Mental Health | Credits: 3 |
| NUR 163 Maternal Newborn | Credits: 4 |
| NUR 165 Pediatrics | Credits: 4 |
| NUR 220 Adult Health II | Credits: 7 |
| NUR 238 Adult Health III | Credits: 7 |
| NUR 241 Pharmacology II | Credits: 2 |
| NUR 261 Pathophysiology | Credits: 3 |
| NUR 270 Synthesis of Professional Nursing | Credits: 2 |

| Total Hours Required for Graduation | Credits: 74-77 Hours* |
|---|---|

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

# RN to BSN PROGRAM
# Bachelor of Science in Nursing for Registered Nurses

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

## Baccalaureate of Science in Nursing for Registered Nurses (RN to BSN) Graduate Competencies (Program Outcomes)

1. Apply leadership principles to coordinate nursing care and ministry services to promote health and prevent disease.
2. Develop healthcare strategies for addressing unmet healthcare needs, complex problems, obstacles, and challenges when providing nursing care and ministry services.
3. Adopt proficient nursing practices to ensure safe, and positive outcomes of care.
4. Use information from evidence-based research findings and professional standards for determining best practices in providing nursing care and ministry services.
5. Assume appropriate leadership roles and collaborative practice roles in providing nursing care and ministry services.
6. Apply leadership principles in collaborating with other communities of interest, such as local and extended church organizations, healthcare organizations, and community support agencies to provide professional nursing care and ministry services.
7. Provide professional patient-centered nursing care and ministry services to humankind: Individuals, groups, families, communities, and populations; the underserved, poor, and disadvantaged; Individuals across the lifespan; and diverse populations.
8. Develop new approaches to providing professional nursing care and ministry services that are rooted in a biblically based Christian worldview.
9. Recognize individual and professional accountability to Christ, the public, the nursing profession, and healthcare employers for providing professional nursing care that is efficient, effective, equitable, evidence-based, patient-centered, timely, and safe.

## RN to BSN Degree Completion Admission Process

1. Apply online at www.hlg.edu.
2. Send official transcripts of all previously earned university and/or nursing credit to the HLGU Office of the Registrar.
3. Meet General Admission Requirements for admittance to Hannibal-LaGrange University. (Refer to Admissions section of the catalog.)
4. Have an active, valid, unencumbered RN license.

## Entry Requirements for Dual Degree Pathway (ASN + BSN)

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

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

## ASN + BSN registration guidelines

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

## Curriculum Requirements

There is always the possibility that there will be revisions in the curriculum and standards because of the continuing curriculum evaluation. Please check with the School of Nursing Office for the current requirements.

## Requirements for BSN Degree

1. 124 credit hours are required to graduate from the RN to BSN program—the RN License will be awarded a block credit totaling the current ASN Nursing Core Requirement total credit hours; Support and Major courses comprise the remaining 82 credit hours.
2. Up to seventy (70) hours of junior/community college credit may be transferred toward an RN to BSN degree.
3. Earn a grade of C or higher in all Science and Behavioral Science support courses.
4. Earn a C- for remaining support course requirements.
5. Earn a grade of B- or higher in all Nursing Core Requirements.
6. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).
7. To ensure current Nursing knowledge, all RN to BSN course requirements must be completed within five years of acceptance into the program.

## Required Courses for Bachelor of Science in Nursing Degree

| I. General Education Requirements | | Credits: 33 Hours |
|---|---|---|
| **Behavioral Sciences** | *Behavioral Science ..... Credits: | 9 |
| | *(Courses must come from two different academic areas. Recommended courses include: PSY 113 General Psychology, PSY 323 Abnormal Psychology, PSY 333 Lifespan Developmental Psychology, SOC 113 Introduction to Sociology)* | |
| **Bible** | **Bible (Choose from the following)**..... Credits: | **6** |
| | BIB 113 Old Testament Survey ..... Credits: | 3 |
| | or | |
| | BIB 123 New Testament Survey ..... Credits: | 3 |
| | BIB 153 Biblical Worldview..... Credits: | 3 |
| | *Students may choose either BIB 113 or BIB 123. Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.* | |
| **Humanities and Fine Arts** | CAS 101 Intro to Speech Communication..... Credits: | 3 |
| | ENG 104 English Composition I..... Credits: | 3 |
| | *Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)* | |
| | ENG 106 English Composition II ..... Credits: | 3 |
| | Select three credit hours from HST options ..... Credits: | 3 |
| | Art, Music, or Theatre course ..... Credits: | 3 |
| **Mathematics** | Select appropriate mathematics course ..... Credits: | 3 |
| | *Only MTH 127, 131, 143, 153, or 185 will meet this requirement. MTH 131 cannot be used as a prerequisite to any other course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)* | |

***Must have earned a C or better in Science and Behavioral Science Support Courses.**

| II. Nursing Support Requirements | | Credits: 16 Hours |
|---|---|---|
| **Natural Sciences*** | BIO/NUR 440 Pathophysiology..... Credits: | 4 |
| | Natural Science..... Credits: | 12 |
| | *(Recommended courses: BIO 223 Microbiology for Health Sciences, BIO 254 Human Anatomy & Physiology I, BIO 256 Human Anatomy & Physiology II)* | |

***Must have earned a C or better in Science and Behavioral Science Support Courses.**

| III. ASN Nursing Core Requirements **or** RN License | | Credits: 47 Hours |
|---|---|---|
| | NUR 101 Foundations of Nursing ..... Credits: | 4 |
| | NUR 102 Introduction to Pharmacology..... Credits: | 3 |
| | NUR 121 Adult Health I..... Credits: | 5 |
| | NUR 130 Health Assessment..... Credits: | 3 |
| | NUR 155 Mental Health ..... Credits: | 3 |
| | NUR 163 Maternal Newborn..... Credits: | 4 |
| | NUR 165 Pediatrics……..…… Credits: | 4 |
| | NUR 220 Adult Health II..... Credits: | 7 |
| | NUR 238 Adult Health III ..... Credits: | 7 |
| | NUR 241 Pharmacology II…….Credits: | 2 |
| | NUR 261 Pathophysiology..... Credits: | 3 |
| | NUR 270 Synthesis of Professional Nursing..... Credits: | 2 |

| IV. BSN Nursing Core Requirements | Credits: 36 Hours |
|---|---|

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

| V. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

# DIVISION OF HUMANITIES & FINE ARTS

Five departments constitute the Division of Humanities & Fine Arts. They are Art, Christian Studies, Communication Studies, English, History, Music, and Theatre. Additionally, the division is responsible for two interdisciplinary majors, Graphic Design and Worship Arts. The division also oversees coursework in modern and classical languages and philosophy.

## ART DEPARTMENT

### Mission of the Art Department

The mission of the Art Department is to transform lives and communities through relevant education anchored in a Biblical worldview.

**Bachelor of Arts Degree:** Major—Art

**Bachelor of Science Degree:** Major—Graphic Design

**Minor:** Art

### Goals

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

### Objectives for Art Major

The Art Major will:

1. The Art major will demonstrate quality artwork using a working knowledge of the elements of art and principles of design.
2. The Art major will be able to present knowledge about an artist or art style by analyzing and explaining various works of art.
3. The Art major will demonstrate creativity with original concepts and an innovative idea in developing artwork.
4. 4. The Art major will display a sample of artwork in the Hagerman Art Gallery that features work from an area of concentration.

### Entrance Requirements for BA Degree with Major in Art

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

### Exit Requirements for BA Degree with Major in Art

1. Complete the campus wide General Education requirements (with the language requirement) and the Graduation Requirements (see Academic Policies for both).

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

# General Education Requirements for Art Major

| I. General Education Requirements | | Credits: 54 Hours |
|---|---|---|
| **Chapel** | HLG 010 Chapel ..... Credits: | 0 |
| | *See Chapel Attendance Requirements in the HLGU Student Handbook.* | |
| **Bible** | BIB 113 Old Testament Survey ..... Credits: | 3 |
| | BIB 123 New Testament Survey..... Credits: | 3 |
| | BIB 153 Biblical Worldview…….Credits: | 3 |
| | *Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.* | |
| **Written & Public Communication** | ENG 104 English Composition I..... Credits: | 3 |
| | ENG 106 English Composition II..... Credits: | 3 |
| | CAS 101 Introduction to Public Speaking…….Credits: | 3 |
| | *Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)* | |
| **Fine Arts and Humanities** | Select three credit hours from LIT ..... Credits: | 3 |
| | Select three credit hours from ART, MUS, or THR ..... Credits: | 3 |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PHL 213 Introduction to Philosophy, CMN 313 Christian Professional Ethics, PHL 253 Introduction to Logic, or any additional LIT course.* | |
| **Social and Behavioral Sciences** | Select six credit hours from HST and/or PLS..... Credits: | 6 |
| | *At least three hours must be in US history.* | |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.* | |
| **Natural Sciences** | Life & Non-Life Science Courses ..... Credits: | 7 |
| | *Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.* | |
| **Mathematics** | Select appropriate mathematics course ..... Credits: | 3 |
| | *For BAS programs, only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)* | |
| **Physical Education** | PHE 110 Health & Fitness for Life ……..…… Credits: | 1 |
| | PHE/VAR Activity Courses……...Credits: | 1 |
| | *One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)* | |
| **Language** | Modern or Biblical Language..... Credits: | 6 |
| | *Bachelor of Arts degrees require 6 hours in the same language.* | |

## Required Courses for Art Major

| I. General Education Requirements | Credits: 54 Hours |
|---|---|

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

| II. Art Core Requirements | Credits: 42 Hours |
|---|---|

ART 101 Color & Design ..... Credits: 3
ART 201 Drawing..... Credits: 3
ART 202 Advanced Drawing..... Credits: 3
ART 311 Career Development for the Creative Prof..... Credits: 3
ART 350 History of Art..... Credits: 3
ART 405 Design Methods..... Credits: 3
ART 481 Senior Portfolio & Exhibition..... Credits: 3
ART 492 Art Internship & Studio..... Credits: 3
ART 211 Painting I ..... Credits: 3
ART 221 Sculpture and Ceramics I ..... Credits: 3
ART 260 Introduction to Fibers…… Credits: 3
ART 289 Graphic Design I..... Credits: 3
**Studio Concentration: (Complete levels II, III, and IV from one studio area)** *(Select from: painting, sculpture and ceramics, or graphic design)* **.....Credits: 9**

| III. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Art Minor

| I. Art Minor Requirements | Credits: 18 Hours |
|---|---|

ART 210 Career Development for the Creative Prof..... Credits: 3
ART 101 Color & Design ..... Credits: 3
ART 201 Drawing I ..... Credits: 3
ART 202 Drawing II ..... Credits: 3
ART 350 Art History ..... Credits: 3
ART Electives..... Credits: 3
**NOTE:** A grade of C- or higher is required in all courses for the minor.

# Graphic Design Major

**Objectives for Graphic Design Major**
The Graphic Design Major will:

1. Visually communicate a message that utilizes the elements & principles of design.
2. Demonstrate the application of the creative process through research, sketches, rough drafts, final and presentation.
3. Develop a body of work that includes evidence of professional quality graphic design pieces.

**Entrance Requirements for BS Degree with Major in Graphic Design**
Incoming freshmen or transfer students must submit a portfolio of 20 pieces that demonstrate ability and knowledge of 2D Design, 3D design, Drawing, Painting. Contact the Office of Admissions or the Art Department for specifications.

**Exit Requirements for BS Degree with Major in Graphic Design**

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

# General Education Requirements for Graphic Design Major

| I. General Education Requirements | | Credits: 48 Hours |
|---|---|---|
| **Chapel** | HLG 010 Chapel ..... Credits: | 0 |
| | *See Chapel Attendance Requirements in the HLGU Student Handbook.* | |
| **Bible** | BIB 113 Old Testament Survey ..... Credits: | 3 |
| | BIB 123 New Testament Survey..... Credits: | 3 |
| | BIB 153 Biblical Worldview…….Credits: | 3 |
| | *Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.* | |
| **Written & Public Communication** | ENG 104 English Composition I..... Credits: | 3 |
| | ENG 106 English Composition II..... Credits: | 3 |
| | CAS 101 Introduction to Public Speaking…….Credits: | 3 |
| | *Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)* | |
| **Fine Arts and Humanities** | Select three credit hours from LIT ..... Credits: | 3 |
| | Select three credit hours from ART, MUS, or THR ..... Credits: | 3 |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PHL 213 Introduction to Philosophy, CMN 313 Christian Professional Ethics, PHL 253 Introduction to Logic, or any additional LIT course.* | |
| **Social and Behavioral Sciences** | Select six credit hours from HST and/or PLS..... Credits: | 6 |
| | *At least three hours must be in US history.* | |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.* | |
| **Natural Sciences** | Life & Non-Life Science Courses ..... Credits: | 7 |
| | *Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.* | |
| **Mathematics** | Select appropriate mathematics course ..... Credits: | 3 |
| | *For BAS programs, only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)* | |
| **Physical Education** | PHE 110 Health & Fitness for Life ……..…… Credits: | 1 |
| | PHE/VAR Activity Courses……...Credits: | 1 |
| | *One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.* | |

## Required Courses for Graphic Design Major

| I. General Education Requirements | Credits: 48 Hours |
|---|---|

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

| II. Graphic Design Support Requirements | Credits: 3 Hours |
|---|---|

ART 103 Art Appreciation ..... Credits: 3

| III. Graphic Design Requirements | Credits: 39 Hours |
|---|---|

ART 101 Color & Design ..... Credits: 3
ART 201 Drawing I ..... Credits: 3
ART 202 Drawing II ..... Credits: 3
ART 289 Graphic Design I ..... Credits: 3
ART 310 Graphic Design II ..... Credits: 3
ART 389 Graphic Design III ..... Credits: 3
ART 410 Graphic Design IV ..... Credits: 3
ART 405 Design Methods ..... Credits: 3
ART 481 Senior Portfolio & Exhibition ..... Credits: 3
ART 492 Art Internship & Studio ..... Credits: 3
CAM 103 Intro to Public Relations & Media ..... Credits: 3
MKT 313 Principles of Marketing ..... Credits: 3
MKT 323 Principles of Advertising ..... Credits: 3

| V. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Graphic Design Minor

| I. Graphic Design Minor Requirements | Credits: 18 Hours |
|---|---|

ART 101 Color & Design ..... Credits: 3
ART 310 Graphic Design II ..... Credits: 3
ART 389 Graphic Design III ..... Credits: 3
ART 410 Graphic Design IV ..... Credits: 3
ART 405 Design Methods ..... Credits: 3
CAM 103 Intro to Public Relations & Media ..... Credits: 3

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

# Department of Christian Studies

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

**Bachelor of Arts Degree:** Major—Christian Studies

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

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

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

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

## Mission of the Christian Studies Department

The mission of the Christian Studies Department is to transform lives and communities through relevant education anchored in a Biblical worldview.

## Goals of the Christian Studies Division

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

## Objectives for the Christian Studies Major

**Concentration in Bible**

The Christian Studies major with a concentration in Bible will:

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

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

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

## Ministry Guidance

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

## Availability of Christian Ministry Vocations (CMV) Scholarship

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

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

## Requirements for the BA Degrees in Christian Studies

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

# General Education Requirements for Christian Studies Major

| I. General Education Requirements | | Credits: 54 Hours |
|---|---|---|
| **Chapel** | HLG 010 Chapel ..... Credits: | 0 |
| | *See Chapel Attendance Requirements in the HLGU Student Handbook.* | |
| **Bible** | BIB 113 Old Testament Survey ..... Credits: | 3 |
| | BIB 123 New Testament Survey..... Credits: | 3 |
| | BIB 153 Biblical Worldview…….Credits: | 3 |
| | *Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.* | |
| **Written & Public Communication** | ENG 104 English Composition I..... Credits: | 3 |
| | ENG 106 English Composition II..... Credits: | 3 |
| | CAS 101 Introduction to Public Speaking…….Credits: | 3 |
| | *Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)* | |
| **Fine Arts and Humanities** | Select three credit hours from LIT ..... Credits: | 3 |
| | Select three credit hours from ART, MUS, or THR ..... Credits: | 3 |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PHL 213 Introduction to Philosophy, CMN 313 Christian Professional Ethics, PHL 253 Introduction to Logic, or any additional LIT course.* | |
| **Social and Behavioral Sciences** | Select six credit hours from HST and/or PLS..... Credits: | 6 |
| | *At least three hours must be in US history.* | |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.* | |
| **Natural Sciences** | Life & Non-Life Science Courses ..... Credits: | 7 |
| | *Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.* | |
| **Mathematics** | Select appropriate mathematics course ..... Credits: | 3 |
| | *For BAS programs, only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)* | |
| **Physical Education** | PHE 110 Health & Fitness for Life ……..…… Credits: | 1 |
| | PHE/VAR Activity Courses……...Credits: | 1 |
| | *One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)* | |
| **Language** | Biblical Language ..... Credits: | 6 |
| | *Bachelor of Arts degrees require 6 hours in the same language.* | |

## Required Courses for Christian Studies Major
## Concentration in Bible

| I. General Education Requirements | Credits: 54 Hours |
|---|---|

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

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

**For Bachelor of Arts, select six credit hours of the same language from the courses listed below: ..... Credits: 6**
*Language is optional for the Bachelor of Science degree.*

BLN 213/303 Elementary Greek I/II ..... Credits: 6
BLN 233/343 Introductory Hebrew I/II ..... Credits: 6

| III. Christian Studies Core Requirements | Credits: 30 Hours |
|---|---|

BIB 143 Biblical Interpretation ..... Credits: 3
CED 123 Discipleship & Spiritual Formation ..... Credits: 3
CMS 303 Introduction to Evangelism & Missions ..... Credits: 3
CMS 383 Introduction to Preaching ..... Credits: 3
CMS 453 Internship Capstone ..... Credits: 3
THE 305 Christian Professional Ethics ..... Credits: 3
THE 332 Baptist History & Heritage ..... Credits: 3
THE 343 History of Christianity ..... Credits: 3
THE 371 Christian Doctrine I ..... Credits: 3
THE 372 Christian Doctrine II ..... Credits: 3

| IV. Concentration in Bible | Credits: 18 Hours |
|---|---|

BIB 314 The Torah and the History of Israel ..... Credits: 3
BIB 414 Poetry & The Prophets ..... Credits: 3
BIB 333 The Gospels and Acts ..... Credits: 3
BIB 424 Pauline and Non-Johannine Epistles ..... Credits: 3

**For Bachelor of Arts, select six credit hours of the language not used to meet the Support Requirements: ..... Credits: 6**
*Language is optional for the Bachelor of Science degree.*

BLN 213/303 Elementary Greek I/II ..... Credits: 6
BLN 233/343 Introductory Hebrew I/II ..... Credits: 6

| V. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Christian Studies Major
## Concentration in Christian Ministry

I. General Education Requirements — Credits: 54 Hours

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

II. Christian Studies Support Requirements — Credits: 6 Hours

**For Bachelor of Arts, select six credit hours of the same language from the courses listed below:..... Credits: 6**
*Language is optional for the Bachelor of Science degree.*
BLN 213/303 Elementary Greek I/II ..... Credits: 6
BLN 233/343 Introductory Hebrew I/II ..... Credits: 6

III. Christian Studies Core Requirements — Credits: 30 Hours

BIB 143 Biblical Interpretation ..... Credits: 3
CED 123 Discipleship & Spiritual Formation ..... Credits: 3
CMS 303 Introduction to Evangelism & Missions..... Credits: 3
CMS 383 Introduction to Preaching ..... Credits: 3
CMS 453 Internship Capstone ..... Credits: 3
THE 305 Christian Professional Ethics ..... Credits: 3
THE 332 Baptist History & Heritage..... Credits: 3
THE 343 History of Christianity..... Credits: 3
THE 371 Christian Doctrine I..... Credits: 3
THE 372 Christian Doctrine II ..... Credits: 3

IV. Concentration in Christian Ministry — Credits: 12 Hours

MAN 323 Organizational Behavior ..... Credits: 3
EDU 203 Curriculum and Instruction..... Credits: 3
PSY 343 Introduction to Counseling..... Credits: 3
ICM 303 Fundamentals of Intercultural Missions..... Credits: 3

V. Electives — As Needed

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

Total Hours Required for Graduation — Credits: 124 Hours

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

| I. Bible Minor Requirements | Credits: 18 Hours |
|---|---|

BIB 143 Biblical Interpretation ..... Credits: 3
THE 371 Christian Doctrine I ..... Credits: 3
THE 372 Christian Doctrine II ..... Credits: 3
BIB-Prefix Courses ..... Credits: 9
*(Can include BIB 113 and BIB 123, which also fulfill general education requirements.)*
**NOTE:** A grade of C- or higher is required in all courses for the minor.

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

| I. Bible Minor Requirements | Credits: 18 Hours |
|---|---|

BIB-Prefix Courses ..... Credits: 9
Electives from BIB, BLN, CED, CMS, ICM, or THE ..... Credits: 9
*Electives chosen cannot be in the Christian Studies Core Requirements or in the student's area of concentration.*
**NOTE:** A grade of C- or higher is required in all courses for the minor.

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

| I. Biblical Languages Minor Requirements | Credits: 18 Hours |
|---|---|

BLN 213 Elementary Greek I ..... Credits: 3
BLN 233 Introductory Hebrew I ..... Credits: 3
BLN 303 Elementary Greek II ..... Credits: 3
BLN 343 Introductory Hebrew II ..... Credits: 3
**Controlled Electives: (Choose from the following) ..... Credits: 6**
BLN 413 Intermediate Greek I ..... Credits: 3
BLN 423 Intermediate Greek II ..... Credits: 3
**NOTE:** A grade of C- or higher is required in all courses for the minor.

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

| I. Christian Studies Minor Requirements | Credits: 18 Hours |
|---|---|

BIB 143 Biblical Interpretation ..... Credits: 3
CED 123 Discipleship & Spiritual Formation ..... Credits: 3
EDU 203 Curriculum and Instruction ..... Credits: 3
THE 371 Christian Doctrine I ..... Credits: 3
THE 372 Christian Doctrine II ..... Credits: 3
Electives from BIB, BLN, CED, CMS, ICM, or THE ..... Credits: 3
**NOTE:** A grade of C- or higher is required in all courses for the minor.

# COMMUNICATION STUDIES DEPARTMENT

The Communication Studies Department offers a generalist and specialized approach. Its programs are a viable option for students seeking careers in various media communication-related areas; its courses are designed to provide a comprehensive and contemporary program of study and practical experiences for students interested in pursuing careers or graduate studies in the field.

**Bachelor of Science Degree:** Majors—Media Communication, Public Relations

**Minors:** Media Communication, Public Relations

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

## Mission of the Communication Studies Department

The mission of the Communication Studies Department is to transform lives and communities through relevant education anchored in a Biblical worldview.

## Goals

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

## Objectives for the Communication Studies Department Major

The Media Communication major will:

1. demonstrate knowledge of mass communication history and theories.
2. market themselves with an online portfolio with professional content.
3. demonstrate skill and knowledge of technical and performance skills necessary for oral presentations.
4. demonstrate skill, knowledge, and the ability to produce quality video/audio productions.

The Public Relations major will:

1. demonstrate the understanding of public relations by creating a plan to solve a communication problem for an organization or client.
2. market themselves with an online portfolio with professional content.
3. communicate using effective presentations skills when pitching and communicating to various audiences.
4. demonstrate skills, knowledge, and the ability to work together in a team to produce public relations programming/tactics for a client.

## Requirements for BS Degree with Major in Media Communication or Public Relations

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

# General Education Requirements for Media Communication and Public Relations Major

| I. General Education Requirements | Credits: 48 Hours |
|---|---|

**Chapel** HLG 010 Chapel ..... Credits: 0
*See Chapel Attendance Requirements in the HLGU Student Handbook.*

**Bible** BIB 113 Old Testament Survey ..... Credits: 3
BIB 123 New Testament Survey..... Credits: 3
BIB 153 Biblical Worldview…….Credits: 3
*Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.*

**Written & Public Communication** ENG 104 English Composition I..... Credits: 3
ENG 106 English Composition II..... Credits: 3
CAS 101 Introduction to Public Speaking…….Credits: 3
*Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)*

**Fine Arts and Humanities** Select three credit hours from LIT ..... Credits: 3
Select three credit hours from ART, MUS, or THR ..... Credits: 3
Select three credit hours from the requirements below ..... Credits: 3
*PHL 213 Introduction to Philosophy, CMN 313 Christian Professional Ethics, PHL 253 Introduction to Logic, or any additional LIT course.*

**Social and Behavioral Sciences** Select six credit hours from HST and/or PLS..... Credits: 6
*At least three hours must be in US history.*
Select three credit hours from the requirements below ..... Credits: 3
*PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.*

**Natural Sciences** Life & Non-Life Science Courses ..... Credits: 7
*Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.*

**Mathematics** Select appropriate mathematics course ..... Credits: 3
*For BAS programs, only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)*

**Physical Education** PHE 110 Health & Fitness for Life ……..…… Credits: 1
PHE/VAR Activity Courses……...Credits: 1
*One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)*

## Required Courses for Media Communication Major

| I. General Education Requirements | Credits: 48 Hours |
|---|---|

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

| II. Media Communication Core Requirements | Credits: 36 Hours |
|---|---|

| | | |
|---|---|---|
| CAM 102 Writing for Media & Public Relations | Credits: | 3 |
| CAM 103 Intro to Public Relations & Media | Credits: | 3 |
| CAM 233 Broadcast Journalism | Credits: | 3 |
| CAM 310 Audio & Video Production | Credits: | 3 |
| CAM 313 Creative Writing | Credits: | 3 |
| CAM 381 Comm/PR Supervised Internship | Credits: | 1 |
| CAM 401 Senior Capstone Project | Credits: | 1 |
| CAM 433 Media Law | Credits: | 3 |
| CAM 481 Advanced Video Production | Credits: | 2 |
| CAS 313 Organizational Communication | Credits: | 3 |
| CAS 323 Advanced Public Speaking & Debate | Credits: | 3 |
| Public Relations Options<br>CAM 333, 453, 473<br>*(Choose CAM 333 if intending to minor in Public Relations)* | Credits: | 3 |
| Newsbeat (CAM 171,271,371, 471) | Credits: | 5 |

| III. Electives | As Needed |
|---|---|

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

The following courses are recommended, but not required for Media Communication majors: ART 251, ART 261, ART 362, ART 463, ART 464, CAM 481, and CAS 323

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Public Relations Major

I. General Education Requirements — Credits: 48 Hours

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

II. Public Relations Core Requirements — Credits: 35 Hours

| | | |
|---|---|---|
| CAM 102 Writing for Media & Public Relations | Credits: | 3 |
| CAM 103 Intro to Public Relations & Media | Credits: | 3 |
| CAM 233 Broadcast Journalism | Credits: | 3 |
| CAM 333 Media Relations & Social Media | Credits: | 3 |
| CAM 381 Comm/PR Supervised Internship | Credits: | 1 |
| CAM 401 Senior Capstone Project | Credits: | 1 |
| CAM 453 PR Strategies & Tactics | Credits: | 3 |
| CAM 473 PR Case Studies & Research | Credits: | 3 |
| CAM 433 Media Law | Credits: | 3 |
| CAS 313 Organizational Communication…… | Credits: | 3 |
| CAS 323 Advanced Public Speaking & Debate | Credits: | 3 |
| MKT 313 Principles of Marketing | Credits: | 3 |
| Newsbeat (CAM 171, 271, 371, 471) | Credits: | 3 |

III. Electives — As Needed

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

The following courses are recommended, but not required for Public Relations majors: CAM 102, CAM 323, CAM 373, CAS 363, and MKT 323

Total Hours Required for Graduation — Credits: 124 Hours

**Required Courses for Media Communication Minor**

| I. Media Communication Minor Requirements | Credits: 18 Hours |
|---|---|

CAM 102 Writing for Media & Public Relations ..... Credits: 3
CAM 103 Intro to Public Relations & Media ..... Credits: 3
CAM 233 Broadcast Journalism ..... Credits: 3
CAM 310 Audio & Video Production..... Credits: 3
CAM 313 Creative Writing ..... Credits: 3
CAS 313 Organizational Communication..... Credits: 3
**NOTE:** A grade of C- or higher is required in all courses for the minor.

**Required Courses for Public Relations Minor**

| I. Public Relations Minor Requirements | Credits: 18 Hours |
|---|---|

CAM 102 Writing for Media & Public Relations ..... Credits: 3
CAM 103 Intro to Public Relations & Media ..... Credits: 3
CAM 233 Broadcast Journalism ..... Credits: 3
CAM 333 Media Relations & Social Media ..... Credits: 3
CAM 453 PR Strategies & Tactics..... Credits: 3
CAM 413 Public Relations in a Non-Profit Arena..... Credits: 3
**NOTE:** A grade of C- or higher is required in all courses for the minor.

# ENGLISH DEPARTMENT

**Bachelor of Arts Degree:** Major—English

**Minor:** English

**English Certification:** Offers courses leading to Missouri teacher certification in English (grades 5-9) in Middle School Education or (grades 9-12) in Secondary Education under the Bachelor of Science in Education degree (see Division of Education for details)

## Mission of the English Department

The mission of the English Department is to transform lives and communities through relevant education anchored in a Biblical worldview.

## Goals

1. To help students develop skills in the art of written communication with principles for effective style and concrete development.
2. To aid students in developing a factual knowledge base for analysis and interpretation of literature.
3. To provide a framework for developing appreciation of literature as a fine art.
4. To explore styles and genres of literature from many cultures.
5. To encourage a lifelong interest in reading.
6. To increase students' conscious awareness of the English language and general linguistic principles.

## Objectives for English Department Majors

The English major will:

1. demonstrate skill in the art of written communication, utilizing the principles of effective style (i.e., diction, sentence structure, stylistic variety, and organization) and concrete development.
2. apply a factual knowledge base to the analysis and interpretation of literature. (The knowledge base includes an understanding of character, setting, theme, point of view, symbolism, and irony.)
3. identify worldview assumptions underlying literary works and articulate Biblical worldview where present or opposed in texts.
4. explain the general linguistic principles that characterize the English language.

## Requirements for BA Degree with Major in English

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

# General Education Requirements for English Major

| I. General Education Requirements | | Credits: 48-54 Hours |
|---|---|---|
| **Chapel** | HLG 010 Chapel ..... Credits: | 0 |
| | *See Chapel Attendance Requirements in the HLGU Student Handbook.* | |
| **Bible** | BIB 113 Old Testament Survey ..... Credits: | 3 |
| | BIB 123 New Testament Survey..... Credits: | 3 |
| | BIB 153 Biblical Worldview…….Credits: | 3 |
| | *Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.* | |
| **Written & Public Communication** | ENG 104 English Composition I..... Credits: | 3 |
| | ENG 106 English Composition II..... Credits: | 3 |
| | CAS 101 Introduction to Public Speaking…….Credits: | 3 |
| | *Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)* | |
| **Fine Arts and Humanities** | Select three credit hours from LIT ..... Credits: | 3 |
| | Select three credit hours from ART, MUS, or THR ..... Credits: | 3 |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PHL 213 Introduction to Philosophy, CMN 313 Christian Professional Ethics, PHL 253 Introduction to Logic, or any additional LIT course.* | |
| **Social and Behavioral Sciences** | Select six credit hours from HST and/or PLS..... Credits: | 6 |
| | *At least three hours must be in US history.* | |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.* | |
| **Natural Sciences** | Life & Non-Life Science Courses ..... Credits: | 7 |
| | *Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.* | |
| **Mathematics** | Select appropriate mathematics course ..... Credits: | 3 |
| | *For BAS programs, only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)* | |
| **Physical Education** | PHE 110 Health & Fitness for Life ……..…… Credits: | 1 |
| | PHE/VAR Activity Courses……...Credits: | 1 |
| | *One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)* | |
| **Language** | Biblical Language ..... Credits: | 6 |
| | *Bachelor of Arts degrees require 6 hours in the same language.* | |

## Required Courses for English Major

| I. General Education Requirements | Credits: 54 Hours |
|---|---|

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

| II. English Core Requirements | Credits: 37 Hours |
|---|---|

| | | |
|---|---|---|
| LIT 233 American Literature | Credits: | 3 |
| LIT 243 British Literature…… | Credits: | 3 |
| LIT 253 Western Literature I | Credits: | 3 |
| or | | |
| LIT 263 Western Literature II | Credits: | 3 |
| LIT 333 Shakespeare | Credits: | 3 |
| LIT 320 Literature and Biblical Worldview | Credits: | 3 |
| LIT 373 Writings of C.S. Lewis and Tolkien | Credits: | 3 |
| LIT 436 American Short Fiction | Credits: | 3 |
| LIT 303 Mythology in World Literature | Credits: | 3 |
| ENG 481 Senior Portfolio | Credits: | 1 |
| ENG 423 History of English Language | Credits: | 3 |
| ENG 413 Structure of English Language | Credits: | 3 |
| ENG 313 Creative Writing | Credits: | 3 |
| ENG 363 Composition Theory & Practice | Credits: | 3 |

| III. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for English Minor

| I. English Minor Requirements | Credits: 18 Hours |
|---|---|

| | | |
|---|---|---|
| LIT 333 Shakespeare | Credits: | 3 |
| LIT 320 Literature and Biblical Worldview | Credits: | 3 |
| LIT 373 Writings of C.S. Lewis and Tolkien | Credits: | 3 |
| ENG 313 Creative Writing | Credits: | 3 |
| ENG 423 History of English Language | Credits: | 3 |
| ENG 413 Structure of English Language | Credits: | 3 |

# HISTORY DEPARTMENT

**Bachelor of Arts Degree:** Major—History

**Bachelor of Science Degree:** Major—History

**Minor:** History

**Social Science Certification:** Offers courses leading to Missouri teacher certification in social science (grades 5-9) in Middle School Education or (grades 9-12) in Secondary Education under the Bachelor of Science in Education degree (see Division of Education for details)

## Mission of the History Department

The mission of the History Department is to transform lives and communities through relevant education anchored in a Biblical worldview.

## Goals

1. That students will obtain an awareness, understanding, and appreciation of past and present cultures, events, and persons, in accordance with a quality liberal arts education.
2. That students will learn and be able to apply the principles of a Christian worldview to the study of history.
3. That students will develop critical thinking and analytical skills in preparation for graduate study or for their chosen profession.

## Objectives for the History Major

The History major will:

1. identify major chronological eras and the important events associated with them.
2. identify the causes and consequences of important historical events and analyze their significance.
3. analyze primary source documents as to their meaning, purpose, and significance.
4. utilize historical research methods by completing a research-oriented written assignment and research presentation.

## Requirements for BA or BS Degree with Major in History

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

## General Education Requirements for History Major

| I. General Education Requirements | | Credits: 48-54 Hours |
|---|---|---|
| **Chapel** | HLG 010 Chapel ..... Credits: | 0 |
| | *See Chapel Attendance Requirements in the HLGU Student Handbook.* | |
| **Bible** | BIB 113 Old Testament Survey ..... Credits: | 3 |
| | BIB 123 New Testament Survey..... Credits: | 3 |
| | BIB 153 Biblical Worldview…….Credits: | 3 |
| | *Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.* | |
| **Written & Public Communication** | ENG 104 English Composition I..... Credits: | 3 |
| | ENG 106 English Composition II..... Credits: | 3 |
| | CAS 101 Introduction to Public Speaking…….Credits: | 3 |
| | *Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)* | |
| **Fine Arts and Humanities** | Select three credit hours from LIT ..... Credits: | 3 |
| | Select three credit hours from ART, MUS, or THR ..... Credits: | 3 |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PHL 213 Introduction to Philosophy, CMN 313 Christian Professional Ethics, PHL 253 Introduction to Logic, or any additional LIT course.* | |
| **Social and Behavioral Sciences** | Select six credit hours from HST and/or PLS..... Credits: | 6 |
| | *At least three hours must be in US history.* | |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.* | |
| **Natural Sciences** | Life & Non-Life Science Courses ..... Credits: | 7 |
| | *Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.* | |
| **Mathematics** | Select appropriate mathematics course ..... Credits: | 3 |
| | *For BAS programs, only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)* | |
| **Physical Education** | PHE 110 Health & Fitness for Life ……..…… Credits: | 1 |
| | PHE/VAR Activity Courses……...Credits: | 1 |
| | *One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)* | |
| **Language** | Biblical Language ..... Credits: | 6 |
| | *Bachelor of Arts degrees require 6 hours in the same language.* | |

## Required Courses for History Major

| I. General Education Requirements | Credits: 48-54 Hours |
|---|---|

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

| II. History Core Requirements | Credits: 39 Hours |
|---|---|

| | | |
|---|---|---|
| HST 213 United States History I | Credits: | 3 |
| HST 223 United States History II | Credits: | 3 |
| HST 303 Historiography & Research Methods | Credits: | 3 |
| HST 313 History and Philosophy of Science | Credits: | 3 |
| HST 315 The Ancient World | Credits: | 3 |
| HST 320 The Classical World | Credits: | 3 |
| HST 325 The Medieval & Early Modern World | Credits: | 3 |
| HST 330 The Modern World | Credits: | 3 |
| HST 335 Topics in U.S. History | Credits: | 3 |
| HST 340 History of Christianity | Credits: | 3 |
| HST 410 Topics in U.S. Religious History | Credits: | 3 |
| HST 420 Topics in U.S. Political History | Credits: | 3 |
| HST 499 Research Thesis Capstone | Credits: | 3 |

| III. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for History Minor

| I. History Minor Requirements | Credits: 18 Hours |
|---|---|

| | | |
|---|---|---|
| HST 315 The Ancient World | Credits: | 3 |
| HST 320 The Classical World | Credits: | 3 |
| HST 325 The Medieval & Early Modern World | Credits: | 3 |
| HST 330 The Modern World | Credits: | 3 |
| HST 340 History of Christianity | Credits: | 3 |
| HST 410 Topics in U.S. Religious History | Credits: | 3 |
| or HST 420 Topics in U.S. Political History | | |

# MUSIC DEPARTMENT

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

**Bachelor of Music Degree**

**Bachelor of Science Degree:** Major—Worship Arts

**Minors:** Music

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

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

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

## Mission of the Music Department

The mission of the Music Department is to transform lives and communities through relevant education anchored in a Biblical worldview.

## Goals:

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

## Objectives for Bachelor of Music Major

The Bachelor of Music major will:

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

## Entrance and Participation Requirements for Music Majors

1. Audition on your emphasized applied instrument/voice for acceptance into the Music Department and for placement in ensembles.
2. Participate in a pre-test as new students (music theory, history, piano, applied concentration, and knowledge of ensemble rehearsal techniques).

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

## Requirements for the Bachelor of Music Degree

1. Complete the campus wide General Education requirements, and the Graduation Requirements (see Academic Policies for both).
2. Complete the Entrance and Participation Requirements for Music Majors, listed above.
3. Complete the Piano Proficiency Exam. All Bachelor of Music degree students must pass a piano proficiency exam by the end of the fourth semester. Additional applied piano lessons will be needed if this requirement is not met.
4. Choose a concentration area and successfully complete each of the requirements associated with the concentration.
5. Attend a prescribed number of professional concerts and HLGU recitals as posted.
6. Earn a grade of C- or higher in all Support Course Requirements and Major Course Requirements.
7. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).

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

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

# General Education Requirements for Bachelor of Music Degree

| I. General Education Requirements | | Credits: 48 Hours |
|---|---|---|
| **Chapel** | HLG 010 Chapel ..... Credits: | 0 |
| | *See Chapel Attendance Requirements in the HLGU Student Handbook.* | |
| **Bible** | BIB 113 Old Testament Survey ..... Credits: | 3 |
| | BIB 123 New Testament Survey..... Credits: | 3 |
| | BIB 153 Biblical Worldview…….Credits: | 3 |
| | *Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.* | |
| **Written & Public Communication** | ENG 104 English Composition I..... Credits: | 3 |
| | ENG 106 English Composition II..... Credits: | 3 |
| | CAS 101 Introduction to Public Speaking…….Credits: | 3 |
| | *Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)* | |
| **Fine Arts and Humanities** | Select three credit hours from LIT ..... Credits: | 3 |
| | Select three credit hours from ART, MUS, or THR ..... Credits: | 3 |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PHL 213 Introduction to Philosophy, CMN 313 Christian Professional Ethics, PHL 253 Introduction to Logic, or any additional LIT course.* | |
| **Social and Behavioral Sciences** | Select six credit hours from HST and/or PLS..... Credits: | 6 |
| | *At least three hours must be in US history.* | |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.* | |
| **Natural Sciences** | Life & Non-Life Science Courses ..... Credits: | 7 |
| | *Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.* | |
| **Mathematics** | Select appropriate mathematics course ..... Credits: | 3 |
| | *For BAS programs, only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)* | |
| **Physical Education** | PHE 110 Health & Fitness for Life ……..… Credits: | 1 |
| | PHE/VAR Activity Courses……...Credits: | 1 |
| | *One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)* | |

## Required Courses for Bachelor of Music Degree

| I. General Education Requirements | Credits: 48 Hours |
|---|---|

**Refer to the General Education Requirements for Bachelor of Music Degree**
***(Some General Education courses may also count as support or major/core requirements.)***

| II. Music Core Requirements | Credits: 43 Hours |
|---|---|

| | | |
|---|---|---|
| MUA 005 Recital Attendance* | Credits: | 0 |
| **MUA 005 Recital Attendance is a 0-credit-hour course required every semester and will be monitored through the Department Chair.* | | |
| MUS 351 Choral & Instrumental Arranging | Credits: | 2 |
| MUS 331 Choral & Instrumental Conducting | Credits: | 3 |
| MUL 350 Music History & Literature I | Credits: | 3 |
| MUL 450 Music History & Literature II | Credits: | 3 |
| MUT 112 Music Theory I | Credits: | 2 |
| MUT 122 Aural Training I | Credits: | 1 |
| MUT 312 Music Theory II | Credits: | 2 |
| MUT 322 Aural Training II | Credits: | 1 |
| MUT 352 Music Theory III | Credits: | 2 |
| MUT 362 Aural Training III | Credits: | 1 |
| MUT 412 Music Theory IV | Credits: | 2 |
| MUT 422 Aural Training IV | Credits: | 1 |
| Applied Piano *(I-IV)* | Credits: | 4 |
| Applied Instrument Emphasis to Level VIII | Credits: | 8 |
| *Students with Piano as an instrumental concentration will take a total of 7 hours of piano (including the piano proficiency) and 4 hours of voice and/or another instrument.* | | |
| Music Ensemble | Credits: | 8 |

| IV. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

**Required Courses for Music Minor**

| I. Music Minor Requirements | Credits: 18 Hours |
|---|---|

MUS 351 Choral & Instrumental Arranging..... Credits: 2
MUS 331 Choral & Instrumental Conducting ..... Credits: 3
MUS 350 Music History & Literature I..... Credits: 3
MUT 112 Music Theory I..... Credits: 2
MUT 122 Aural Training I..... Credits: 1
Applied Music (at least one hour must be piano) ..... Credits: 4
Music Ensemble ..... Credits: 3
MUA 005 Recital Attendance (4 semesters) ..... Credits: 0
*(This minor is not available to BSE students seeking certification in Instrumental or Vocal Music)*
**NOTE:** A grade of C- or higher is required in all courses for the minor.

# Worship Arts Major

**Objectives for Worship Arts Major**

The Worship Arts Major will:

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

**Exit Requirements for BS Degree with Major in Worship Arts**

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

# General Education Requirements for Worship Arts Major

| I. General Education Requirements | | Credits: 48 Hours |
|---|---|---|
| **Chapel** | HLG 010 Chapel ..... Credits: | 0 |
| | *See Chapel Attendance Requirements in the HLGU Student Handbook.* | |
| **Bible** | BIB 113 Old Testament Survey ..... Credits: | 3 |
| | BIB 123 New Testament Survey..... Credits: | 3 |
| | BIB 153 Biblical Worldview…….Credits: | 3 |
| | *Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.* | |
| **Written & Public Communication** | ENG 104 English Composition I..... Credits: | 3 |
| | ENG 106 English Composition II..... Credits: | 3 |
| | CAS 101 Introduction to Public Speaking……..Credits: | 3 |
| | *Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)* | |
| **Fine Arts and Humanities** | Select three credit hours from LIT ..... Credits: | 3 |
| | Select three credit hours from ART, MUS, or THR ..... Credits: | 3 |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PHL 213 Introduction to Philosophy, CMN 313 Christian Professional Ethics, PHL 253 Introduction to Logic, or any additional LIT course.* | |
| **Social and Behavioral Sciences** | Select six credit hours from HST and/or PLS..... Credits: | 6 |
| | *At least three hours must be in US history.* | |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.* | |
| **Natural Sciences** | Life & Non-Life Science Courses ..... Credits: | 7 |
| | *Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.* | |
| **Mathematics** | Select appropriate mathematics course ..... Credits: | 3 |
| | *For BAS programs, only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)* | |
| **Physical Education** | PHE 110 Health & Fitness for Life ……..…… Credits: | 1 |
| | PHE/VAR Activity Courses……...Credits: | 1 |
| | *One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)* | |

## Required Courses for Worship Arts Major

| I. General Education Requirements | Credits: 48 Hours |
|---|---|

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

| II. Worship Arts Support Requirements | Credits: 3 Hours |
|---|---|

| | | |
|---|---|---|
| THR 100 Theatre Appreciation | Credits: | 3 |

| III. Worship Arts Core Requirements | Credits: 39 Hours |
|---|---|

| | | |
|---|---|---|
| BIB 143 Biblical Interpretation | Credits: | 3 |
| MAN 323 Organizational Behavior | Credits: | 3 |
| CED 123 Discipleship & Spiritual Formation | Credits: | 3 |
| THE 371 Christian Doctrine I | Credits: | 3 |
| THE 372 Christian Doctrine II | Credits: | 3 |
| THR 201 Stagecraft, Lighting, and Scene Design | Credits: | 3 |
| WOR 103 Survey of Worship Arts | Credits: | 3 |
| WOR 481 Worship Arts Internship | Credits: | 3 |
| MUT 112 Music Theory I | Credits: | 2 |
| MUT 122 Aural Training I | Credits: | 1 |
| MUT 312 Music Theory II | Credits: | 2 |
| MUT 322 Aural Training II | Credits: | 1 |
| MUS 351 Choral & Instrumental Arranging | Credits: | 2 |
| MUS 331 Choral & Instrumental Conducting | Credits: | 3 |
| MUI Applied Voice/Instrumental I-II | Credits: | 2 |
| MUE Ensembles | Credits: | 3 |

| IV. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

# THEATRE DEPARTMENT

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

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

## Mission of the Theatre Department

The mission of the Theatre Department is to transform lives and communities through relevant education anchored in a Biblical worldview.

**Bachelor of Science Degree:** Majors – Theatre

**Minors:** Theatre

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

## Goals

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

## Objectives for Theatre Major

The Theatre major will:

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

## Requirements for the BS Degree with Majors in Theatre

1. Complete the campus wide General Education requirements, and the Graduation Requirements (see Academic Policies).
2. Choose a major area and successfully complete each of the requirements with a grade of C- or higher in all required major coursework.

## General Education Requirements for Theatre Major

| I. General Education Requirements | | Credits: 48 Hours |
|---|---|---|
| **Chapel** | HLG 010 Chapel ..... Credits: | 0 |
| | *See Chapel Attendance Requirements in the HLGU Student Handbook.* | |
| **Bible** | BIB 113 Old Testament Survey ..... Credits: | 3 |
| | BIB 123 New Testament Survey..... Credits: | 3 |
| | BIB 153 Biblical Worldview…….Credits: | 3 |
| | *Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.* | |
| **Written & Public Communication** | ENG 104 English Composition I..... Credits: | 3 |
| | ENG 106 English Composition II..... Credits: | 3 |
| | CAS 101 Introduction to Public Speaking…….Credits: | 3 |
| | *Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)* | |
| **Fine Arts and Humanities** | Select three credit hours from LIT ..... Credits: | 3 |
| | Select three credit hours from ART, MUS, or THR ..... Credits: | 3 |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PHL 213 Introduction to Philosophy, CMN 313 Christian Professional Ethics, PHL 253 Introduction to Logic, or any additional LIT course.* | |
| **Social and Behavioral Sciences** | Select six credit hours from HST and/or PLS..... Credits: | 6 |
| | *At least three hours must be in US history.* | |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.* | |
| **Natural Sciences** | Life & Non-Life Science Courses ..... Credits: | 7 |
| | *Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.* | |
| **Mathematics** | Select appropriate mathematics course ..... Credits: | 3 |
| | *For BAS programs, only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)* | |
| **Physical Education** | PHE 110 Health & Fitness for Life ……..…… Credits: | 1 |
| | PHE/VAR Activity Courses……...Credits: | 1 |
| | *One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)* | |

## Required Courses for Theatre Major

| I. General Education Requirements | Credits: 48 Hours |
|---|---|

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

| II. Theatre Core Requirements | Credits: 38 Hours |
|---|---|

| | | |
|---|---|---|
| THR 100 Theatre Appreciation | Credits: | 3 |
| THR 103 Acting I | Credits: | 3 |
| Theatre Activity (THR 110, 210, 310, 410) | Credits: | 4 |
| THR 201 Stagecraft, Lighting, & Scene Design | Credits: | 3 |
| THR 202 Stage Makeup & Costume Design | Credits: | 3 |
| THR 302 Theatrical Directing I | Credits: | 3 |
| THR 303 Acting II | Credits: | 3 |
| THR 304 Creative Dramatics | Credits: | 3 |
| THR 333 History of the Theatre | Credits: | 3 |
| THR 402 Theatrical Directing II | Credits: | 3 |
| THR 404 Senior Performance Seminar | Credits: | 3 |
| Theatrical Production (THR 107, 207, 307, 407) | Credits: | 4 |

| III. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Theatre Minor

| I. Theatre Minor Requirements | Credits: 19 Hours |
|---|---|

| | | |
|---|---|---|
| THR 100 Theatre Appreciation | Credits: | 3 |
| THR 103 Acting I | Credits: | 3 |
| THR 107 & 207 Theatrical Production | Credits: | 2 |
| THR 110 or 210 Theatre Activity | Credits: | 1 |
| THR 201 Stagecraft, Lighting, & Scene Design | Credits: | 3 |
| THR 202 Stage Makeup & Costume Design | Credits: | 3 |
| THR 302 Theatrical Directing I | Credits: | 3 |
| THR 310 or 410 Theatre Activity | Credits: | 1 |

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

# DIVISION OF PROFESSIONAL STUDIES

The Division of Professional Studies seeks to provide students with a foundation for success in their chosen vocation. This division is comprised of the Behavioral Sciences, Business, Computer Sciences, and Criminal Justice Departments.

## BEHAVIORAL SCIENCE DEPARTMENT

The Behavioral Science Department includes the areas of Psychology and Sociology. The major and minor in this area prepares students for service in a variety of agency and institutional settings and for graduate study in psychology, counseling, social work, sociology, human services, and related disciplines.

**Bachelor of Science Degree:** Major—Psychology

**Minors:** Psychology, Sociology

### Mission of the Psychology Department

The mission of the Psychology Department is to transform lives and communities through relevant education anchored in a Biblical worldview.

### Objectives for the Psychology Major

**Psychology**

The Psychology major will:

1. demonstrate comprehension of psychological theories, key terms, and theorists.
2. demonstrate knowledge of research methods in behavioral science.
3. demonstrate critical thinking.
4. demonstrate sociocultural and international awareness.
5. demonstrate personal growth and development awareness.

### Requirements for BS Degree with Major in Psychology

1. Complete the campus wide General Education requirements, and the Graduation Requirements (see Academic Policies).
2. Pass each of the following Major Course Requirements and Controlled Electives with a grade of C- or higher.

## General Education Requirements for Psychology Major

| I. General Education Requirements | | Credits: 48 Hours |
|---|---|---|
| **Chapel** | HLG 010 Chapel ..... Credits: | 0 |
| | *See Chapel Attendance Requirements in the HLGU Student Handbook.* | |
| **Bible** | BIB 113 Old Testament Survey ..... Credits: | 3 |
| | BIB 123 New Testament Survey..... Credits: | 3 |
| | BIB 153 Biblical Worldview…….Credits: | 3 |
| | *Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.* | |
| **Written & Public Communication** | ENG 104 English Composition I..... Credits: | 3 |
| | ENG 106 English Composition II..... Credits: | 3 |
| | CAS 101 Introduction to Public Speaking…….Credits: | 3 |
| | *Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)* | |
| **Fine Arts and Humanities** | Select three credit hours from LIT ..... Credits: | 3 |
| | Select three credit hours from ART, MUS, or THR ..... Credits: | 3 |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PHL 213 Introduction to Philosophy, CMN 313 Christian Professional Ethics, PHL 253 Introduction to Logic, or any additional LIT course.* | |
| **Social and Behavioral Sciences** | Select six credit hours from HST and/or PLS..... Credits: | 6 |
| | *At least three hours must be in US history.* | |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.* | |
| **Natural Sciences** | Life & Non-Life Science Courses ..... Credits: | 7 |
| | *Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.* | |
| **Mathematics** | Select appropriate mathematics course ..... Credits: | 3 |
| | *For BAS programs, only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)* | |
| **Physical Education** | PHE 110 Health & Fitness for Life ……..…… Credits: | 1 |
| | PHE/VAR Activity Courses……...Credits: | 1 |
| | *One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)* | |

## Required Courses for Psychology Major
## Concentration in Social Services

| I. General Education Requirements | Credits: 48 Hours |
|---|---|

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

| II. Psychology Support Requirements | Credits: 6 Hours |
|---|---|
| PSY 113 General Psychology | Credits: 3 |
| MTH 127 Elementary Statistics | Credits: 3 |

| III. Psychology Core Requirements | Credits: 19 Hours |
|---|---|
| PSY 253 Human Diversity | Credits: 3 |
| PSY 323 Abnormal Psychology | Credits: 3 |
| PSY 333 Lifespan Developmental Psychology | Credits: 3 |
| PSY 343 Intro to Counseling | Credits: 3 |
| PSY 353 Physiological Psychology | Credits: 3 |
| PSY 403 Research Methods I | Credits: 3 |
| PSY 451 Senior Seminar | Credits: 1 |

| IV. Concentration in Social Services Requirements | Credits: 19 Hours |
|---|---|
| SOC 233 Social Issues | Credits: 3 |
| SWK 413 Casework Methods | Credits: 3 |
| PSY 483 Internship | Credits: 4 |
| SOC 123 Marriage & the Family | Credits: 3 |
| CRJ 356 Crisis Intervention | Credits: 3 |
| CRJ 323 Juvenile Delinquency | Credits: 3 |

| V. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Psychology Major
## Concentration in Graduate School Prep

| I. General Education Requirements | Credits: 48 Hours |
|---|---|

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

| II. Psychology Support Requirements | Credits: 6 Hours |
|---|---|
| PSY 113 General Psychology | Credits: 3 |
| MTH 127 Elementary Statistics | Credits: 3 |

| III. Psychology Core Requirements | Credits: 19 Hours |
|---|---|
| PSY 253 Human Diversity | Credits: 3 |
| PSY 323 Abnormal Psychology | Credits: 3 |
| PSY 333 Lifespan Developmental Psychology | Credits: 3 |
| PSY 343 Intro to Counseling | Credits: 3 |
| PSY 353 Physiological Psychology | Credits: 3 |
| PSY 403 Research Methods I | Credits: 3 |
| PSY 451 Senior Seminar | Credits: 1 |

| IV. Concentration in Graduate School Prep Requirements | Credits: 18 Hours |
|---|---|
| PSY 413 Research Methods II | Credits: 3 |
| CRJ 356 Crisis Intervention | Credits: 3 |
| PSY 263 Child & Adolescent Psychology | Credits: 3 |
| SOC 123 Marriage & the Family | Credits: 3 |
| PSY 310 Psychology & Sociology of Sport and EXS | Credits: 3 |
| PSY 363 Social Psychology | Credits: 3 |

| V. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Psychology Minor

| I. Psychology Minor Requirements | Credits: 18 Hours |
|---|---|
| PSY 113 General Psychology | Credits: 3 |
| PSY 333 Lifespan Developmental Psychology | Credits: 3 |
| PSY or SOC Courses | Credits: 12 |

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

# BUSINESS DEPARTMENT

**Bachelor of Science Degree:** Majors—Business Administration
The degrees with a major in business administration allow the student to select a concentration in one of the following areas: agribusiness, entrepreneurship & management, or marketing.

**Minor:** Business Administration

## Mission of the Business Department

The mission of the Business Department is to transform lives and communities through relevant education anchored in a Biblical worldview.

## Objectives for the Business Administration Major

The Business Administration major will:

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

## Requirements for BS Degree with Majors in Business Administration

1. Complete the campus wide General Education requirements, and the Graduation Requirements (see Academic Policies for both).
   **NOTE:** Business Administration majors must
   a. Earn a grade of C- or higher in MTH 143, 153, or 185 to fulfill the mathematics General Education requirement.
   b. Take ECO 213 (earning a grade of C- or higher) in partial fulfillment of the General Education's option requirement.
2. Select the major in Business Administration, choosing one concentration.
3. Earn a grade of C- or higher in all Support Course Requirements, Major Course Requirements, and Concentration Requirements.
4. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).
5. Successfully complete a nationally normed exit exam.

# General Education Requirements for Business Administration Major

| I. General Education Requirements | | Credits: 48 Hours |
|---|---|---|
| **Chapel** | HLG 010 Chapel ..... Credits: | 0 |
| | *See Chapel Attendance Requirements in the HLGU Student Handbook.* | |
| **Bible** | BIB 113 Old Testament Survey ..... Credits: | 3 |
| | BIB 123 New Testament Survey..... Credits: | 3 |
| | BIB 153 Biblical Worldview…….Credits: | 3 |
| | *Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.* | |
| **Written & Public Communication** | ENG 104 English Composition I..... Credits: | 3 |
| | ENG 106 English Composition II..... Credits: | 3 |
| | CAS 101 Introduction to Public Speaking…….Credits: | 3 |
| | *Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)* | |
| **Fine Arts and Humanities** | Select three credit hours from LIT ..... Credits: | 3 |
| | Select three credit hours from ART, MUS, or THR ..... Credits: | 3 |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PHL 213 Introduction to Philosophy, CMN 313 Christian Professional Ethics, PHL 253 Introduction to Logic, or any additional LIT course.* | |
| **Social and Behavioral Sciences** | Select six credit hours from HST and/or PLS..... Credits: | 6 |
| | *At least three hours must be in US history.* | |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.* | |
| **Natural Sciences** | Life & Non-Life Science Courses ..... Credits: | 7 |
| | *Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.* | |
| **Mathematics** | Select appropriate mathematics course ..... Credits: | 3 |
| | *For BAS programs, only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)* | |
| **Physical Education** | PHE 110 Health & Fitness for Life …….. Credits: | 1 |
| | PHE/VAR Activity Courses……...Credits: | 1 |
| | *One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)* | |

## Required Courses for Business Administration Major

| I. General Education Requirements | Credits: 48 Hours |
|---|---|

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

| II. Business Support Requirements | Credits: 6 Hours |
|---|---|

ECO 213 Macroeconomics ..... Credits: 3
ECO 223 Microeconomics ..... Credits: 3
*(This course can fulfill three credit hours of the General Education Option requirement.)*

| III. Business Core Requirements | Credits: 35 Hours |
|---|---|

ACC 303 Principles of Financial Accounting ..... Credits: 3
ACC 313 Principles of Managerial Accounting ..... Credits: 3
BIS 353 Business Information Systems ..... Credits: 3
BUS 305 Christian Professional Ethics ..... Credits: 3
BUS 273 Business Statistics ..... Credits: 3
BUS 313 Organizational Communication ..... Credits: 3
BUS 363 Business Law ..... Credits: 3
BUS 499 Business Strategy ..... Credits: 3
FIN 323 Principles of Finance ..... Credits: 3
MAN 243 Principles of Business Management ..... Credits: 3
MKT 313 Principles of Marketing ..... Credits: 3
BIS 131 Spreadsheet Software ..... Credits: 2

| IV. Controlled Electives | Credits: 3 Hours |
|---|---|

MAN 323 Organizational Behavior ..... Credits: 3
or
MAN 433 Human Resources Management ..... Credits: 3

| IV. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Business Administration Major
## Concentration in Agribusiness

| I. General Education Requirements | Credits: 48 Hours |
|---|---|

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

| II. Business Support Requirements | Credits: 6 Hours |
|---|---|

ECO 213 Macroeconomics ..... Credits: 3
ECO 223 Microeconomics ..... Credits: 3
*(This course can fulfill three credit hours of the General Education Option requirement.)*

| III. Business Core Requirements | Credits: 35 Hours |
|---|---|

ACC 303 Principles of Financial Accounting ..... Credits: 3
ACC 313 Principles of Managerial Accounting ..... Credits: 3
BIS 353 Business Information Systems ..... Credits: 3
BUS 305 Christian Professional Ethics ..... Credits: 3
BUS 273 Business Statistics ..... Credits: 3
BUS 313 Organizational Communication ..... Credits: 3
BUS 363 Business Law ..... Credits: 3
BUS 499 Business Strategy ..... Credits: 3
FIN 323 Principles of Finance ..... Credits: 3
MAN 243 Principles of Business Management ..... Credits: 3
MKT 313 Principles of Marketing ..... Credits: 3
BIS 131 Spreadsheet Software ..... Credits: 2

| IV. Concentration in Agribusiness Requirements | Credits: 18 Hours |
|---|---|

AGB 243 Introduction to Agribusiness ..... Credits: 3
AGB 343 Small Business Management ..... Credits: 3
AGB 363 Sales Management ..... Credits: 3
AGB 413 Agricultural Economics ..... Credits: 3
AGB 443 Government Policy in Agriculture ..... Credits: 3
BUS 413 Business Internship ..... Credits: 3

| V. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Business Administration Major
## Concentration in Entrepreneurship & Management

| I. General Education Requirements | Credits: 48 Hours |
|---|---|

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

| II. Business Support Requirements | Credits: 6 Hours |
|---|---|

| | | |
|---|---|---|
| ECO 213 Macroeconomics | Credits: | 3 |
| ECO 223 Microeconomics | Credits: | 3 |

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

| III. Business Core Requirements | Credits: 35 Hours |
|---|---|

| | | |
|---|---|---|
| ACC 303 Principles of Financial Accounting | Credits: | 3 |
| ACC 313 Principles of Managerial Accounting | Credits: | 3 |
| BIS 353 Business Information Systems | Credits: | 3 |
| BUS 305 Christian Professional Ethics | Credits: | 3 |
| BUS 273 Business Statistics | Credits: | 3 |
| BUS 313 Organizational Communication | Credits: | 3 |
| BUS 363 Business Law | Credits: | 3 |
| BUS 499 Business Strategy | Credits: | 3 |
| FIN 323 Principles of Finance | Credits: | 3 |
| MAN 243 Principles of Business Management | Credits: | 3 |
| MKT 313 Principles of Marketing | Credits: | 3 |
| BIS 131 Spreadsheet Software | Credits: | 2 |

| IV. Concentration in Entrepreneurship & Management Requirements | Credits: 18 Hours |
|---|---|

| | | |
|---|---|---|
| ENT 301 Entrepreneurship | Credits: | 3 |
| ENT 321 Small Business Management | Credits: | 3 |
| MAN 353 Production/Operations Management | Credits: | 3 |
| MAN 323 Organizational Behavior | Credits: | 3 |
| MAN 433 Human Resources Management | Credits: | 3 |
| CAM 333 Media Relations & Social Media | Credits: | 3 |

| V. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Business Administration Major Concentration in Marketing

| I. General Education Requirements | Credits: 48 Hours |
|---|---|

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

| II. Business Support Requirements | Credits: 6 Hours |
|---|---|

| | | |
|---|---|---|
| ECO 213 Macroeconomics | Credits: | 3 |
| ECO 223 Microeconomics | Credits: | 3 |

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

| III. Business Core Requirements | Credits: 35 Hours |
|---|---|

| | | |
|---|---|---|
| ACC 303 Principles of Financial Accounting | Credits: | 3 |
| ACC 313 Principles of Managerial Accounting | Credits: | 3 |
| BIS 353 Business Information Systems | Credits: | 3 |
| BUS 305 Christian Professional Ethics | Credits: | 3 |
| BUS 273 Business Statistics | Credits: | 3 |
| BUS 313 Organizational Communication | Credits: | 3 |
| BUS 363 Business Law | Credits: | 3 |
| BUS 499 Business Strategy | Credits: | 3 |
| FIN 323 Principles of Finance | Credits: | 3 |
| MAN 243 Principles of Business Management | Credits: | 3 |
| MKT 313 Principles of Marketing | Credits: | 3 |
| BIS 131 Spreadsheet Software | Credits: | 2 |

| IV. Concentration in Marketing Requirements | Credits: 18 Hours |
|---|---|

| | | |
|---|---|---|
| CAM 333 Media Relations & Social Media | Credits: | 3 |
| CAM 453 PR: Strategies & Tactics | Credits: | 3 |
| MKT 323 Principles of Advertising | Credits: | 3 |
| MKT 343 Sales Management | Credits: | 3 |
| MKT 483 Marketing Research | Credits: | 3 |
| CAM 473 Public Relations: Case Studies & Research | Credits: | 3 |

| V. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Business Administration Minor

| I. Business Administration Minor Requirements | Credits: 18 Hours |
|---|---|

ACC 303 Principles of Financial Accounting..... Credits: 3
BUS 305 Christian Professional Ethics..... Credits: 3
MAN 243 Principles of Business Management ..... Credits: 3
MKT 323 Principles of Advertising..... Credits: 3
ECO 213 Macroeconomics or ECO 223 Microeconomics . Credits: 3
Any Business Elective..... Credits: 3
**NOTE:** A grade of C- or higher is required in all courses for the minor.

# COMPUTER SCIENCES DEPARTMENT

**Bachelor of Science Degree:** Major— Computer Sciences. The degree with a major in computer sciences allows the student to concentrate in the areas of Information Technology & Cybersecurity.

**Minor:** Computer Sciences

## Mission of the Computer Sciences Department

The mission of the Computer Sciences Department is to transform lives and communities through relevant education anchored in a Biblical worldview.

## Goals

The goals of the Computer Sciences 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 computer sciences field, including: hardware, software, programming, database, networking, and web design.

## Objectives Computer Sciences Department

The Computer Sciences major will:

1. acquire professional experiences in the selected area of Computer Sciences emphasis.
2. articulate how a Biblical worldview impacts assessment of ethical issues within the Computer Sciences.
3. demonstrate the ability to solve technical problems in the selected area of Computer Sciences emphasis.

## Requirements for BS Degree with Major in the Computer Sciences Department

1. Complete the campus wide General Education requirements and the Graduation Requirements (see Academic Policies for both), considering the following recommendations:
   a. MTH 143, 153, or 185 is required.
   b. PHL 253 is preferred to *partially* fulfill the General Education option requirement.
   c. ART 261 is preferred to *partially* fulfill the General Education fine arts requirement.
2. Earn a grade of C- or higher in all Support Course Requirements, Computer Sciences Core Requirements, and Major Course Requirements.
3. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements and core requirements).

# General Education Requirements for Majors in Computer Sciences Department

| I. General Education Requirements | Credits: 48 Hours |
|---|---|

**Chapel** HLG 010 Chapel ..... Credits: 0
*See Chapel Attendance Requirements in the HLGU Student Handbook.*

**Bible** BIB 113 Old Testament Survey ..... Credits: 3
BIB 123 New Testament Survey..... Credits: 3
BIB 153 Biblical Worldview…….Credits: 3
*Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.*

**Written & Public Communication** ENG 104 English Composition I..... Credits: 3
ENG 106 English Composition II..... Credits: 3
CAS 101 Introduction to Public Speaking……..Credits: 3
*Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)*

**Fine Arts and Humanities** Select three credit hours from LIT ..... Credits: 3
Select three credit hours from ART, MUS, or THR ..... Credits: 3
Select three credit hours from the requirements below ..... Credits: 3
*PHL 213 Introduction to Philosophy, CMN 313 Christian Professional Ethics, PHL 253 Introduction to Logic, or any additional LIT course.*

**Social and Behavioral Sciences** Select six credit hours from HST and/or PLS..... Credits: 6
*At least three hours must be in US history.*
Select three credit hours from the requirements below ..... Credits: 3
*PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.*

**Natural Sciences** Life & Non-Life Science Courses ..... Credits: 7
*Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.*

**Mathematics** Select appropriate mathematics course ..... Credits: 3
*For BAS programs, only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)*

**Physical Education** PHE 110 Health & Fitness for Life ……..…… Credits: 1
PHE/VAR Activity Courses……...Credits: 1
*One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)*

## Required Courses for Computer Sciences Major
## Concentration in Information Technology & Cybersecurity

| I. General Education Requirements | Credits: 48 Hours |
|---|---|

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

| II. Support Requirement | Credits: 6 Hours |
|---|---|

| | | |
|---|---|---|
| **Mathematics (Choose one from the following) .....** | **Credits:** | **3** |
| MTH 143 College Algebra..... | Credits: | 3 |
| MTH 153 Pre-Calculus ..... | Credits: | 3 |
| MTH 185 Analytic Geometry & Calculus I ..... | Credits: | 4 |
| *(This course can fulfill three credit hours of the Gen. Edu. Option requirement.)* | | |
| **Choose one additional course from the following .....** | **Credits:** | **3** |
| MTH 127 Elementary Statistics..... | Credits: | 3 |
| MTH 185 Analytic Geometry & Calculus I ..... | Credits: | 4 |
| MTH 210 Discrete Mathematics ..... | Credits: | 3 |

| II. Computer Sciences Core Requirements | Credits: 27 Hours |
|---|---|

| | | |
|---|---|---|
| CSC 103 Survey of Computer Science ..... | Credits: | 3 |
| CSC 123 Web Development..... | Credits: | 3 |
| CSC 203 Programming Logic & Design ..... | Credits: | 3 |
| CSC 253 Networking ..... | Credits: | 3 |
| CSC 273 Database Systems ..... | Credits: | 3 |
| CSC 283 Foundations of Computer Systems ..... | Credits: | 3 |
| CSC 305 Christian Professional Ethics..... | Credits: | 3 |
| CSC 383 Internship ..... | Credits: | 3 |
| CSC 489 Senior Capstone & Seminar..... | Credits: | 3 |

| III. Concentration in Cybersecurity & IT Management Requirements | Credits: 18 Hours |
|---|---|

| | | |
|---|---|---|
| CSC 303 Program Design..... | Credits: | 3 |
| CSC 353 Operating Systems..... | Credits: | 3 |
| CSC 356 Network Security..... | Credits: | 3 |
| CSC 376 Principles of Security & Forensics ..... | Credits: | 3 |
| CSC 433 Cybersecurity ..... | Credits: | 3 |
| CSC 479 Ethical Hacking..... | Credits: | 3 |

| V. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Computer Sciences Minor

| I. Computer Sciences Minor Requirements | Credits: 18 Hours |
|---|---|

CSC 103 Survey of Computer Science ..... Credits: 3
CSC 203 Programing Logic & Design ..... Credits: 3
CSC 273 Database Systems ..... Credits: 3
CSC 283 Foundations of Computer Systems ..... Credits: 3
CSC 303 Program Design ..... Credits: 3
CSC 323 Christian Professional Ethics ..... Credits: 3

*(This minor is not available to students majoring in majors in the Computer Science Department.)*
**NOTE:** A grade of C- or higher is required in all courses for the minor.

# CRIMINAL JUSTICE DEPARTMENT

**Bachelor of Science Degree:** Major—Criminal Justice

**Minor:** Criminal Justice

## Mission of the Criminal Justice Department

The mission of the Criminal Justice Department is to transform lives and communities through relevant education anchored in a Biblical worldview.

## Goals

1. Students will gain insight into the three major areas of the criminal justice system—law enforcement, courts, and corrections—and understand how they interrelate and comprise the total system.
2. Students will examine in-depth the importance of the constitutional rights of each individual (especially as these rights relate to the due process amendments).
3. Students will personally interact with various components of the criminal justice system on a firsthand basis to expand their knowledge from academic to practical.

## Objectives for the Criminal Justice Major

The Criminal Justice major will:

1. demonstrate knowledge of the police component of the criminal justice system, including: police history, patrol and operations, management and personnel, ethics, rules of arrest and detention, and the law enforcement profession.
2. demonstrate knowledge of the courts component of the criminal justice system, including: constitutional law, sentencing, the criminal system and the judicial process, defenses, and criminal and civil law.
3. demonstrate knowledge of the correctional component of the criminal justice system, including: criminology, prison systems, jails, juvenile delinquency, prison life, and crime and correctional trends.
4. demonstrate knowledge of the criminal justice system through successful completion of an internship.

## Requirements for BS Degree in Criminal Justice

1. Complete the campus wide General Education requirements and the Graduation Requirements (see Academic Policies for both).
2. Pass each of the following Major Course Requirements and Controlled Electives with a grade of C- or higher.

## General Education Requirements for Criminal Justice Major

| I. General Education Requirements | | Credits: 48 Hours |
|---|---|---|
| **Chapel** | HLG 010 Chapel ..... Credits: | 0 |
| | *See Chapel Attendance Requirements in the HLGU Student Handbook.* | |
| **Bible** | BIB 113 Old Testament Survey ..... Credits: | 3 |
| | BIB 123 New Testament Survey..... Credits: | 3 |
| | BIB 153 Biblical Worldview…….Credits: | 3 |
| | *Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.* | |
| **Written & Public Communication** | ENG 104 English Composition I..... Credits: | 3 |
| | ENG 106 English Composition II..... Credits: | 3 |
| | CAS 101 Introduction to Public Speaking…….Credits: | 3 |
| | *Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)* | |
| **Fine Arts and Humanities** | Select three credit hours from LIT ..... Credits: | 3 |
| | Select three credit hours from ART, MUS, or THR ..... Credits: | 3 |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PHL 213 Introduction to Philosophy, CMN 313 Christian Professional Ethics, PHL 253 Introduction to Logic, or any additional LIT course.* | |
| **Social and Behavioral Sciences** | Select six credit hours from HST and/or PLS..... Credits: | 6 |
| | *At least three hours must be in US history.* | |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.* | |
| **Natural Sciences** | Life & Non-Life Science Courses ..... Credits: | 7 |
| | *Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.* | |
| **Mathematics** | Select appropriate mathematics course ..... Credits: | 3 |
| | *For BAS programs, only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)* | |
| **Physical Education** | PHE 110 Health & Fitness for Life ……..…… Credits: | 1 |
| | PHE/VAR Activity Courses……...Credits: | 1 |
| | *One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)* | |

## Required Courses for Criminal Justice Major

| I. General Education Requirements | Credits: 48 Hours |
|---|---|

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

| II. Criminal Justice Support Requirements | Credits: 6 Hours |
|---|---|

| | | |
|---|---|---|
| PSY 113 General Psychology | Credits: | 3 |
| PLS 113 Introduction to Government | Credits: | 3 |

| III. Criminal Justice Core Requirements | Credits: 37 Hours |
|---|---|

| | | |
|---|---|---|
| CRJ 113 The United States Criminal Justice System | Credits: | 3 |
| CRJ 313 Criminology | Credits: | 3 |
| CRJ 323 Juvenile Delinquency | Credits: | 3 |
| CRJ 305 Christian Professional Ethics | Credits: | 3 |
| CRJ 333 Criminal Courts, Probation, and Parole | Credits: | 3 |
| CRJ 356 Crisis Intervention | Credits: | 3 |
| CRJ 346 Corrections | Credits: | 3 |
| CRJ 376 Principles of Security and Forensics | Credits: | 3 |
| CRJ 416 Criminal & Constitutional Law | Credits: | 3 |
| CRJ 389/489 Criminal Justice Internship | Credits: | 4 |
| PSY 253 Human Diversity | Credits: | 3 |
| PSY 323 Abnormal Psychology | Credits: | 3 |

| IV. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Criminal Justice Minor

| I. History Minor Requirements | Credits: 18 Hours |
|---|---|

| | | |
|---|---|---|
| Criminal Justice Department Courses | Credits: | 15 |
| Additional Behavioral Sciences Elective…….. | Credits: | 3 |

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

# DIVISION OF SCIENCE AND MATHEMATICS

Three departments constitute the Division of Science and Mathematics. They are Exercise & Sport Science, Natural Science, and Mathematics.

## Exercise and Sport Science Department

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

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

**Minor:** Exercise Science, Sport and Recreation Management

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

### Mission of the Exercise and Sport Science Department

The mission of the Exercise and Sport Science Department is to transform lives and communities through relevant education anchored in a Biblical worldview.

### Goals of the Exercise and Sport Science Division

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

### Physical Education General Education Requirement

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

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

## Objectives for the Exercise Science & Sport and Recreation Management Majors

**Exercise Science**

The Exercise Science major will:

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

**Sport and Recreation Management**

The Sport and Recreation Management major will:

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

## Requirements for BS Degree with Major in Exercise Science

1. Complete the campus wide General Education requirements and the Graduation Requirements (see Academic Policies for both).
2. Earn a grade of C- or higher in MTH 143, 153, or 185 to fulfill the mathematics General Education requirement.
3. Earn a grade of C- or higher in BIO 105 and CHM 135 (with labs in both) to fulfill the natural science General Education requirement.
4. Take HLT 183 in fulfillment of the physical education requirement and earn a grade of C- or higher.
5. Earn a grade of C- or higher in all Support Course Requirements and Major Course Requirements.
6. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).

## Requirements for BS Degree with Major in Sport and Recreation Management

1. Complete the campus wide General Education requirements and the Graduation Requirements (see Academic Policies for both)
2. Take HLT 183 in fulfillment of the physical education requirement and earn a grade of C-or higher.
3. Take PSY 113 and MAN 243 in fulfillment of the general education options requirement.
4. Earn a grade of C- or higher in all Support Course Requirements and Major Course Requirements.
5. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).

# General Education Requirements for Exercise Science Major

| I. General Education Requirements | | Credits: 48 Hours |
|---|---|---|
| **Chapel** | HLG 010 Chapel ..... Credits: | 0 |
| | *See Chapel Attendance Requirements in the HLGU Student Handbook.* | |
| **Bible** | BIB 113 Old Testament Survey ..... Credits: | 3 |
| | BIB 123 New Testament Survey..... Credits: | 3 |
| | BIB 153 Biblical Worldview…….Credits: | 3 |
| | *Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.* | |
| **Written & Public Communication** | ENG 104 English Composition I..... Credits: | 3 |
| | ENG 106 English Composition II..... Credits: | 3 |
| | CAS 101 Introduction to Public Speaking……..Credits: | 3 |
| | *Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)* | |
| **Fine Arts and Humanities** | Select three credit hours from LIT ..... Credits: | 3 |
| | Select three credit hours from ART, MUS, or THR ..... Credits: | 3 |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PHL 213 Introduction to Philosophy, CMN 313 Christian Professional Ethics, PHL 253 Introduction to Logic, or any additional LIT course.* | |
| **Social and Behavioral Sciences** | Select six credit hours from HST and/or PLS..... Credits: | 6 |
| | *At least three hours must be in US history.* | |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.* | |
| **Natural Sciences** | Life & Non-Life Science Courses ..... Credits: | 7 |
| | *Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.* | |
| **Mathematics** | Select appropriate mathematics course ..... Credits: | 3 |
| | *For BAS programs, only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)* | |
| **Physical Education** | PHE 110 Health & Fitness for Life ……..… Credits: | 1 |
| | PHE/VAR Activity Courses……...Credits: | 1 |
| | *One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)* | |

## Required Courses for Exercise Science Major

| I. General Education Requirements | Credits: 48 Hours |
|---|---|

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

| II. Exercise Science Support Requirements | Credits: 14 Hours |
|---|---|

| | | |
|---|---|---|
| BIO 105 Introduction to Biology | Credits: | 4 |
| MTH 143 College Algebra | Credits: | 3 |
| HLT 183 Personal Health & Fitness | Credits: | 3 |
| CHM 135 College Chemistry I | Credits: | 4 |

*(These courses can fulfill the General Education Natural Sciences and Physical Education requirements.)*

| III. Exercise Science Core Requirements | Credits: 39 Hours |
|---|---|

| | | |
|---|---|---|
| BIO 314 Human Anatomy & Physiology I | Credits: | 4 |
| BIO 324 Human Anatomy & Physiology II | Credits: | 4 |
| EXS 113 Foundations of P.E. & Exercise Science | Credits: | 3 |
| EXS 310 Psychology & Sociology of Sport and Exercise | Credits: | 3 |
| EXS 344 Exercise Physiology | Credits: | 4 |
| EXS 354 Care & Prevention of Athletic Injuries | Credits: | 4 |
| EXS 413 Tests & Measurements in Exercise | Credits: | 3 |
| EXS 383 Internship | Credits: | 3 |
| HLT 313 Nutrition for Sport and Exercise | Credits: | 3 |
| PHE 212 First Aid & CPR | Credits: | 2 |
| PHE 313 Kinesiology | Credits: | 3 |
| PHE 333 Motor Development and Performance | Credits: | 3 |

| IV. Electives | As Needed |
|---|---|

Graduation requires a minimum of 124 credit hours and a minimum of 40 upper-level credit hours. Only eight credit hours of activity courses may be applied to these minimums.
Recommended Electives for students pursuing pre-physical therapy/athletic training or other graduate work:

| | | |
|---|---|---|
| MTH 127 Elementary Statistics | Credits: | 3 |
| MTH 153 Precalculus | Credits: | 4 |
| PHY 214 General Physics I | Credits: | 4 |
| PHY 224 General Physics II | Credits: | 4 |
| PSY 323 Abnormal Psychology **–or-** | | |
| PSY 333 Lifespan Developmental Psychology | Credits: | 3 |

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

# General Education Requirements for Sport and Recreation Management Major

| I. General Education Requirements | | Credits: 48 Hours |
|---|---|---|
| **Chapel** | HLG 010 Chapel ..... Credits: | 0 |
| | *See Chapel Attendance Requirements in the HLGU Student Handbook.* | |
| **Bible** | BIB 113 Old Testament Survey ..... Credits: | 3 |
| | BIB 123 New Testament Survey..... Credits: | 3 |
| | BIB 153 Biblical Worldview…….Credits: | 3 |
| | *Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.* | |
| **Written & Public Communication** | ENG 104 English Composition I..... Credits: | 3 |
| | ENG 106 English Composition II..... Credits: | 3 |
| | CAS 101 Introduction to Public Speaking……..Credits: | 3 |
| | *Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)* | |
| **Fine Arts and Humanities** | Select three credit hours from LIT ..... Credits: | 3 |
| | Select three credit hours from ART, MUS, or THR ..... Credits: | 3 |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PHL 213 Introduction to Philosophy, CMN 313 Christian Professional Ethics, PHL 253 Introduction to Logic, or any additional LIT course.* | |
| **Social and Behavioral Sciences** | Select six credit hours from HST and/or PLS..... Credits: | 6 |
| | *At least three hours must be in US history.* | |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.* | |
| **Natural Sciences** | Life & Non-Life Science Courses ..... Credits: | 7 |
| | *Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.* | |
| **Mathematics** | Select appropriate mathematics course ..... Credits: | 3 |
| | *For BAS programs, only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)* | |
| **Physical Education** | PHE 110 Health & Fitness for Life ……..…… Credits: | 1 |
| | PHE/VAR Activity Courses……...Credits: | 1 |
| | *One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)* | |

## Required Courses for Sport and Recreation Management Major

| I. General Education Requirements | Credits: 48 Hours |
|---|---|

**Refer to the General Education Requirements for Sport and Recreation Management Major**
***(Some General Education courses may also count as support or major/core requirements.)***

| II. Sport and Recreation Management Support Requirements | Credits: 3 Hours |
|---|---|

HLT 183 Personal Health & Fitness ..... Credits: 3

| III. Sport and Recreation Management Core Requirements | Credits: 28 Hours |
|---|---|

EXS 113 Foundations of P.E. & Exercise Science ..... Credits: 3
EXS 310 Psychology & Sociology of Sport and Exercise .. Credits: 3
MKT 313 Principles of Marketing ..... Credits: 3
MAN 243 Principles of Business Management ..... Credits: 3
MKT 323 Principles of Advertising..... Credits: 3
PHE 212 First Aid & CPR..... Credits: 2
SRM 302 Organizational Leadership in Sports and Recreation ..... Credits: 2
SRM 313 Sport and Recreation Programming ..... Credits: 3
SRM 373 Practicum in Sport and Recreation ..... Credits: 3
SRM 476 Internship in Sport and Recreation..... Credits: 3

| IV. Controlled Electives | Credits: 6-7 Hours |
|---|---|

**Select two of the following courses:**
PHE 333 Motor Development and Performance ..... Credits: 3
PHE 363 Team and Individual Sport Instruction…….…Credits: 3
EXS 363 Teaching Health & P.E. in Elementary School.... Credits: 3
EXS 354 Care & Prevention of Athletic Injuries..... Credits: 4
EXS 403 Adapted P.E. & Exercise..... Credits: 3
MAN 323 Organizational Behavior ..... Credits: 3
MAN 433 Human Resources Management ..... Credits: 3

| V. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

**Required Courses for Exercise Science Minor**

| I. Exercise Science Minor Requirements | Credits: 19 Hours |
|---|---|

EXS 113 Foundations of P.E. & Exercise Science ..... Credits: 3
EXS 310 Psychology & Sociology of Sport & Exercise ..... Credits: 3
EXS 344 Exercise Physiology ..... Credits: 3
EXS 354 Care & Prevention of Athletic Injuries..... Credits: 4
EXS 413 Tests and Measurements in Exercise ..... Credits: 3
PHE 333 Motor Development & Performance..... Credits: 3
*(This minor is not available to BSE students seeking certification in Physical Education.)* **NOTE:** A grade of C- or higher is required in all courses for the minor.

**Required Courses for Sport and Recreation Management Minor**

| I. Sport and Recreation Management Minor Requirements | Credits: 18 Hours |
|---|---|

EXS 113 Foundations of P.E. & Exercise..... Credits: 3
EXS 310 Psychology & Sociology of Sport and Exercise .. Credits: 3
SRM 302 Organizational Leadership in Sports and Recreation 3
..... Credits:
SRM 313 Sport and Recreation Programming..... Credits: 3
MKT 323 Principles of Marketing ..... Credits: 3
MAN 323 Principles of Advertising..... Credits: 3
*(This minor is not available to BSE students seeking certification in Physical Education.)* **NOTE:** A grade of C- or higher is required in all courses for the minor.

# MATHEMATICS DEPARTMENT

The Mathematics Department includes the following degree options.

**Bachelor of Science Degree:** Major — Mathematics

**Minor:** Mathematics

**Mathematics Certification:** Offers courses leading to Missouri teacher certification in mathematics (grades 5-9) in Middle School Education or (grades 9-12) in Secondary Education under the Bachelor of Science in Education degree (see Division of Education for details)

## Mission of the Mathematics Department

The mission of the Mathematics Department is to transform lives and communities through relevant education anchored in a Biblical worldview.

## Goals

To provide:

1. all students with a practical understanding of mathematics.
2. students with introductory courses that give a background in mathematics.
3. undergraduate students with a strong foundation for graduate study.
4. those seeking employment in a related vocation with the needed specialized knowledge about mathematics.

## Objectives for the Mathematics Department Majors

The Mathematics major will:

1. acquire the ability and skills in the major branches of mathematics, including calculus, linear and abstract algebra, geometry, probability and statistics, and discrete mathematics.
2. apply the methods of direct proof and indirect proof to solve problems.
3. describe the historic development of mathematics.
4. employ technology to investigate mathematical concepts and applications.
5. develop the ability to communicate effectively the overall processes and steps in solving a mathematical problem.
6. read current literature in mathematics and communicate it orally using appropriate presentation methods.

## Requirements for the BS Degree with Major in Mathematics

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

**NOTE:** Mathematics majors must earn a grade of C- or higher in MTH 143, 153, or 185 to fulfill the mathematics General Education requirement.

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

## General Education Requirements for Mathematics Major

| I. General Education Requirements | | Credits: 48 Hours |
|---|---|---|
| **Chapel** | HLG 010 Chapel ..... Credits: | 0 |
| | *See Chapel Attendance Requirements in the HLGU Student Handbook.* | |
| **Bible** | BIB 113 Old Testament Survey ..... Credits: | 3 |
| | BIB 123 New Testament Survey..... Credits: | 3 |
| | BIB 153 Biblical Worldview…….Credits: | 3 |
| | *Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.* | |
| **Written & Public Communication** | ENG 104 English Composition I..... Credits: | 3 |
| | ENG 106 English Composition II..... Credits: | 3 |
| | CAS 101 Introduction to Public Speaking…….Credits: | 3 |
| | *Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)* | |
| **Fine Arts and Humanities** | Select three credit hours from LIT ..... Credits: | 3 |
| | Select three credit hours from ART, MUS, or THR ..... Credits: | 3 |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PHL 213 Introduction to Philosophy, CMN 313 Christian Professional Ethics, PHL 253 Introduction to Logic, or any additional LIT course.* | |
| **Social and Behavioral Sciences** | Select six credit hours from HST and/or PLS..... Credits: | 6 |
| | *At least three hours must be in US history.* | |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.* | |
| **Natural Sciences** | Life & Non-Life Science Courses ..... Credits: | 7 |
| | *Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.* | |
| **Mathematics** | Select appropriate mathematics course ..... Credits: | 3 |
| | *For BAS programs, only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)* | |
| **Physical Education** | PHE 110 Health & Fitness for Life ……..…… Credits: | 1 |
| | PHE/VAR Activity Courses……...Credits: | 1 |
| | *One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)* | |

## Required Courses for Mathematics Major

| I. General Education Requirements | Credits: 48 Hours |
|---|---|

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

| II. Mathematics Core Requirements | Credits: 40 Hours |
|---|---|

| | | |
|---|---|---|
| MTH 185 Analytic Geometry & Calculus I | Credits: | 5 |
| MTH 186 Calculus II | Credits: | 4 |
| MTH 210 Discrete Mathematics | Credits: | 3 |
| MTH 215 Calculus III | Credits: | 4 |
| MTH 223 Differential Equations | Credits: | 3 |
| MTH 343 Modern Geometry | Credits: | 3 |
| MTH 353 Modern Abstract Algebra | Credits: | 3 |
| MTH 354 Linear Algebra | Credits: | 3 |
| MTH 413 History of Mathematics | Credits: | 3 |
| MTH 450 Advanced Calculus | Credits: | 3 |
| MTH 483 Probability & Statistics | Credits: | 3 |
| CSC 203 Programing Logic & Design | Credits: | 3 |

| IV. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Mathematics Minor

| I. Mathematics Minor Requirements | Credits: 18 Hours |
|---|---|

Mathematics Department Courses
***(MTH 185 or higher, can take one CSC course)*** ..... Credits: 18
**NOTE:** A grade of C- or higher is required in all courses for the minor.

# NATURAL SCIENCE DEPARTMENT

The Natural Science Department includes programs in Biology, Chemistry, and General Science.

**Bachelor of Science Degree:** Majors— Biology, Conservation Biology

**Minors:** Biology, Chemistry

**Science Certification:** Offers courses leading to Missouri teacher certification in Science (grades 5-9) in Middle School Education or Biology (grades 9-12) in Secondary Education under the Bachelor of Science in Education degree (see Division of Education for details)

## Mission of the Natural Science Department

The mission of the Natural Science Department is to transform lives and communities through relevant education anchored in a Biblical worldview.

## Goals

To provide:

1. all students with a basic understanding of scientific realities and to present a survey of the fundamentals in the various sciences.
2. the non-science students with introductory courses that give a background in particular sciences.
3. undergraduate students with a strong foundation for graduate study.
4. students in the two-year programs with advanced courses to prepare them for the majors that they will complete at another institution.
5. those seeking employment in a related vocation with the needed specialized knowledge about science.

## Objectives for the Natural Science Department Majors

**Biology**

The Biology major will:

1. demonstrate proficiency in the following subject areas: cell biology and physiology, genetics, basic ecology, microbiology, and general plant and animal form and function.
2. demonstrate the ability to conduct supervised original research with a working knowledge of the biological literature.
3. communicate scientific information to a diverse audience.

**Conservation Biology**

The Life Sciences major will:

1. demonstrate proficiency in the following subject areas: cell biology and physiology, genetics, basic ecology, and general plant and animal form and function.
2. demonstrate the ability to conduct supervised research studies and show application of practices and techniques commonly used in their chosen field.
3. communicate scientific information to a diverse audience.

## Requirements for BS Degree with Major in Biology

1. Complete the campus wide General Education requirements and Graduation Requirements (see Academic Policies).
   **NOTE:** Biology majors must earn a grade of C- or higher in MTH 143, 153, or 185 to fulfill the mathematics General Education requirement.

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

**NOTE:** To students with interest in pre-chiropractic, pre-dental, pre-medical, or pre-veterinary medicine: The BS degree in biology will meet the majority of requirements for professional schools. However, because requirements vary from one professional school to another, pre-professional students should work closely with their advisors and specify the particular professional school to which they plan to make application; special assistance from the advisor is especially recommended for pre-chiropractic students.

## Requirements for BS Degree with Major in Conservation Biology

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

## General Education Requirements for Biology and Conservation Biology Major

| I. General Education Requirements | Credits: 48 Hours |
|---|---|

**Chapel** HLG 010 Chapel ..... Credits: 0
*See Chapel Attendance Requirements in the HLGU Student Handbook.*

**Bible** BIB 113 Old Testament Survey ..... Credits: 3
BIB 123 New Testament Survey..... Credits: 3
BIB 153 Biblical Worldview…….Credits: 3
*Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.*

**Written & Public Communication** ENG 104 English Composition I..... Credits: 3
ENG 106 English Composition II..... Credits: 3
CAS 101 Introduction to Public Speaking…….Credits: 3
*Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)*

**Fine Arts and Humanities** Select three credit hours from LIT ..... Credits: 3
Select three credit hours from ART, MUS, or THR ..... Credits: 3
Select three credit hours from the requirements below ..... Credits: 3
*PHL 213 Introduction to Philosophy, CMN 313 Christian Professional Ethics, PHL 253 Introduction to Logic, or any additional LIT course.*

**Social and Behavioral Sciences** Select six credit hours from HST and/or PLS..... Credits: 6
*At least three hours must be in US history.*
Select three credit hours from the requirements below ..... Credits: 3
*PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.*

**Natural Sciences** Life & Non-Life Science Courses ..... Credits: 7
*Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.*

**Mathematics** Select appropriate mathematics course ..... Credits: 3
*For BAS programs, only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)*

**Physical Education** PHE 110 Health & Fitness for Life ……..…… Credits: 1
PHE/VAR Activity Courses……...Credits: 1
*One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)*

## Required Courses for Biology Major

I. General Education Requirements — Credits: 48 Hours

**Refer to the General Education Requirements for Biology and Life Sciences Major**
***(Some General Education courses may also count as support or major/core requirements.)***

II. Biology Support Requirements — Credits: 33 Hours

| | | |
|---|---|---|
| CHM 135 College Chemistry I | Credits: | 4 |
| CHM 145 College Chemistry II | Credits: | 4 |
| CHM 335 Organic Chemistry I | Credits: | 5 |
| CHM 345 Organic Chemistry II | Credits: | 5 |
| MTH 143 College Algebra | Credits: | 3 |
| MTH 127 Elementary Statistics | Credits: | 3 |
| MTH 185 Analytic Geometry & Calculus | Credits: | 5 |
| PHY 214 General Physics | Credits: | 4 |

III. Biology Core Requirements — Credits: 31-33 Hours

| | | |
|---|---|---|
| BIO 234 General Biology I | Credits: | 4 |
| BIO 244 General Biology II | Credits: | 4 |
| BIO 314 Human Anatomy & Physiology I | Credits: | 4 |
| BIO 324 Human Anatomy & Physiology II | Credits: | 4 |
| BIO 333 General Ecology | Credits: | 3 |
| BIO 344 Microbiology | Credits: | 4 |
| BIO 354 General Genetics | Credits: | 4 |
| BIO 423 Principles of Cell Biology | Credits: | 3 |
| BIO 492 Special Problems/Research | Credits: | 1-3 |

IV. Electives — As Needed

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

Total Hours Required for Graduation — Credits: 124 Hours

## Required Courses for Conservation Biology Major

| I. General Education Requirements | Credits: 48 Hours |
|---|---|

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

| II. Conservation Biology Support Requirements | Credits: 10 Hours |
|---|---|

| | | |
|---|---|---|
| CHM 135 College Chemistry I | Credits: | 4 |
| MTH 127 Elementary Statistics | Credits: | 3 |
| SCI 303 History and Philosophy of Science | Credits: | 3 |

| III. Conservation Biology Core Requirements | Credits: 28 Hours |
|---|---|

| | | |
|---|---|---|
| BIO 134 Fundamentals of Environmental Science | Credits: | 4 |
| BIO 234 General Biology I | Credits: | 4 |
| BIO 244 General Biology II | Credits: | 4 |
| BIO 333 General Ecology | Credits: | 3 |
| BIO 354 General Genetics | Credits: | 4 |
| BIO 423 Principles of Cell Biology | Credits: | 3 |
| BIO 433 Field Biology | Credits: | 3 |
| BIO 472 Biology Internship | Credits: | 3 |

| IV. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

### Required Courses for Biology Minor

| I. Biology Minor Requirements | Credits: 18 Hours |
|---|---|

| | | |
|---|---|---|
| BIO 234 General Biology I | Credits: | 4 |
| BIO 244 General Biology II | Credits: | 4 |
| Biology Department Courses | Credits: | 10 |

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

### Required Courses for Chemistry Minor

| I. Chemistry Minor Requirements | Credits: 18 Hours |
|---|---|

| | | |
|---|---|---|
| CHM 335 Organic Chemistry I | Credits: | 5 |
| CHM 345 Organic Chemistry II | Credits: | 5 |
| Chemistry Department Courses ***(excludes: CHM 104 and CHM 113)*** | Credits: | 8 |

***Students majoring in Biology can add a Chemistry minor if they complete CHM 335, CHM 345, CHM 423 and 8 additional CHM hours (excludes: CHM 104 and CHM 113).***

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

# DIVISION OF TEACHER EDUCATION

The Division of Teacher Education's motto is *Preparing future teachers to become reflective decision-makers and to use knowledge for service*. The following degrees and are offered through the Division of Education and lead to Missouri teacher certification. Certification is only granted once all required state licensure requirements are met:

**Bachelor of Science in Education Degree:**
Double Major—Early Childhood Education and Elementary Education (Birth-Grade 6)
The early childhood education major includes all the coursework for the elementary education major and is automatically considered a double major.

Majors – Elementary Education (1-6); Secondary Education; and K-12 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 (grades 9-12):** Biology; English; Math; Social Science; and Speech & Theatre.

**K-12 Certification Areas:** Music Education Instrumental and Vocal; Physical Education; and Special Education.

**Minor:** Education; Special Education

## Mission of the Teacher Education Division

The mission of the Teacher Education Division is to transform lives and communities through relevant education anchored in a Biblical worldview.

## Broad Program Goals

The Division of Teacher Education ensures that its graduates have a broad general education, a firm grounding in professional education, and a strong competency in the teacher candidate's area of specialization. Based on the reflective teaching model, the program embraces teaching as a complex task that requires the capacity to reflect on and revise decisions on the basis of one's observations and insights. Teachers must have a comprehensive understanding of teaching and learning, learners, and subject matter, as well as the interrelationships of these components in the educational process.

## Objectives for the Teacher Education Major

Education majors will:

1. demonstrate competence in teaching and learning.
2. demonstrate competence in addressing the needs of all learners.
3. demonstrate knowledge of their subject matter.

# BACHELOR OF SCIENCE IN EDUCATION PROGRAM

Admission to Hannibal-LaGrange University does not guarantee admission to the Teacher Education Program (see Admission to Majors and Professional Programs in the Admissions section).

The Bachelor of Science in Education degree is awarded to candidates who have met all admission and exit requirements for the Teacher Education Program and have fulfilled the State of Missouri history requirement and all requirements for the BSE degree plan. Eligibility for current Missouri teacher certification and timely program completion are requirements for graduation.

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

Upon receiving the BSE degree from Hannibal-LaGrange University, and upon the recommendation of the Teacher Education Committee, the graduate may apply for an Initial Professional Certificate (IPC) with the Missouri Department of Elementary and Secondary Education (DESE). (CAUTION: Teacher candidates must comply with DESE certification requirements in effect at the time of program entrance/completion, not necessarily with the requirements as printed in the catalog or on the four-year plan at the time of initial University enrollment. Candidates must work closely with their Teacher Education Program advisor to ensure that all University and state requirements have been met prior to their application for teacher certification.) See the HLGU Teacher Education Program Handbook for additional requirements.

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

## Requirements for BSE Degree

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

## Requirements for Admission

Upon successful completion of 45 hours of credit, candidates should begin the process of gaining admission to the Teacher Education Program. To gain admittance, the following requirements must be met/fulfilled:

1. Completion of the HLGU Teacher Education Program Application form online, including agreement with the provided confidentiality statement. The online application requires submission of the following:
   a. A recent photograph for identification purposes only (the photo will not be used in the evaluation process for admission).
   b. A typed letter, demonstrating professional writing skills, to the Teacher Education Committee requesting admittance into the Teacher Education Program. This letter should include a brief autobiographical sketch and an explanation of your desire to become a teacher.
   c. Favorable recommendation from faculty member outside teacher education. (Dispositions Assessment: University Classroom form)
   d. Favorable recommendation from faculty member in teacher education. (Dispositions Assessment: University Classroom form)
   e. Professional Education, and Content Area Grade Point Averages (GPAs). A CGPA of 2.75 or higher on a 4.0 scale in all Professional Education Requirements and Content Area Certification Requirements (some of which may overlap with General Education courses)

2. Verification of a qualifying ACT Composite score of 20 or verification that the English/Reading Comprehension, Writing, and Mathematics sections of the Missouri General Education Assessment (MoGEA) have been passed in three attempts or less. Teacher candidates must seek written permission from the Teacher Education Committee prior to registering for a fourth attempt. (Graduate students seeking certification are not required to take the MoGEA.)
   Required MoGEA scores:

| | |
|---|---|
| English/Reading Comprehension | 202 |
| Writing | 193 |
| Mathematics | 200 |

3. Favorable recommendation from field experience cooperating teacher completed in HLGU's Field Experience I or II (Dispositions Assessment: Early Clinical Placement form). Students transferring credit for Field Experience I or II must supply a favorable recommendation from a cooperating teacher in a previous field experience to the Teacher Education Division.

**Candidates must be formally admitted into the Teacher Education Program prior to enrolling in 300-level or 400-level Professional Education courses.**

**NOTES:**

- The Teacher Education Program requires a grade of C- or higher for all professional education and content area courses. Additionally, students must earn a grade of C- or higher for the following General Education courses: General Education Math course (College Algebra, Elementary Statistics, Contemporary Mathematics, or higher), English Composition I, English Composition II, and Introduction to Speech Communication.
- GPAs will be verified by checking the student's official transcript.
- Teacher candidates transferring from another institution are responsible for providing the required ACT/MoGEA documentation.
- Candidates may be requested to appear personally before the Teacher Education Committee for any reason the committee deems necessary.
- Background checks will be required for field and student-teaching experiences and again for certification in the state of Missouri. Teacher candidates pay all fees incurred. Applicants who have been convicted of a felony must identify themselves on the HLGU application form and provide the appropriate documents to the

Teacher Education Committee. Applicants who fail to disclose a personal felony conviction will be removed from the Teacher Education Program.

- Upon committee recommendation, candidates will be denied admission, granted probationary admission with suggested corrective measures, or be granted admission and allowed to continue in the program, provided they maintain the following:
  - Minimum academic status required for admission.
  - Campus/community citizenship that reflects moral character and sincere interest in teaching.
- When applying for student teaching, the student must have a CGPA of 3.00 on a 4.0 scale in all "Professional Education Requirements" and "Content Area Certification Requirements" (some of which may overlap with General Education courses).
- Graduate-level candidates seeking certification should begin the process of gaining admission to the Teacher Education Program within the first semester of coursework at HLGU. Admission to the program is required before candidates are allowed to enroll in a second semester of coursework. Additionally, graduate-level candidates seeking certification are required to take the Missouri Content Assessment (MoCA) in the appropriate certification area within the first semester of coursework at HLGU. Passage of the MoCA is required prior to applying for student teaching.

## Readmission Policy

Teacher candidates must comply with DESE certification requirements in effect at the time of program entrance/completion and must possess current knowledge of best practices in education. Reapplying to the Teacher Education Program is necessary following readmission to HLGU. Transcripts will be evaluated and courses may need to be retaken if degree and certification requirements have not been completed within a reasonable period of time. Education methods courses can be no more than five years old to count towards certification.

## Requirements for Missouri Teaching Certification

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

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

## General Education Requirements for Education Major

| I. General Education Requirements | | Credits: 39 Hours |
|---|---|---|
| **Chapel** | HLG 010 Chapel ..... Credits: | 0 |
| | *See Chapel Attendance Requirements in the HLGU Student Handbook.* | |
| **Bible** | BIB 113 Old Testament Survey ..... Credits: | 3 |
| | or BIB 123 New Testament Survey | |
| | BIB 153 Biblical Worldview…….Credits: | 3 |
| | *Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.* | |
| **Written & Public Communication** | ENG 104 English Composition I..... Credits: | 3 |
| | ENG 106 English Composition II..... Credits: | 3 |
| | CAS 101 Introduction to Public Speaking…….Credits: | 3 |
| | *Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)* | |
| **Fine Arts and Humanities** | Select three credit hours from LIT ..... Credits: | 3 |
| | Select three credit hours from ART, MUS, or THR ..... Credits: | 3 |
| **Social Sciences** | Select six credit hours from HST and/or PLS..... Credits: | 6 |
| **Natural Sciences** | Life & Non-Life Science Courses ..... Credits: | 7 |
| | *Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.* | |
| **Mathematics** | Select appropriate mathematics course ..... Credits: | 3 |
| | *For BAS programs, only MTH 113, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)* | |
| **Physical Education** | PHE 110 Health & Fitness for Life..... Credits: | 1 |
| | PHE/VAR Activity Courses ..... Credits: | 1 |
| | *One-credit-hour PHE or VAR courses designated as an activity course in the course description fulfill this requirement. (EXS and SRM courses do not fulfill this requirement.)* | |

# Required Courses for Early Childhood and Elementary Education Double Major

## I. General Education Requirements — Credits: 39 Hours

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

## II. Professional Education Requirements — Credits: 85.5 Hours

| | | |
|---|---|---|
| EDU 100 Field Experience I | Credits: | .5 |
| EDU 203 Curriculum & Instruction | Credits: | 3 |
| EDU 213 Literacy for Diverse Learners | Credits: | 3 |
| EDU 223 Psychology of Learning | Credits: | 3 |
| EDU 273 Psych. & Education of the Exceptional Child | Credits: | 3 |
| ECE 201 Infant/Toddler Practicum | Credits: | 1 |
| ECE 243 Org. & Administration of ECE Programs | Credits: | 3 |
| ECE 253 Health, Nutrition, and Safety | Credits: | 3 |
| EED 222 Language Acquisition and Development | Credits: | 3 |
| EED 233 Utilizing Community Resources | Credits: | 3 |
| EED 253 Literature for Children | Credits: | 3 |
| EED 263 Collaboration with Families | Credits: | 3 |
| PSY 263 Child & Adolescent Psychology | Credits: | 3 |

**Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.**

| | | |
|---|---|---|
| EDU 383 Assessment and Evaluation in Education | Credits: | 3 |
| ECE 321 PreK/Kindergarten Practicum | Credits: | 1 |
| ECE 352 Curriculum, Methods, & Materials | Credits: | 3 |
| EED 302 Teaching Science in Elem. School | Credits: | 3 |
| EED 311 Teaching Language Arts in Elem. School | Credits: | 3 |
| EED 312 Teaching Social Studies in Elem. School | Credits: | 3 |
| EED 321 Mathematics Practicum | Credits: | 1 |
| EED 331 Integrating Health & Phys Ed in Elem Class | Credits: | 1 |
| EED 341 Integrating Art in Elementary Classrooms | Credits: | 1 |
| EED 351 Integrating Music in Elementary Classrooms | Credits: | 1 |
| EED 333 Teaching Reading in Elem. School | Credits: | 3 |
| EED 343 Teaching Math in Elem. School I | Credits: | 4 |
| EED 346 Teaching Math in Elem. School II | Credits: | 3 |
| EDU 403 Classroom Management w/ Char. Develop. | Credits: | 3 |
| EED 423 Reading Diagnosis & Correction | Credits: | 3 |
| EED 453 Literacy Practicum | Credits: | 3 |
| EDU 479 Student Teaching | Credits: | 12 |

## III. Electives — As Needed

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

## Total Hours Required for Graduation — Credits: 124 Hours

## Required Courses for Elementary Education Major

I. General Education Requirements — Credits: 39 Hours

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

II. Professional Education Requirements — Credits: 75 Hours

| | | |
|---|---|---|
| EDU 100 Field Experience I | Credits: | .5 |
| EDU 200 Field Experience II | Credits: | .5 |
| EDU 203 Curriculum & Instruction | Credits: | 3 |
| EDU 213 Literacy for Diverse Learners | Credits: | 3 |
| EDU 223 Psychology of Learning | Credits: | 3 |
| EDU 273 Psych. & Education of the Exceptional Child | Credits: | 3 |
| EED 222 Language Acquisition and Development | Credits: | 3 |
| EED 233 Utilizing Community Resources | Credits: | 3 |
| EED 253 Literature for Children | Credits: | 3 |
| EED 263 Collaboration with Families | Credits: | 3 |
| PSY 263 Child & Adolescent Psychology | Credits: | 3 |

**Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.**

| | | |
|---|---|---|
| EDU 383 Assessment and Evaluation in Education | Credits: | 3 |
| EED 302 Teaching Science in Elem. School | Credits: | 3 |
| EED 311 Teaching Language Arts in Elem. School | Credits: | 3 |
| EED 312 Teaching Social Studies in Elem. School | Credits: | 3 |
| EED 321 Mathematics Practicum | Credits: | 1 |
| EED 331 Integrating Health & Phys Ed in Elem Class | Credits: | 1 |
| EED 341 Integrating Art in Elementary Classrooms | Credits: | 1 |
| EED 351 Integrating Music in Elementary Classrooms | Credits: | 1 |
| EED 333 Teaching Reading in Elem. School | Credits: | 3 |
| EED 343 Teaching Math. in Elem. School I | Credits: | 4 |
| EED 346 Teaching Math. in Elem. School II | Credits: | 3 |
| EDU 403 Classroom Management w/ Char. Develop. | Credits: | 3 |
| EED 423 Reading Diagnosis & Correction | Credits: | 3 |
| EED 453 Literacy Practicum | Credits: | 3 |
| EDU 479 Student Teaching | Credits: | 12 |

III. Electives — As Needed

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

Total Hours Required for Graduation — Credits: 124 Hours

## Required Courses for Secondary Biology Education Major

| I. General Education Requirements | Credits: 39 Hours |
|---|---|

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

| II. Support Requirements | Credits: 5 Hours |
|---|---|
| MTH 153 Precalculus | Credits: 5 |

| III. Professional Education Requirements | Credits: 44 Hours |
|---|---|
| EDU 100 Field Experience I | Credits: .5 |
| EDU 200 Field Experience II | Credits: .5 |
| EDU 203 Curriculum & Instruction | Credits: 3 |
| EDU 213 Literacy for Diverse Learners | Credits: 3 |
| EDU 223 Psychology of Learning | Credits: 3 |
| EDU 273 Psych. & Education of the Exceptional Child | Credits: 3 |
| PSY 263 Child & Adolescent Psychology | Credits: 3 |
| **Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.** | |
| EDU 301 Content Area Field Experience | Credits: 1 |
| EDU 383 Assessment and Evaluation in Education | Credits: 3 |
| SED 336 Reading & Writing in the Content Area | Credits: 3 |
| EDU 403 Classroom Management w/ Char. Develop | Credits: 3 |
| SED 423 Secondary Ed. Methods in Content Area | Credits: 3 |
| EDU 479 Student Teaching | Credits: 12 |

| IV. Content Area Education Requirements | Credits: 41 Hours |
|---|---|
| BIO 234 General Biology I | Credits: 4 |
| BIO 244 General Biology II | Credits: 4 |
| BIO 314 Human Anatomy & Physiology I | Credits: 4 |
| BIO 324 Human Anatomy & Physiology II | Credits: 4 |
| BIO 333 General Ecology | Credits: 3 |
| BIO 344 Microbiology | Credits: 4 |
| BIO 354 General Genetics | Credits: 4 |
| BIO 423 Principles of Cell Biology | Credits: 3 |
| CHM 135 Chemistry I | Credits: 4 |
| CHM 145 Chemistry II | Credits: 4 |
| PHS 103 Survey of Physical Science | Credits: 4 |
| PHY 214 General Physics | Credits: 4 |
| SCI 303 History & Philosophy of Science | Credits: 3 |

| V. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Secondary English Education Major

| I. General Education Requirements | Credits: 39 Hours |
|---|---|

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

| II. Professional Education Requirements | Credits: 41 Hours |
|---|---|

| | | |
|---|---|---|
| EDU 100 Field Experience I | Credits: | .5 |
| EDU 200 Field Experience II | Credits: | .5 |
| EDU 203 Curriculum & Instruction | Credits: | 3 |
| EDU 213 Literacy for Diverse Learners | Credits: | 3 |
| EDU 223 Psychology of Learning | Credits: | 3 |
| EDU 273 Psych. & Education of the Exceptional Child | Credits: | 3 |
| PSY 263 Child & Adolescent Psychology | Credits: | 3 |

**Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.**

| | | |
|---|---|---|
| EDU 301 Content Area Field Experience | Credits: | 1 |
| EDU 383 Assessment and Evaluation in Education | Credits: | 3 |
| SED 336 Reading & Writing in the Content Area | Credits: | 3 |
| EDU 403 Classroom Management w/ Char. Develop | Credits: | 3 |
| SED 423 Secondary Ed. Methods in Content Area | Credits: | 3 |
| EDU 479 Student Teaching | Credits: | 12 |

| III. Content Area Education Requirements | Credits: 37 Hours |
|---|---|

| | | |
|---|---|---|
| ENG 313 Creative Writing | Credits: | 3 |
| ENG 363 Composition Theory & Practice | Credits: | 3 |
| ENG 413 Structure of the English Language | Credits: | 3 |
| ENG 423 History of the English Language | Credits: | 3 |
| ENG 481 Senior Portfolio | Credits: | 1 |
| LIT 233 American Literature | Credits: | 3 |
| LIT 243 British Literature…….. | Credits: | 3 |
| LIT 253 Western Literature I | Credits: | 3 |
| or | | |
| LIT 263 Western Literature II | Credits: | 3 |
| LIT 333 Shakespeare | Credits: | 3 |
| LIT 320 Literature & Biblical Worldview | Credits: | 3 |
| LIT 373 Writings of C.S. Lewis and Tolkien | Credits: | 3 |
| LIT 436 American Short Fiction | Credits: | 3 |
| LIT 303 Mythology in World Literature | Credits: | 3 |

| IV. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Secondary Mathematics Education Major

| I. General Education Requirements | Credits: 39 Hours |
|---|---|

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

| II. Professional Education Requirements | Credits: 41 Hours |
|---|---|

| | | |
|---|---|---|
| EDU 100 Field Experience I | Credits: | .5 |
| EDU 200 Field Experience II | Credits: | .5 |
| EDU 203 Curriculum & Instruction | Credits: | 3 |
| EDU 213 Literacy for Diverse Learners | Credits: | 3 |
| EDU 223 Psychology of Learning | Credits: | 3 |
| EDU 273 Psych. & Education of the Exceptional Child | Credits: | 3 |
| PSY 263 Child & Adolescent Psychology | Credits: | 3 |

**Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.**

| | | |
|---|---|---|
| EDU 301 Content Area Field Experience | Credits: | 1 |
| EDU 383 Assessment and Evaluation in Education | Credits: | 3 |
| SED 336 Reading & Writing in the Content Area | Credits: | 3 |
| EDU 403 Classroom Management w/ Char. Develop | Credits: | 3 |
| SED 423 Secondary Ed. Methods in Content Area | Credits: | 3 |
| EDU 479 Student Teaching | Credits: | 12 |

| III. Content Area Education Requirements | Credits: 37 Hours |
|---|---|

| | | |
|---|---|---|
| CSC 203 Programming Logic & Design | Credits: | 3 |
| MTH 127 Elem. Statistics<br>or MTH 483 Probability and Statistics | Credits: | 3 |
| MTH 185 Analytic Geometry & Calculus I | Credits: | 5 |
| MTH 186 Calculus II | Credits: | 4 |
| MTH 210 Discrete Mathematics | Credits: | 3 |
| MTH 215 Calculus III | Credits: | 4 |
| MTH 223 Differential Equations | Credits: | 3 |
| MTH 343 Modern Geometry | Credits: | 3 |
| MTH 353 Modern Abstract Algebra | Credits: | 3 |
| MTH 354 Linear Algebra | Credits: | 3 |
| MTH 413 History of Mathematics | Credits: | 3 |

| IV. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 125 Hours |
|---|---|

## Required Courses for K-12 Art Education Major

I. General Education Requirements — Credits: 39 Hours

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

II. Professional Education Requirements — Credits: 45 Hours

| | | |
|---|---|---|
| EDU 100 Field Experience I | Credits: | .5 |
| EDU 200 Field Experience II | Credits: | .5 |
| EDU 203 Curriculum & Instruction | Credits: | 3 |
| EDU 213 Literacy for Diverse Learners | Credits: | 3 |
| EDU 223 Psychology of Learning | Credits: | 3 |
| EDU 273 Psych. & Education of the Exceptional Child | Credits: | 3 |
| PSY 263 Child & Adolescent Psychology | Credits: | 3 |

**Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.**

| | | |
|---|---|---|
| EDU 300 Field Experience III | Credits: | .5 |
| EDU 400 Field Experience IV | Credits: | .5 |
| EDU 383 Assessment and Evaluation in Education | Credits: | 3 |
| SED 336 Reading & Writing in the Content Area | Credits: | 3 |
| EDU 403 Classroom Management w/ Char. Develop | Credits: | 3 |
| SED 423 Secondary Ed. Methods in Content Area | Credits: | 3 |
| EDU 5323 Elementary Ed. Methods in Content Area | Credits: | 3 |
| EDU 479 Student Teaching | Credits: | 12 |

III. Content Area Education Requirements — Credits: 42 Hours

| | | |
|---|---|---|
| ART 101 Color & Design | Credits: | 3 |
| ART 201 Drawing | Credits: | 3 |
| ART 202 Advanced Drawing | Credits: | 3 |
| ART 311 Career Development for the Creative Prof | Credits: | 3 |
| ART 350 Art History | Credits: | 3 |
| ART 405 Design Methods | Credits: | 3 |
| ART 481 Senior Portfolio & Exhibition | Credits: | 3 |
| ART 211 Painting I | Credits: | 3 |
| ART 221 Sculpture and Ceramics I | Credits: | 3 |
| ART 320 Sculpture and Ceramics II | Credits: | 3 |
| ART 289 Graphic Design I | Credits: | 3 |
| ART 260 Introduction to Fibers | Credits: | 3 |
| Studio Electives: | Credits: | 6 |

IV. Electives — As Needed

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

Total Hours Required for Graduation — Credits: 124 Hours

## Required Courses for K-12 Music (Instrumental) Education Major

| I. General Education Requirements | Credits: 39 Hours |
|---|---|

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

| II. Professional Education Requirements | Credits: 42 Hours |
|---|---|

| | | |
|---|---|---|
| EDU 100 Field Experience I | Credits: | .5 |
| EDU 200 Field Experience II | Credits: | .5 |
| EDU 203 Curriculum & Instruction | Credits: | 3 |
| EDU 213 Literacy for Diverse Learners | Credits: | 3 |
| EDU 223 Psychology of Learning | Credits: | 3 |
| EDU 273 Psych. & Education of the Exceptional Child | Credits: | 3 |
| PSY 263 Child & Adolescent Psychology | Credits: | 3 |

**Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.**

| | | |
|---|---|---|
| EDU 300 Field Experience III | Credits: | .5 |
| EDU 400 Field Experience IV | Credits: | .5 |
| EDU 383 Assessment and Evaluation in Education | Credits: | 3 |
| SED 336 Reading & Writing in the Content Area | Credits: | 3 |
| EDU 403 Classroom Management w/ Char. Develop | Credits: | 3 |
| SED 423 Secondary Ed. Methods in Content Area | Credits: | 3 |
| EDU 479 Student Teaching | Credits: | 12 |

| III. Content Area Education Requirements | Credits: 46 Hours |
|---|---|

| | | |
|---|---|---|
| MUA 005 Recital Attendance* | Credits: | 0 |

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

| | | |
|---|---|---|
| MUS 351 Choral & Instrumental Arranging | Credits: | 2 |
| MUS 331 Choral & Instrumental Conducting | Credits: | 3 |
| MUS 383 Music for Elementary Grades | Credits: | 3 |
| MUL 350 Music History & Literature I | Credits: | 3 |
| MUL 450 Music History & Literature II | Credits: | 3 |
| MUT 112-412 Music Theory I-IV | Credits: | 8 |
| MUT 122-422 Aural Training I-IV | Credits: | 4 |
| MUI 110 Instrumental Methods I | Credits: | 2 |
| MUI 210 Instrumental Methods II | Credits | 2 |
| MUS 300 Music Education Seminar | Credits: | 1 |
| MUA 320 Class Voice | Credits: | 1 |
| Applied Piano *(I-IV)* | Credits: | 4 |
| Applied Instrument Emphasis to Level VII | Credits: | 7 |

*Students with Piano as an instrumental concentration will take a total of 7 hours of piano (including the piano proficiency) and 4 hours of voice and/or another instrument.*

| | | |
|---|---|---|
| Music Ensemble | Credits: | 3 |

| IV. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for K-12 Music (Vocal) Education Major

| I. General Education Requirements | Credits: 39 Hours |
|---|---|

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

| II. Professional Education Requirements | Credits: 42 Hours |
|---|---|

| | | |
|---|---|---|
| EDU 100 Field Experience I | Credits: | .5 |
| EDU 200 Field Experience II | Credits: | .5 |
| EDU 203 Curriculum & Instruction | Credits: | 3 |
| EDU 213 Literacy for Diverse Learners | Credits: | 3 |
| EDU 223 Psychology of Learning | Credits: | 3 |
| EDU 273 Psych. & Education of the Exceptional Child | Credits: | 3 |
| PSY 263 Child & Adolescent Psychology | Credits: | 3 |

**Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.**

| | | |
|---|---|---|
| EDU 300 Field Experience III | Credits: | .5 |
| EDU 400 Field Experience IV | Credits: | .5 |
| EDU 383 Assessment and Evaluation in Education | Credits: | 3 |
| SED 336 Reading & Writing in the Content Area | Credits: | 3 |
| EDU 403 Classroom Management w/ Char. Develop | Credits: | 3 |
| SED 423 Secondary Ed. Methods in Content Area | Credits: | 3 |
| EDU 479 Student Teaching | Credits: | 12 |

| III. Content Area Education Requirements | Credits: 46 Hours |
|---|---|

| | | |
|---|---|---|
| MUA 005 Recital Attendance* | Credits: | 0 |

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

| | | |
|---|---|---|
| MUS 351 Choral & Instrumental Arranging | Credits: | 2 |
| MUS 331 Choral & Instrumental Conducting | Credits: | 3 |
| MUS 383 Music for Elementary Grades | Credits: | 3 |
| MUL 350 Music History & Literature I | Credits: | 3 |
| MUL 450 Music History & Literature II | Credits: | 3 |
| MUT 112-412 Music Theory I-IV | Credits: | 8 |
| MUT 122-422 Aural Training I-IV | Credits: | 4 |
| MUI 110 Instrumental Methods I | Credits: | 2 |
| MUI 210 Instrumental Methods II | Credits | 2 |
| MUS 300 Music Education Seminar | Credits: | 1 |
| MUA 320 Class Voice | Credits: | 1 |
| Applied Piano *(I-IV)* | Credits: | 4 |
| Applied Voice to Level VII | Credits: | 7 |
| Music Ensemble | Credits: | 3 |

| IV. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for K-12 Physical Education Major

| I. General Education Requirements | Credits: 39 Hours |
|---|---|

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

| II. Professional Education Requirements | Credits: 42 Hours |
|---|---|

| | | |
|---|---|---|
| EDU 100 Field Experience I | Credits: | .5 |
| EDU 200 Field Experience II | Credits: | .5 |
| EDU 203 Curriculum & Instruction | Credits: | 3 |
| EDU 213 Literacy for Diverse Learners | Credits: | 3 |
| EDU 223 Psychology of Learning | Credits: | 3 |
| EDU 273 Psych. & Education of the Exceptional Child | Credits: | 3 |
| PSY 263 Child & Adolescent Psychology | Credits: | 3 |

**Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.**

| | | |
|---|---|---|
| EDU 300 Field Experience III | Credits: | .5 |
| EDU 400 Field Experience IV | Credits: | .5 |
| EDU 383 Assessment and Evaluation in Education | Credits: | 3 |
| SED 336 Reading & Writing in the Content Area | Credits: | 3 |
| EDU 403 Classroom Management w/ Char. Develop | Credits: | 3 |
| SED 423 Secondary Ed. Methods in Content Area | Credits: | 3 |
| EDU 479 Student Teaching | Credits: | 12 |

| III. Content Area Education Requirements | Credits: 47 Hours |
|---|---|

| | | |
|---|---|---|
| EED 353 Teaching Health & PE in Elem. Grades | Credits: | 3 |
| PHE 212 First Aid & CPR | Credits: | 2 |
| PHE 222 Physical Education Activities | Credits: | 3 |
| PHE 313 Kinesiology | Credits: | 3 |
| PHE 323 Movements & Rhythm | Credits: | 3 |
| PHE 333 Motor Development & Performance | Credits: | 3 |
| PHE 363 Team & Individual Sports Instruction | Credits: | 3 |
| HLT 183 Personal Health & Fitness | Credits: | 3 |
| HLT 313 Nutrition | Credits: | 3 |
| BIO 314 Human Anatomy & Physiology I | Credits: | 4 |
| EXS 113 Foundations of P.E. & Exercise Science | Credits: | 3 |
| EXS 310 Psychology and Sociology of Sport & Exercise | Credits: | 3 |
| EXS 344 Exercise Physiology | Credits: | 4 |
| EXS 354 Care & Prevention of Athletic Injuries | Credits: | 4 |
| EXS 403 Adapted Physical Education & Exercise | Credits: | 3 |
| EXS 413 Tests & Measurements in Exercise | Credits: | 3 |

| IV. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Secondary Social Science Education Major

| I. General Education Requirements | Credits: 39 Hours |
|---|---|

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

| II. Professional Education Requirements | Credits: 42 Hours |
|---|---|

| | | |
|---|---|---|
| EDU 100 Field Experience I | Credits: | .5 |
| EDU 200 Field Experience II | Credits: | .5 |
| EDU 203 Curriculum & Instruction | Credits: | 3 |
| EDU 213 Literacy for Diverse Learners | Credits: | 3 |
| EDU 223 Psychology of Learning | Credits: | 3 |
| EDU 273 Psych. & Education of the Exceptional Child | Credits: | 3 |
| PSY 263 Child & Adolescent Psychology | Credits: | 3 |

**Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.**

| | | |
|---|---|---|
| EDU 301 Content Area Field Experience | Credits: | 1 |
| EDU 383 Assessment and Evaluation in Education | Credits: | 3 |
| SED 336 Reading & Writing in the Content Area | Credits: | 3 |
| EDU 403 Classroom Management w/ Char. Develop | Credits: | 3 |
| SED 423 Secondary Ed. Methods in Content Area | Credits: | 3 |
| EDU 479 Student Teaching | Credits: | 12 |

| III. Content Area Education Requirements | Credits: 39 Hours |
|---|---|

| | | |
|---|---|---|
| ECO 213 or 223 Macroeconomics or Microeconomics | Credits: | 3 |
| GEO 103 World Geography | Credits: | 3 |
| SOC 113 Introduction to Sociology | Credits: | 3 |
| PSY 113 General Psychology | Credits: | 3 |
| HST 213 United States History I | Credits: | 3 |
| HST 223 United States History II | Credits: | 3 |
| HST 315 The Ancient World<br>or HST 320 The Classical World | Credits: | 3 |
| HST 325 The Medieval & Early Modern World | Credits: | 3 |
| HST 330 The Modern World | Credits: | 3 |
| HST 335 Topics in U.S. History | Credits: | 3 |
| HST 410 Topics in U.S. Religious History | Credits: | 3 |
| PLS 113 Introduction to Government | Credits: | 3 |
| PLS 420 Topics in U.S. Political History | Credits: | 3 |

| IV. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Secondary Speech & Theatre Education Major

| I. General Education Requirements | Credits: 39 Hours |
|---|---|

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

| II. Professional Education Requirements | Credits: 42 Hours |
|---|---|

| | | |
|---|---|---|
| EDU 100 Field Experience I | Credits: | .5 |
| EDU 200 Field Experience II | Credits: | .5 |
| EDU 203 Curriculum & Instruction | Credits: | 3 |
| EDU 213 Literacy for Diverse Learners | Credits: | 3 |
| EDU 223 Psychology of Learning | Credits: | 3 |
| EDU 273 Psych. & Education of the Exceptional Child | Credits: | 3 |
| PSY 263 Child & Adolescent Psychology | Credits: | 3 |

**Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.**

| | | |
|---|---|---|
| EDU 301 Content Area Field Experience | Credits: | 1 |
| EDU 383 Assessment and Evaluation in Education | Credits: | 3 |
| SED 336 Reading & Writing in the Content Area | Credits: | 3 |
| EDU 403 Classroom Management w/ Char. Develop | Credits: | 3 |
| SED 423 Secondary Ed. Methods in Content Area | Credits: | 3 |
| EDU 479 Student Teaching | Credits: | 12 |

| III. Content Area Education Requirements | Credits: 34 Hours |
|---|---|

| | | |
|---|---|---|
| CAM 100 & 111 Journalism: Newspaper & Magazine | Credits: | 2 |
| CAM 103 Introduction to Public Relations & Media | Credits: | 3 |
| CAM 171 News Beat | Credits: | 1 |
| CAS 323 Advanced Public Speaking | Credits: | 3 |
| CAS 313 Organizational Communication | Credits: | 3 |
| THR 100 Theatre Appreciation | Credits: | 3 |
| THR 103 Acting I | Credits: | 3 |
| THR 107-207 Theatre Production | Credits: | 2 |
| THR 110-210 Theatre Activity | Credits: | 2 |
| THR 201 Stagecraft, Lighting, and Scene Design | Credits: | 3 |
| THR 202 Stage Makeup & Costume Design | Credits: | 3 |
| THR 302 & 402 Theatrical Directing I & II | Credits: | 6 |

| IV. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for K-12 Special Education Major

I. General Education Requirements — Credits: 39 Hours

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

II. Professional Education Requirements — Credits: 87 Hours

| | | |
|---|---|---|
| EDU 100 Field Experience I | Credits: | .5 |
| EDU 153 The Special Ed Process and IEPs | Credits: | 3 |
| EDU 200 Field Experience II | Credits: | .5 |
| EDU 203 Curriculum & Instruction | Credits: | 3 |
| EDU 213 Literacy for Diverse Learners | Credits: | 3 |
| EDU 223 Psychology of Learning | Credits: | 3 |
| EDU 253 Tiered Systems Supporting Inst. & Behavior | Credits: | 3 |
| EDU 273 Psych. & Education of the Exceptional Child | Credits: | 3 |
| EED 222 Language Acquisition and Development | Credits: | 3 |
| EED 233 Utilizing Community Resources | Credits: | 3 |
| EED 253 Literature for Children | Credits: | 3 |
| EED 263 Collaboration with Families | Credits: | 3 |
| PSY 233 Psychological Tests & Measurements | Credits: | 3 |
| PSY 263 Child & Adolescent Psychology | Credits: | 3 |

**Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.**

| | | |
|---|---|---|
| EDU 353 Transition Processes and Career Readiness | Credits: | 3 |
| EDU 383 Assessment and Evaluation in Education | Credits: | 3 |
| EED 302 Teaching Science in Elem. School | Credits: | 3 |
| EED 311 Teaching Language Arts in Elem. School | Credits: | 3 |
| EED 312 Teaching Social Studies in Elem. School | Credits: | 3 |
| EED 321 Mathematics Practicum | Credits: | 1 |
| EED 333 Teaching Reading in Elem. School | Credits: | 3 |
| EED 343 Teaching Mathematics in Elem. School I | Credits: | 4 |
| EED 346 Teaching Mathematics in Elem. School II | Credits: | 3 |
| EED 423 Reading Diagnosis & Correction | Credits: | 3 |
| EED 453 Literacy Practicum | Credits: | 3 |
| SED 336 Reading & Writing in the Content Area | Credits: | 3 |
| EDU 403 Classroom Management w/ Char. Develop. | Credits: | 3 |
| EDU 479 Student Teaching | Credits: | 12 |

III. Electives — As Needed

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

Total Hours Required for Graduation — Credits: 124 Hours

**Requirements for Education Minor**

| I. Education Minor Requirements | Credits: 18 Hours |
|---|---|

PSY 263 Child & Adolescent Psychology **or**
PSY 333 Lifespan Developmental Psychology ..... Credits: 3
EDU/PSY 273 Psych. & Ed. of Exceptional Child..... Credits: 3
EDU 203 Curriculum & Instruction ..... Credits: 3
EDU 213 Literacy for Diverse Learners ..... Credits: 3
EDU 223 Psychology of Learning..... Credits: 3
EED 253 Literature for Children..... Credits: 3
**NOTE:** A grade of C- or higher is required in all courses for the minor.

**Requirements for Special Education Minor**

| I. Special Education Minor Requirements | Credits: 18 Hours |
|---|---|

PSY 233 Psychological Tests & Measurements..... Credits: 3
EDU/PSY 273 Psych. & Ed. of Exceptional Child..... Credits: 3
EDU 153 The Special Education Process & IEPs ..... Credits: 3
EDU 253 Tiered Systems Supporting Inst. & Behavior .... Credits: 3
EDU 353 Transition Processes & Career Readiness ..... Credits: 3
EDU 403 Classroom Management w/ Char. Develop..... Credits: 3
**NOTE:** A grade of C- or higher is required in all courses for the minor.

# ONLINE AND GRADUATE STUDIES PROGRAMS

## DEGREE COMPLETION & FULLY ONLINE PROGRAMS

The Degree Completion & Fully Online Program is specifically designed for students who want to complete a bachelor's degree while continuing to be employed full-time.

**Associate of Applied Science**

**Associate of Science**

**Bachelor of Applied Science Degree:** Majors — Business Administration, Christian Studies, Criminal Justice, Psychology with a Social Services emphasis, University Studies.

**Bachelor of Science Degree:** Majors — Business Administration, Christian Studies, Criminal Justice, Psychology with a Social Services emphasis, University Studies.

**Bachelor of Science in Education Degree:** Majors — Early Childhood/Elementary, Elementary, K-12 Special Education.

### Mission of the Degree Completion & Fully Online Program

The mission of the Degree Completion & Fully Online Program is to transform lives and communities through relevant education anchored in a Biblical worldview.

### Goals

1. To assist adults in realizing personal and career growth.
2. To develop interpersonal skills, expertise in written and oral communication, and problem-solving and decision-making abilities.
3. To promote growth in self-knowledge and self-image.
4. To develop self-reliance and leadership skills.

### Guidelines for Admission to Online Undergraduate Programs

To be considered for admission to undergraduate programs in the Division of Online & Graduate Studies, students must meet the following criteria:

1. Students with at least 24 hours of post-secondary transfer credit should have transcripts sent from all post-secondary institutions attended.
2. Students must have at least a 2.0 cumulative grade point average (CGPA). Students with less than a 2.0 CGPA may apply for *Academic Fresh Start* (see Academic Policies) in order to be conditionally admitted.
3. Students with less than 24 hours of post-secondary transfer credit should apply to a fully online degree program.

**NOTE:** Students admitted on a conditional basis must earn a term GPA of 2.0 or higher during each of their first two semesters of courses at HLGU to continue in the program.

## Objectives for the Degree Completion & Fully Online Program Majors

The Business Administration major will:

1. demonstrate group and organizational dynamics that will increase their effectiveness in organizations.
2. demonstrate a basic knowledge in each assessed area-Accounting, Finance, Economics, and Statistics.
3. demonstrate knowledge and understanding of the marketing environment, organizational vision (strategic plan) and the strategic marketing plan.
4. demonstrate knowledge and understanding of modern-day law and how it pertains to business activity.

The Christian Studies major will:

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

The Criminal Justice major will:

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

The Psychology with a Social Services emphasis major will:

1. gain an understanding of issues related to social services, such as the historical development of the fields, human systems, professional identity, how to assess-serve-evaluate potential clients, intervention techniques, communication in services, ethical service to clients and the community, and self-assessment strategies.
2. demonstrate knowledge of constructing a client file.
3. demonstrate the ability to apply major concepts and to work in the social services field in a vocational/agency setting.
4. demonstrate knowledge of key concepts in all core course requirements.

## Requirements for a BAS Degree or a BS Degree Earned Through the Degree Completion & Fully Online Program

1. The BS degree allows only academic, not vocational, credit to meet the 124 credit hours for graduation. The BAS degree also accepts technical and vocational credit and the Associate of Applied Science degree (AAS), in transfer.

**NOTE:** If the student uses any career, technical, or vocational credit to complete the 124 hours, then the degree will become a BAS degree—no exceptions. Any statement by an HLGU employee or form that seems to imply otherwise does not change, and is not an exception to, this requirement.

2. Complete the General Education requirements for the chosen degree and the Graduation Requirements (see Academic Policies).
3. Earn a grade of C- or higher in all Support Course Requirements and Major Course Requirements.
4. Earn a GPA of 2.0 or higher in major courses (includes any support course requirements).
5. Meet institutional transfer and residency requirements.

# General Education Requirements for AAS Degree for the Fully Online Program

| I. General Education Requirements | Credits: 48-49 Hours |
|---|---|

| | | |
|---|---|---|
| **Bible** | BIB 113 Old Testament Survey ..... Credits: | 3 |
| | BIB 123 New Testament Survey..... Credits: | 3 |
| | BIB 153 Biblical Worldview…….Credits: | 3 |
| **Written & Public Communication** | ENG 104 English Composition I..... Credits: | 3 |
| | ENG 106 English Composition II..... Credits: | 3 |
| | CAS 101 Introduction to Public Speaking…….Credits: | 3 |
| | *Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)* | |
| **Fine Arts and Humanities** | Select three credit hours from LIT ..... Credits: | 3 |
| | Select three credit hours from ART, MUS, or THR ..... Credits: | 3 |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PHL 213 Introduction to Philosophy, CMN 313 Christian Professional Ethics, PHL 253 Introduction to Logic, or any additional LIT course.* | |
| **Social and Behavioral Sciences** | Select six credit hours from HST and/or PLS..... Credits: | 6 |
| | *At least three hours must be in US history.* | |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.* | |
| **Natural Sciences** | Life & Non-Life Science Courses ..... Credits: | 7 |
| | *Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.* | |
| **Mathematics** | Select appropriate mathematics course ..... Credits: | 3 |
| | *For BAS programs, only MTH 113, MTH 120, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)* | |
| **Physical Education** | HLT-183 Personal Health & Fitness ..... Credits: | 3 |
| | *Two hours of Physical Education transfer credits will meet this requirement.* | |

| II. Electives | Credits: 11-12 Hours |
|---|---|

| Total Hours Required for Graduation | Credits: 60 Hours |
|---|---|

## General Education Requirements for AS Degree for the Fully Online Program

| I. General Education Requirements | Credits: 48-49 Hours |
|---|---|

| | | |
|---|---|---|
| **Bible** | BIB 113 Old Testament Survey ..... Credits: | 3 |
| | BIB 123 New Testament Survey..... Credits: | 3 |
| | BIB 153 Biblical Worldview…….Credits: | 3 |
| **Written & Public Communication** | ENG 104 English Composition I..... Credits: | 3 |
| | ENG 106 English Composition II..... Credits: | 3 |
| | CAS 101 Introduction to Public Speaking…….Credits: | 3 |
| | *Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)* | |
| **Fine Arts and Humanities** | Select three credit hours from LIT ..... Credits: | 3 |
| | Select three credit hours from ART, MUS, or THR ..... Credits: | 3 |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PHL 213 Introduction to Philosophy, CMN 313 Christian Professional Ethics, PHL 253 Introduction to Logic, or any additional LIT course.* | |
| **Social and Behavioral Sciences** | Select six credit hours from HST and/or PLS..... Credits: | 6 |
| | *At least three hours must be in US history.* | |
| | Select three credit hours from the requirements below ..... Credits: | 3 |
| | *PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.* | |
| **Natural Sciences** | Life & Non-Life Science Courses ..... Credits: | 7 |
| | *Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.* | |
| **Mathematics** | Select appropriate mathematics course ..... Credits: | 3 |
| | *For BAS programs, only MTH 113, MTH 120, MTH 123, MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)* | |
| **Physical Education** | HLT-183 Personal Health & Fitness ..... Credits: | 3 |
| | *Two hours of Physical Education transfer credits will meet this requirement.* | |

| II. Electives | Credits: 15-16 Hours |
|---|---|

| Total Hours Required for Graduation | Credits: 64 Hours |
|---|---|

# General Education Requirements for BAS Degree for the Degree Completion Program Business Administration, Christian Studies, Criminal Justice, Psychology with a Social Services Emphasis, and University Studies

| I. General Education Requirements | Credits: 40-43 Hours |
|---|---|

**University Requirements**
BIB 113 Old Testament Survey or BIB 123 New Testament Survey ..... Credits: 3-6
*(Studies students must take both.)*
BIB 153 Biblical Worldview ..... Credits: 3

**Writing**
ENG 104 English Composition I ..... Credits: 3
ENG 106 English Composition II ..... Credits: 3
*Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)*

**Communication**
CAS 101 Introduction to Speech Communication ..... Credits: 3

**Humanities & Fine Art**
**Humanities and Fine Arts Options ..... Credits: 9**
History Course ..... Credits: 3
Select six hours from two different subjects:
*(Art, Media Communication, English, Literature, Modern Language, Music, Philosophy, or Theatre)* ..... Credits: 6

**Natural Sciences**
Life or Non-Life Science Courses: ..... Credits: 7
*At least one of these courses must be a lab course.*

**Mathematics**
Select appropriate mathematics course ..... Credits: 3
*Only MTH 113, 120, 123, 127, 131, 143, 153, or 185 will meet this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)*

**Social Science**
Select six credit hours from two different departments .... Credits: 6
*Examples of potential disciplines that may fulfill a General Education requirement: administration, anthropology, archaeology, business law, counseling, criminology, economics, education, human relations, justice system, juvenile delinquency, physical education, political science, psychology, social issues, sociology. (Some ADJ, BMN, and SCS program requirements can also fulfill this requirement.)*

# General Education Requirements for BS Degree for the Degree Completion Program Business Administration, Christian Studies, Criminal Justice, Psychology with a Social Services Emphasis, and University Studies

| I. General Education Requirements | Credits: 46-49 Hours |
|---|---|

**University Requirements**

BIB 113 Old Testament Survey or BIB 123 New Testament Survey ..... Credits: 3-6
*(Christian Studies students must take both.)*

BIB 153 Biblical Worldview ..... Credits: 3

**Writing**

ENG 104 English Composition I ..... Credits: 3

ENG 106 English Composition II ..... Credits: 3

*Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)*

**Communication**

CAS 101 Introduction to Speech Communication ..... Credits: 3

**Humanities & Fine Art**

**Humanities and Fine Arts Options ..... Credits: 12**

History Course ..... Credits: 3

Select six hours from two different subjects:
*(Art, Media Communication, English, Literature, Modern Language, Music, Philosophy, or Theatre)* ..... Credits: 9

**Natural Sciences**

Life or Non-Life Science Courses: ..... Credits: 7
*At least one of these courses must be a lab course.*

**Mathematics**

Select appropriate mathematics course ..... Credits: 3
*Only MTH 127, 131, 143, 153, or 185 will meet this requirement. MTH 127 and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)*

**Social Science**

Select six credit hours from two different departments .... Credits: 9
*Examples of potential disciplines that may fulfill a General Education requirement: administration, anthropology, archaeology, business law, counseling, criminology, economics, education, human relations, justice system, juvenile delinquency, physical education, political science, psychology, social issues, sociology. (Some ADJ, BMN, and SCS program requirements can also fulfill this requirement.)*

# General Education Requirements for BSE for the Degree Completion Program Elementary & Early Childhood Education, Elementary Education, and K-12 Special Education

| I. General Education Requirements | Credits: 42-43 Hours |
|---|---|

**University Requirements**

BIB 113 Old Testament Survey ..... Credits: 3
or BIB 123 New Testament Survey
BIB 153 Biblical Worldview……Credits: 3
*Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.*

**Written & Public Communication**

ENG 104 English Composition I ..... Credits: 3
ENG 106 English Composition II..... Credits: 3
CAS 101 Introduction to Public Speaking……Credits: 3
*Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)*

**Fine Arts and Humanities**

Select three credit hours from LIT ..... Credits: 3
Select three credit hours from ART, MUS, or THR ..... Credits: 3

**Social and Behavioral Sciences**

Select six credit hours from HST and/or PLS..... Credits: 6
*At least three hours must be in US history.*
Select three credit hours from the requirements below ..... Credits: 3
*PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.*

**Natural Sciences**

Life & Non-Life Science Courses ..... Credits: 7
*Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.*

**Mathematics**

Select appropriate mathematics course ..... Credits: 3
*For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)*

**Physical Education**

HLT-183 Health & Fitness for Life..... Credits: 3
*Two hours of Physical Education transfer credits will meet this requirement.*

# General Education Requirements for BS Degree for the Fully Online Program Business Administration, Christian Studies, Criminal Justice, Psychology with a Social Services Emphasis, and University Studies

| I. General Education Requirements | Bachelor of Science: 48-49 Hours |
|---|---|

**University Requirements**

BIB 113 Old Testament Survey ..... Credits: 3
BIB 123 New Testament Survey..... Credits: 3
BIB 153 Biblical Worldview…….Credits: 3
*Students may take BIB 132 & BIB 133 (Land of the Bible I & II) as a substitute for either BIB 113 or BIB 123.*

**Written & Public Communication**

ENG 104 English Composition I ..... Credits: 3
ENG 106 English Composition II..... Credits: 3
CAS 101 Introduction to Public Speaking…….Credits: 3
*Academic advisors will use the composition course placement policy to ensure enrollment in the appropriate course. (See Composition Placement Policy in Academic Section.)*

**Fine Arts and Humanities**

Select three credit hours from LIT ..... Credits: 3
Select three credit hours from ART, MUS, or THR ..... Credits: 3
Select three credit hours from the requirements below ..... Credits: 3
*PHL 213 Introduction to Philosophy, CMN 313 Christian Professional Ethics, PHL 253 Introduction to Logic, or any additional LIT course.*

**Social and Behavioral Sciences**

Select six credit hours from HST and/or PLS..... Credits: 6
*At least three hours must be in US history.*
Select three credit hours from the requirements below ..... Credits: 3
*PSY 113 General Psychology or higher, SOC 113 Introduction to Sociology, SOC 123 Marriage & Family, ECO 213 Macroeconomics, ECO 223 Microeconomics, FIN 101 Personal Finance, CRJ 113 The US Criminal Justice System, or HON 301 Intellectual Development of the Western World.*

**Natural Sciences**

Life & Non-Life Science Courses ..... Credits: 7
*Students must take at least one course from each of two science areas: one in the life sciences (for example: biology, ecology) and one in non-life science (for example: chemistry, physics, earth science); at least one of these courses must be a lab course. Transfer students with six credit hours of science with no lab should contact the Chair of the Natural Science Department.*

**Mathematics**

Select appropriate mathematics course ..... Credits: 3
*For BS or BA programs, only MTH 127, MTH 131, 143, 153, or 185 will meet this requirement. Several mathematics-intensive majors require the completion of MTH 143 or higher to complete this requirement. MTH 113, MTH 127, and MTH 131 cannot be used as a prerequisite to any other mathematics course. Academic advisors will use the mathematics placement policy to ensure enrollment in the appropriate course. (See Mathematics Placement Policy in Academic Section.)*

**Physical Education**

HLT-183 Health & Fitness for Life..... Credits: 3
*Two hours of Physical Education transfer credits will meet this requirement.*

## Required Courses for Degree Completion & Fully Online Business Administration Major

| I. General Education Requirements | Credits: 41-50 Hours |
|---|---|

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

| II. Business Support Requirements | Credits: 6 Hours |
|---|---|

| | | |
|---|---|---|
| ECO 213 Macroeconomics | Credits: | 3 |
| ECO 223 Microeconomics *(This course can fulfill three credit hours of the General Education Option requirement.)* | Credits: | 3 |
| MTH 143 College Algebra | Credits: | 3 |

| III. Business Core Requirements | Credits: 35 Hours |
|---|---|

| | | |
|---|---|---|
| ACC 303 Principles of Financial Accounting | Credits: | 3 |
| ACC 313 Principles of Managerial Accounting | Credits: | 3 |
| BIS 353 Business Information Systems | Credits: | 3 |
| BUS 305 Christian Professional Ethics | Credits: | 3 |
| BUS 273 Business Statistics | Credits: | 3 |
| BUS 313 Organizational Communication | Credits: | 3 |
| BUS 363 Business Law | Credits: | 3 |
| BUS 499 Business Strategy | Credits: | 3 |
| FIN 323 Principles of Finance | Credits: | 3 |
| MAN 243 Principles of Business Management | Credits: | 3 |
| MKT 313 Principles of Marketing | Credits: | 3 |
| BIS 131 Spreadsheet Software | Credits: | 2 |

| IV. Controlled Electives | Credits: 3 Hours |
|---|---|

| | | |
|---|---|---|
| MAN 323 Organizational Behavior | Credits: | 3 |
| or | | |
| MAN 433 Human Resources Management | Credits: | 3 |

| V. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Degree Completion & Fully Online
## Christian Studies Major

| I. General Education Requirements | Credits: 42-45 Hours |
|---|---|

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

| II. Support Requirements | Credits: 3 Hours |
|---|---|
| PSY 113 General Psychology | Credits: 3 |

| III. Christian Studies Core Requirements | Credits: 30 Hours |
|---|---|
| BIB 143 Biblical Interpretation | Credits: 3 |
| CED 123 Discipleship & Spiritual Formation | Credits: 3 |
| CMS 303 Introduction to Evangelism & Missions | Credits: 3 |
| CMS 383 Introduction to Preaching | Credits: 3 |
| CMS 453 Internship Capstone | Credits: 4 |
| THE 305 Christian Professional Ethics | Credits: 3 |
| THE 332 Baptist History & Heritage | Credits: 3 |
| THE 343 History of Christianity | Credits: 3 |
| THE 371 Christian Doctrine I | Credits: 3 |
| THE 372 Christian Doctrine II | Credits: 3 |

| IV. Concentration in Christian Ministry | Credits: 12 Hours |
|---|---|
| MAN 323 Organizational Behavior | Credits: 3 |
| or | |
| BMN 5113 Organization Behavior & Emotional Intel | Credits: 3 |
| EDU 203 Curriculum and Instruction | Credits: 3 |
| PSY 343 Introduction to Counseling | Credits: 3 |
| ICM 303 Fundamentals of Intercultural Missions | Credits: 3 |

| V. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Degree Completion & Fully Online
## Criminal Justice Major

| I. General Education Requirements | Credits: 37-43 Hours |
|---|---|

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

| II. Criminal Justice Support Requirements | Credits: 6 Hours |
|---|---|

| | | |
|---|---|---|
| PSY 113 General Psychology | Credits: | 3 |
| PLS 113 Introduction to Government | Credits: | 3 |

| III. Criminal Justice Core Requirements | Credits: 37 Hours |
|---|---|

| | | |
|---|---|---|
| CRJ 113 The United States Criminal Justice System | Credits: | 3 |
| CRJ 313 Criminology | Credits: | 3 |
| CRJ 323 Juvenile Delinquency | Credits: | 3 |
| CRJ 326 Christian Professional Ethics | Credits: | 3 |
| CRJ 333 Criminal Courts, Probation, and Parole | Credits: | 3 |
| CRJ 356 Crisis Intervention | Credits: | 3 |
| CRJ 346 Corrections | Credits: | 3 |
| CRJ 376 Principles of Security and Forensics | Credits: | 3 |
| CRJ 416 Criminal & Constitutional Law | Credits: | 3 |
| CRJ 389/489 Criminal Justice Internship | Credits: | 4 |
| PSY 350 Human Diversity | Credits: | 3 |
| PSY 323 Abnormal Psychology | Credits: | 3 |

| IV. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Degree Completion & Fully Online
## Psychology Major with Concentration in Social Services

| I. General Education Requirements | Credits: 38-44 Hours |
|---|---|

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

| II. Psychology Support Requirements | Credits: 6 Hours |
|---|---|

| | | |
|---|---|---|
| PSY 113 General Psychology | Credits: | 3 |
| MTH 127 Elementary Statistics | Credits: | 3 |

| III. Psychology Core Requirements | Credits: 19 Hours |
|---|---|

| | | |
|---|---|---|
| PSY 350 Human Diversity | Credits: | 3 |
| PSY 323 Abnormal Psychology | Credits: | 3 |
| PSY 333 Lifespan Developmental Psychology | Credits: | 3 |
| PSY 343 Intro to Counseling | Credits: | 3 |
| PSY 353 Physiological Psychology | Credits: | 3 |
| PSY 403 Research Methods I | Credits: | 3 |
| PSY 451 Senior Seminar | Credits: | 1 |

| IV. Concentration in Social Services Requirements | Credits: 19 Hours |
|---|---|

| | | |
|---|---|---|
| SOC 233 Social Issues | Credits: | 3 |
| SWK 413 Casework Methods | Credits: | 3 |
| PSY 483 Internship | Credits: | 4 |
| SOC 123 Marriage & the Family | Credits: | 3 |
| CRJ 356 Crisis Intervention | Credits: | 3 |
| CRJ 323 Juvenile Delinquency | Credits: | 3 |

| V. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

**Required Courses for Degree Completion & Fully Online**
**University Studies Major**

## Mission of the University Studies Degree

The mission of the University Studies Degree is to transform lives and communities through relevant education anchored in a Biblical worldview.

**Nature**

The University Studies major is a multidisciplinary program created to accomplish a range of goals by incorporating differing fields of interest into a college degree. This major prepares students to succeed in a wide variety of careers.

**Objectives for the University Studies Program**

The University Studies major will:

1. create an interdisciplinary proposal for a Knowledge for Service Project.
2. complete and develop a portfolio documenting an interdisciplinary, community engaged Knowledge for Service Project.
3. present completed interdisciplinary, community-engaged Knowledge for Service 08Project to an appropriate audience.

**Requirements**

1. Meet the Degree Completion Program General Education requirements for the chosen degree (BAS or BS) and use none of the required General Education courses to meet the major requirements for the University Studies major, except Bible General Education courses.
2. Meet the Graduation Requirements (see Academic Policies).
3. Include at least three courses, and at least 8 credit hours, from each of three different academic disciplines from at least two different departments. A limit of one academic discipline not offered at HLGU is allowed in transfer (may include one Applied Science Discipline for BAS degree). Please note: developmental ENG, ESL, and MTH courses will not count towards the major.
4. Include at least 30 semester hours in the University Studies major with at least ten semester hours of the major courses taken from the 300 level or above.
5. In addition, complete HLG 301 Knowledge for Service Proposal and HLG 401 Knowledge for Service Project.

**A student who desires to major in University Studies must:**

3. Work with academic advisor to document the completion of the major requirements prior to applying for graduation. Advisors will consult with academic departments for guidance on selected courses within the curriculum plan.
4. The curriculum plan is submitted to the Office of the Registrar by the advisor. Once the plan has been approved, any change must be approved in writing by the advisor and submitted again to the Office of the Registrar.

## Required Courses for Degree Completion & Fully Online Early Childhood and Elementary Education Double Major

| I. General Education Requirements | Credits: 42 Hours |
|---|---|

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

| II. Professional Education Requirements | Credits: 85.5 Hours |
|---|---|

| | | |
|---|---|---|
| EDU 100 Field Experience I | Credits: | .5 |
| EDU 203 Curriculum & Instruction | Credits: | 3 |
| EDU 213 Literacy for Diverse Learners | Credits: | 3 |
| EDU 223 Psychology of Learning | Credits: | 3 |
| EDU 273 Psych. & Education of the Exceptional Child | Credits: | 3 |
| ECE 201 Infant/Toddler Practicum | Credits: | 1 |
| ECE 243 Org. & Administration of ECE Programs | Credits: | 3 |
| ECE 253 Health, Nutrition, and Safety | Credits: | 3 |
| EED 222 Language Acquisition and Development | Credits: | 3 |
| EED 233 Utilizing Community Resources | Credits: | 3 |
| EED 253 Literature for Children | Credits: | 3 |
| EED 263 Collaboration with Families | Credits: | 3 |
| PSY 263 Child & Adolescent Psychology | Credits: | 3 |

**Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.**

| | | |
|---|---|---|
| EDU 383 Assessment and Evaluation in Education | Credits: | 3 |
| ECE 321 PreK/Kindergarten Practicum | Credits: | 1 |
| ECE 352 Curriculum, Methods, & Materials | Credits: | 3 |
| EED 302 Teaching Science in Elem. School | Credits: | 3 |
| EED 311 Teaching Language Arts in Elem. School | Credits: | 3 |
| EED 312 Teaching Social Studies in Elem. School | Credits: | 3 |
| EED 321 Mathematics Practicum | Credits: | 1 |
| EED 331 Integrating Health & PE in Elem Classrooms … | Credits: | 1 |
| EED 341 Integrating Art in Elementary Classrooms…… | Credits: | 1 |
| EED 333 Teaching Reading in Elem. School | Credits: | 3 |
| EED 343 Teaching Math in Elem. School I | Credits: | 4 |
| EED 346 Teaching Math in Elem. School II | Credits: | 3 |
| EED 351 Integrating Music in Elementary Classrooms…. | Credits: | 1 |
| EDU 403 Classroom Management w/ Char. Develop. | Credits: | 3 |
| EED 423 Reading Diagnosis & Correction | Credits: | 3 |
| EED 453 Literacy Practicum | Credits: | 3 |
| EDU 479 Student Teaching | Credits: | 12 |

| III. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Degree Completion & Fully Online Elementary Education Major

| I. General Education Requirements | Credits: 42 Hours |
|---|---|

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

| II. Professional Education Requirements | Credits: 75 Hours |
|---|---|

| | | |
|---|---|---|
| EDU 100 Field Experience I | Credits: | .5 |
| EDU 200 Field Experience II | Credits: | .5 |
| EDU 203 Curriculum & Instruction | Credits: | 3 |
| EDU 213 Literacy for Diverse Learners | Credits: | 3 |
| EDU 223 Psychology of Learning | Credits: | 3 |
| EDU 273 Psych. & Education of the Exceptional Child | Credits: | 3 |
| EED 233 Utilizing Community Resources | Credits: | 3 |
| EED 253 Literature for Children | Credits: | 3 |
| EED 263 Collaboration with Families | Credits: | 3 |
| PSY 263 Child & Adolescent Psychology | Credits: | 3 |

**Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.**

| | | |
|---|---|---|
| EDU 383 Assessment and Evaluation in Education | Credits: | 3 |
| EED 302 Teaching Science in Elem. School | Credits: | 3 |
| EED 311 Teaching Language Arts in Elem. School | Credits: | 3 |
| EED 312 Teaching Social Studies in Elem. School | Credits: | 3 |
| EED 321 Mathematics Practicum | Credits: | 1 |
| EED 222 Language Acquisition and Development | Credits: | 3 |
| EED 331 Integrating Health & PE in Elem Classrooms … | Credits: | 1 |
| EED 341 Integrating Art in Elementary Classrooms…… | Credits: | 1 |
| EED 333 Teaching Reading in Elem. School | Credits: | 3 |
| EED 343 Teaching Math. in Elem. School I | Credits: | 4 |
| EED 346 Teaching Math. in Elem. School II | Credits: | 3 |
| EED 351 Integrating Music in Elementary Classrooms…. | Credits: | 1 |
| EDU 403 Classroom Management w/ Char. Develop | Credits: | 3 |
| EED 423 Reading Diagnosis & Correction | Credits: | 3 |
| EED 453 Literacy Practicum | Credits: | 3 |
| EDU 479 Student Teaching | Credits: | 12 |

| III. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

## Required Courses for Degree Completion & Fully Online
## K-12 Special Education Major

| I. General Education Requirements | Credits: 42 Hours |
|---|---|

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

| II. Professional Education Requirements | Credits: 86 Hours |
|---|---|

| | | |
|---|---|---|
| EDU 100 Field Experience I | Credits: | .5 |
| EDU 153 The Special Ed Process and IEPs | Credits: | 3 |
| EDU 200 Field Experience II | Credits: | .5 |
| EDU 203 Curriculum & Instruction | Credits: | 3 |
| EDU 213 Literacy for Diverse Learners | Credits: | 3 |
| EDU 223 Psychology of Learning | Credits: | 3 |
| EDU 253 Tiered Systems Supporting Inst. & Behavior | Credits: | 3 |
| EDU 273 Psych. & Education of the Exceptional Child | Credits: | 3 |
| EED 233 Utilizing Community Resources | Credits: | 3 |
| EED 253 Literature for Children | Credits: | 3 |
| EED 263 Collaboration with Families | Credits: | 3 |
| PSY 233 Psychological Tests & Measurements | Credits: | 3 |
| PSY 263 Child & Adolescent Psychology | Credits: | 3 |

**Admission to the Teacher Education Program is a prerequisite for taking 300-level and 400-level courses.**

| | | |
|---|---|---|
| EDU 353 Transition Processes and Career Readiness | Credits: | 3 |
| EDU 383 Assessment and Evaluation in Education | Credits: | 3 |
| EED 302 Teaching Science in Elem. School | Credits: | 3 |
| EED 311 Teaching Language Arts in Elem. School | Credits: | 3 |
| EED 312 Teaching Social Studies in Elem. School | Credits: | 3 |
| EED 321 Mathematics Practicum | Credits: | 1 |
| EED 222 Language Acquisition and Development | Credits: | 3 |
| EED 333 Teaching Reading in Elem. School | Credits: | 3 |
| EED 343 Teaching Mathematics in Elem. School I | Credits: | 4 |
| EED 346 Teaching Mathematics in Elem. School II | Credits: | 3 |
| EED 423 Reading Diagnosis & Correction | Credits: | 3 |
| EED 453 Literacy Practicum | Credits: | 3 |
| SED 336 Reading & Writing in the Content Area | Credits: | 3 |
| EDU 403 Classroom Management w/ Char. Develop. | Credits: | 3 |
| EDU 479 Student Teaching | Credits: | 12 |

| III. Electives | As Needed |
|---|---|

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

| Total Hours Required for Graduation | Credits: 124 Hours |
|---|---|

# GRADUATE STUDIES

The University's Graduate Studies programs offer specialized preparation that results in a firm grounding in the areas of professional education and leadership. The graduate degrees offer training for a strong competency in each student's area of specialization.

**Master of Arts in Leadership Degree:** Tracks in Business Administration and Christian Studies

**Master of Education in Education Administration Degree:** Leads to Missouri School Leader Principalship or Special Education Director K-12 Certification

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

## Policy Regarding Undergraduate Students Taking Graduate-level Courses

Eligible junior and senior undergraduate students at HLGU may take up to 25% of the courses for a master's program at the graduate level if they meet the following criteria.

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

1. Have successfully completed at least 12 undergraduate credits at Hannibal-LaGrange University
2. Have a cumulative GPA of at least 3.00
3. Obtain permission from their undergraduate program advisor.

These hours may count in both the bachelor's and master's degrees. The student may apply the graduate credit towards a master's program at Hannibal-LaGrange University if the student begins the program at the university within five (5) years from the course end date. However, in order for the course to count toward a degree at the graduate level, the student must earn at least a 3.0 GPA in the graduate course.

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

## Policy Regarding Advanced Academic Standing

Students who are applying for HLGU graduate degree programs can transfer in undergraduate courses to meet master's requirements at the discretion of the institution. This process must adhere to the following standards:

1. Students must have received a 3.0 or higher in a course for it to be eligible to be transferred.
2. Students may transfer up to 25% of the courses in the master's program that they are applying.
3. The number of courses transferred into a master's degree, from both undergraduate and graduate courses taken at this and/or other institutions, cannot exceed 33%. An exception will be made for students in the Masters of Arts in Leadership program who may transfer up to 50% of courses, if they are completed at HLGU.
4. If a student transfers from on master's program to another, the transcript will be reevaluated to see if the same courses and the same number of hours will be accepted.

# MASTER OF ARTS IN LEADERSHIP PROGRAM

The Hannibal-LaGrange University Master of Arts in Leadership (MAL) degree is designed to provide a program of professional growth for people desiring training in leadership in the areas of Business Administration and Christian Studies.

## Mission of the Graduate Programs

The mission of the Graduate Programs is to transform lives and communities through relevant education anchored in a Biblical worldview.

## Program Goals

Integrating the competencies from The Project Management Institute Global Accreditation Center for Project Management Education Programs (GAC), the goals for graduates include the ability to:

1. utilize project selection and initiation concepts.
2. lead and manage project planning for employer.
3. execute a project and control the project through implementation.
4. close a project with employees and your employer.
5. integrate, internalize, and use ethics and professional responsibility in leadership.

These goals will be met through the program outcomes. Graduates will demonstrate accomplishment of program outcomes through required capstone project and competencies that are completed in each course.

## Objectives for the Master of Arts in Leadership-Business Administration Track

The graduate student will:

1. define and apply the central concepts and theories central to leadership by identifying and utilizing the functions of management to plan, organize, control, and lead in an organization.
2. define, apply, and demonstrate Christ-like attitudes, values, and worldview in planning, managing, and interactions and will recognize the importance of ethical practices and behavior when planning, making decisions, and faced with moral dilemmas.
3. plan, assess, and exhibit strategic communication, discuss and assess individual and group behavior in an organization, define various legal cases and precedence that affects the creation and operation of businesses, and will identify, apply, and assess key categories in a financial model in all areas in the workplace.

## Objectives for the Master of Arts in Leadership-Christian Studies Track

1. define and apply, the central concepts and theories central to leadership by identifying and utilizing the functions of management to plan, organize, control, and lead in an organization.
2. define, apply and demonstrate Christ-like attitudes, values, and worldview in planning, managing, and interactions and will recognize the importance of ethical practices and behavior when planning, making decisions, and faced with moral dilemmas.
3. trace and apply key leaders in the Old and New Testament and will define and evaluate the history, Christian doctrine, and practices and the application of this in one's personal journey with Christ.
4. define and assesses the implementation of leadership in the church and the effect of organization, administration and spiritual formation to the community, the congregation, outreach witnessing, the family, and the Christian leader.

These objectives will be met through the program outcomes. Graduates will demonstrate accomplishment of program outcomes through required capstone project and competencies that are completed in each course.

## Requirements for Admission

1. Complete the HLGU Admissions Application.
2. Students seeking admission to the graduate program in leadership must submit the following:
   a. Official transcripts from each regionally accredited college or university attended, showing completion of a baccalaureate degree with a minimum cumulative grade point average of 2.75 on a 4.0 scale. If GPA is lower than 2.75, student will be conditionally admitted, but must receive a "B" or higher in first three courses to continue in program.
   b. Official transcripts from each regionally accredited college or university attended, showing any previous graduate coursework (no grade lower than B accepted).

**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).

## Graduate Assistants

Students who are applying to be Graduate Assistants must meet appropriate academic requirements to be considered for/allowed to continue in a Graduate Assistant Position:

1. Must have a cumulative GPA of 2.75 or higher in all bachelor's degree courses or in their last 60 hours of coursework (whichever is higher) to enter the program.
2. Must not have been conditionally admitted to any master's program.
3. Must maintain a GPA of 3.0 or higher while in graduate program.
4. They are allowed one semester of Graduate Assistant Probation if HLGU graduate GPA falls below 3.0.
   a. Required to enroll in Student Success Lab.
   b. Required to submit a letter to academic advisor and graduate assistant supervisor outlining plan for future academic success.
   c. Required to report academic progress to advisor on a bi-weekly basis until 3.0 GPA has been restored.
   d. Required to pay for any repeat courses rather than utilizing tuition concession.
   e. Will not be permitted to continue in Graduate Assistant Program if probationary requirements are not met, but may be allow to continue in Graduate Program under Graduate Program academic guidelines.

## General Information

1. The Master of Arts in Leadership program is available to those who desire to further their education and their career in the area of leadership.
2. The program is designed for working adults. All courses are provided online, with the course offerings provided in a sequence that permits either degree track to be completed in one calendar year.
3. A graduate student is considered full-time when enrolled in 9 hours per semester. **NOTE:** Hannibal-LaGrange University reserves the right to cancel any course for which there is not sufficient enrollment.

## Program Options

The Master of Arts in Leadership program offers two tracks. Students are required to choose one of the following tracks:

1. The Business Administration track is designed especially to meet two different needs: to provide needed leadership training for those who already have a degree in business and to provide leadership training for those who have found themselves in a leadership role in business but do not have a business degree.
2. The Christian Studies track is geared for Associate Pastors, Discipleship Pastors, Small-group Pastors, and Christian Education Pastors. Courses provide students with an excellent understanding of Biblical leadership principles and provides specialized training in the area of Christian discipleship.

## Requirements for MAL Degree

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

## Required Courses for Master of Arts in Leadership with a Track in Business Administration

| I. Leadership Core Requirements | Credits: 18 Hours |
|---|---|
| LDR 5013 Foundations in Leadership Theory & Practice | Credits: 3 |
| LDR 5023 Ethical Leadership in a Biblical Worldview | Credits: 3 |
| LDR 5033 Organizational Leadership | Credits: 3 |
| LDR 5043 Change Leadership | Credits: 3 |
| LDR 5053 Non-Profit Leadership | Credits: 3 |
| LDR 5093 Leadership Capstone Project | Credits: 3 |
| **II. Track in Business Management Requirements** | **Credits: 18 Hours** |
| BMN 5113 Org. Behavior & Emotional Intelligence | Credits: 3 |
| BMN 5123 Manag. Leadership & Exec. Comm. | Credits: 3 |
| BMN 5133 Legal Issues in Managerial Leadership | Credits: 3 |
| BMN 5143 Managerial Finance | Credits: 3 |
| BMN 5153 Org. Development & Strategic Planning | Credits: 3 |
| BMN 5163 HR Management-Employee Development | Credits: 3 |
| Total Hours Required for Graduation | Credits: 36 Hours |

## Required Courses for Master of Arts in Leadership with a Track in Christian Studies

| I. Leadership Core Requirements | Credits: 18 Hours |
|---|---|
| LDR 5013 Foundations in Leadership Theory & Practice | Credits: 3 |
| LDR 5023 Ethical Leadership in a Biblical Worldview | Credits: 3 |
| LDR 5033 Organizational Leadership | Credits: 3 |
| LDR 5043 Change Leadership | Credits: 3 |
| LDR 5053 Non-Profit Leadership | Credits: 3 |
| LDR 5093 Leadership Capstone Project | Credits: 3 |
| **II. Track in Christian Ministry Requirements** | **Credits: 18 Hours** |
| CML 5213 Old Testament Foundations of Leadership | Credits: 3 |
| CML 5223 New Testament Foundation of Leadership | Credits: 3 |
| CML 5233 Essentials of the Christian Faith | Credits: 3 |
| CML 5243 Org. Administration for Ministry Leaders | Credits: 3 |
| CML 5253 The Effective Christian Witness | Credits: 3 |
| CML 5263 Christian Counseling | Credits: 3 |
| Total Hours Required for Graduation | Credits: 36 Hours |

# MASTER OF EDUCATION IN EDUCATION ADMINISTRATION (MEd) PROGRAM

The Hannibal-LaGrange University Master of Education in Education Administration (MEd) degree is designed to provide a program of professional growth in administration for elementary and secondary teachers holding current teacher certification.

## Mission of the Graduate Programs

The mission of the Graduate Programs is to transform lives and communities through relevant education anchored in a Biblical worldview.

## Program Objectives for the MEd Major

The effective educational leader will:

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

These objectives will be met through five program outcomes. Graduates will demonstrate accomplishment of program outcomes by passing the MPEA Performance Assessment and earning specific scores on the state's rubric. The assessment will be completed in EAD 5333.

## Requirements for Admission

1. Complete the HLGU Graduate Application form.
2. Students seeking admission to the graduate program in education must submit the following:
   a. A copy of your teaching certificate.
   c. Official transcripts 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. If GPA is lower than 2.75, student will be conditionally admitted, but must receive a "B" or higher in first three courses to continue in program.
   b. Official transcripts from each regionally accredited college or university attended, showing any previous graduate coursework (no grade lower than B accepted).

Following a review of all application materials, the Online Department will send a written notification of program status to the applicant. Program status falls under three categories: Admitted; Conditionally Admitted (the applicant is given a list of specific conditions with deadlines that must be met in order to receive Admitted status); or Not Admitted.
**NOTE:** Admission to Hannibal-LaGrange University does not guarantee admission to the MeD program (see Admission to Majors and Professional Programs in the Admissions section).

## General Information

1. The MEd program is available to those who hold early childhood, elementary, middle, secondary, or K-12 teacher certification.
2. The program is designed for working adults. Courses are all online, except for practicums and field experiences.
3. A graduate student is considered full-time when enrolled in 9 hours per semesters. The maximum load is 15 hours per semester.
4. The total number of transfer credits may not exceed 25% of the graduate program requirements. Credits will be accepted if they:
   a. have been completed within the past five years,
   b. meet the core or program requirements, and
   c. are approved by the Graduate Admissions Committee.

   **NOTE:** Hannibal-LaGrange University reserves the right to cancel any course for which there is not sufficient enrollment.

## Requirements for MEd in Education Administration

1. Earn a grade of B- or higher in all except one course. Students are allowed to receive one C- in their program of study. If a student receives more than one C-, a D, or an F in in the program of study, the student must repeat the course to receive a B- or higher grade.
2. Pass the Missouri Performance Assessment and Missouri Content Assessment and submit appropriate paperwork associated with this degree in order to obtain Initial Administrator Certification from the State of Missouri. To obtain Missouri certification, teachers must have three (3) years of approved teaching experience from the Department of Elementary and Secondary Education (DESE).
3. Successfully complete all requirements within five years of admission to the graduate program, not counting transfer credit.

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

| I. Administration Core Requirements | Credits: 30 Hours |
|---|---|
| EAD 5013 Foundations of Education Administration and Special Services from a Biblical Worldview | Credits: 3 |
| EAD 5111 K-12 Curriculum, Instruction, & Implementation | Credits: 3 |
| EAD 5211 K-12 School Administration for Principals | Credits: 3 |
| EAD 5233 School Supervision | Credits: 3 |
| EAD 5313 School Business Management & School Facilities | Credits: 3 |
| EAD 5323 Educational Administration Practicum (16-week placement) | Credits: 3 |
| EAD 5333 Educational Administration Research School Improvement Plan | Credits: 3 |
| EDU 5043 Action Research Methods | Credits: 3 |
| EDU 5055 Data Analysis and Decision Making | Credits: 3 |
| EDU 5133 School Law | Credits: 3 |
| Total Hours Required for Graduation | Credits: 30 Hours |

## Required Courses for Master of Education in Education Administration Special Education Director

| I. Administration Core Requirements | Credits: 30 Hours |
|---|---|
| EAD 5013 Foundations of Education Administration and Special Services from a Biblical Worldview | Credits: 3 |
| EAD 5111 K-12 Curriculum, Instruction, & Implementation | Credits: 3 |
| EAD 5203 Special Education Administration | Credits: 3 |
| EAD 5233 School Supervision | Credits: 3 |
| EAD 5313 School Business Management & School Facilities | Credits: 3 |
| EAD 5323 Educational Administration Practicum (16-week placement) | Credits: 3 |
| EAD 5333 Educational Administration Research School Improvement Plan | Credits: 3 |
| EDU 5043 Action Research Methods | Credits: 3 |
| EDU 5055 Data Analysis and Decision Making | Credits: 3 |
| EDU 5133 School Law | Credits: 3 |
| Total Hours Required for Graduation | Credits: 30 Hours |

# MASTER OF SCIENCE IN EDUCATION (MSE) PROGRAM

The Hannibal-LaGrange University Master of Science in Education (MSE) degree is designed to provide a program of professional growth for elementary and secondary in-service or pre-service teachers.

## Mission of the Graduate Programs

The mission of the Graduate Programs is to transform lives and communities through relevant education anchored in a Biblical worldview.

## Initial Certification Track Program Goals & Objectives

Graduates will:

1. demonstrate competence in teaching and learning.
2. demonstrate competence in addressing the needs of all learners.
3. demonstrate knowledge of their subject matter.

These goals and objectives will be met through three program outcomes. Graduates in the Initial certification Track will demonstrate accomplishment of program outcomes through achieving a passing score on both the Missouri Content Assessment and the Missouri Educator Evaluator System (MEES) Performance Assessment.

## Teaching and Learning Track Program Goals & Objectives

Graduates will:

1. deepen their knowledge in teaching and learning.
2. deepen their knowledge in addressing the needs of all learners.
3. deepen their knowledge of their subject matter.

These goals and objectives will be met through three program outcomes. Graduates in the Teaching and Learning Track will demonstrate accomplishment of program outcomes through the EDU 5082 Capstone Action Research Paper, EDU 5082 Capstone Action Research Presentation**.**

## Special Reading Track Program Goals & Objectives

Graduates will:

1. deepen their knowledge in teaching and learning.
2. deepen their knowledge in addressing the needs of all learners.
3. deepen their knowledge of their subject matter.

These goals and objectives will be met through three program outcomes. Graduates in the Special Reading Track will demonstrate accomplishment of program outcomes through the EDU 5082 Capstone Action Research Paper and the Missouri Content Special Reading Assessment.

## Requirements for Admission

1. Complete the HLGU Admissions Application.
2. Students seeking admission to the graduate program in education must submit the following:
   a. Official transcripts, mailed directly from each regionally accredited college or university attended, showing any previous graduate coursework (no grade lower than B accepted).

   b. Conditionally admitted students who do not have a 2.75 CGPA will be admitted according to the cumulative grade point average requirements applicable to the particular track in which the student desires admission.
   c. Copy of current teaching certificate if seeking admission to the Special Reading track. (Students seeking admission to the Teaching & Learning or Initial Teacher Certification Tracks are not required to possess a teaching certificate.)
3. Students seeking admission to the initial teacher certification track must meet one of the following criteria:
   a. Completed a Bachelor's degree or be employed as the teacher of record. **NOTE**: Students who qualify for admittance in this way must take and pass the Missouri Content Assessment (MoCA) in their area of certification before they can Student Teach.
   b. Completed a Bachelor's degree outside of the content area for which they plan to pursue initial teaching certification and pass the Missouri Content Assessment (MoCA) in their area of certification.

   **NOTE:** Students who have not successfully passed the MoCA prior to the start of courses may enroll in the 33-hour Teaching & Learning track. After passing the required assessment, students can then transition into the Teaching & Learning with Initial Teacher Certification track. However, it is important to know that completion time of the initial teacher certification may be extended based on course offerings.

**NOTE:** Admission to Hannibal-LaGrange University does not guarantee admission to the MSE program or the Teacher Education program (see Admission to Majors and Professional Programs in the Admissions section).

## General Information

1. The MSE program is available to those who hold early childhood, elementary, or secondary teacher certification, or are seeking initial teacher certification.
2. The program is designed for working adults. Courses are all online, except for practicums and field experiences.
3. A graduate student is considered full-time when enrolled in 9 hours per semesters. The maximum load is 15 hours per semester.
4. The total number of transfer credits may not exceed 25% of the graduate program requirements. Credits will be accepted if they:
   a. have been completed within the past five years,
   b. meet the core or program requirements, and
   c. are approved by the Graduate Admission Committee.

   **NOTE:** Hannibal-LaGrange University reserves the right to cancel any course for which there is not sufficient enrollment.

## Program Options

The MSE program offers three tracks. Students are required to choose one of the following tracks:

1. The Special Reading K-12 Track emphasizes the research-based components of effective reading instruction and assessment (phonemic awareness, phonics, vocabulary, fluency, comprehension, and writing). It is intended for those who have early childhood, elementary, or secondary teacher certification and want to study the science of special reading K-12. Candidates seeking Special Reading K-12 Missouri certification are required to take the Missouri Content Assessment (MoCA) in Special Reading.
2. The Teaching and Learning Track emphasizes elements of effective curricular/instructional planning and assessment to enhance student learning. It is intended for those who want to study principles of effective instruction.
3. The Teaching and Learning Track with Initial Teacher Certification emphasizes elements of effective curricular/instructional planning and assessment to enhance

student learning. It is intended for those who are seeking to become effective classroom educators.

**NOTE:** Graduate-level candidates seeking certification should begin the process of gaining admission to the Teacher Education Program within the first semester of coursework at HLGU. Admission to the program is required before candidates are allowed to enroll in a second semester of coursework. **Additionally, graduate-level candidates seeking certification are required to take the Missouri Content Assessment (MoCA) in the appropriate certification area within the first semester of coursework at HLGU. Passage of the MoCA is required prior to applying for student teaching.**

## Requirements for MSE Degree

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

## Required Courses for Master of Science in Education with a Track in Special Reading K-12

| I. Education Core Requirements | Credits: 18 Hours |
|---|---|

| | | |
|---|---|---|
| EDU 5013 Counseling & Collaboration Techniques in a Biblical Worldview | Credits: | 3 |
| EDU 5340 Behavior Intervention | Credits: | 3 |
| EDU 5043 Action Research Methods | Credits: | 3 |
| EDU 5055 Data Analysis & Decision Making | Credits: | 3 |
| EDU 5063 Literacy for Diverse Learners | Credits: | 3 |
| EDU 5081 Action Research Implementation | Credits: | 1 |
| EDU 5082 Capstone | Credits: | 2 |

| II. Track in Special Reading K-12 Requirements | Credits: 12-18 Hours |
|---|---|

| | | |
|---|---|---|
| EDU 5213 Advanced Methods of Teaching Reading | Credits: | 3 |
| EDU 5223 Reading and Writing in the Content Area | Credits: | 3 |
| EDU 5233 Analysis & Correction of Rdg. Disabilities | Credits: | 3 |
| EDU 5243 Language Acquisition and Development | Credits: | 3 |
| EDU 5253 Literacy Practicum K-6* (8-week placement) | Credits: | 3 |
| EDU 5263 Literacy Practicum 7-12* (8-week placement) | Credits: | 3 |

**Required only for students seeking Missouri Certification.*

| Total Hours Required for Graduation | Credits: 30-36 Hours |
|---|---|

## Required Courses for Master of Science in Education with a Track in Teaching and Learning

| I. Education Core Requirements | Credits: 18 Hours |
|---|---|

| | | |
|---|---|---|
| EDU 5013 Counseling & Collaboration Techniques in a Biblical Worldview | Credits: | 3 |
| EDU 5340 Behavior Intervention | Credits: | 3 |
| EDU 5043 Action Research Methods | Credits: | 3 |
| EDU 5053 Assessment & Evaluation in Education | Credits: | 3 |
| or | | |
| EDU 5055 Data Analysis and Decision Making | Credits: | 3 |
| EDU 5063 Literacy for Diverse Learners | Credits: | 3 |
| EDU 5081 Action Research Implementation | Credits: | 1 |
| EDU 5082 Capstone | Credits: | 2 |

| II. Track in Teaching and Learning Requirements | Credits: 15 Hours |
|---|---|

| | | |
|---|---|---|
| EDU 5303 Psychology & Education of the Exep. Child | Credits: | 3 |
| EDU 5113 Differentiated Instruction | Credits: | 3 |
| EDU 5123 Curriculum and Instruction* | Credits: | 3 |
| or | | |
| EAD 5111 K-12 Curric., Instruc., and Implementation | Credits: | 3 |
| EDU 5213 Advanced Methods of Teaching Reading | Credits: | 3 |
| EDU 5133 School Law** | Credits: | 3 |

**Only allowed for students seeking Missouri Temporary Authorization Certification (TAC) while earning MSE with a track in Teaching and Learning.*
***Students pursuing certification in elementary may substitute three hours of graduate-level education electives for this course.*

| Total Hours Required for Graduation | Credits: 33 Hours |
|---|---|

## Required Courses for Master of Science in Education with a Track in Teaching and Learning with Initial Teacher Certification – Early Childhood Grades Birth-3

| I. Education Core Requirements | Credits: 12 Hours |
|---|---|
| EDU 5013 Counseling & Collaboration Techniques in a Biblical Worldview | Credits: 3 |
| EDU 5033 Classroom Manag. & Char. Development | Credits: 3 |
| EDU 5053 Assessment & Evaluation in Education | Credits: 3 |
| EDU 5063 Literacy for Diverse Learners | Credits: 3 |

| II. Track in Teaching and Learning Requirements | Credits: 6 Hours |
|---|---|
| EDU 5023 Psychology of Learning | Credits: 3 |
| EDU 5123 Curriculum and Instruction | Credits: 3 |

| III. Early Childhood Birth-3 Certification Requirements | Credits: 54 Hours |
|---|---|
| ECE 243 Organization & Admin. of ECE Programs | Credits: 3 |
| EED 253 Literature for Children | Credits: 3 |
| EED 333 Teaching Reading | Credits: 3 |
| EED 343 Health, Nutrition, & Safety | Credits: 3 |
| ECE 352 Curriculum Methods & Materials | Credits: 3 |
| EED 331 Integrating Health & P.E. | Credits: 1 |
| EED 341 Integrating Art | Credits: 1 |
| EED 351 Integrating Music | Credits: 1 |
| EDU 5143 Teaching Math in the Elementary School I | Credits: 3 |
| EDU 5153 Teaching Math in the Elementary School II | Credits: 3 |
| EDU 5233 Analysis & Correction of Reading Disab. | Credits: 3 |
| EDU 5243 Language Acquisition & Development | Credits: 3 |
| EDU 5303 Psych. and Ed. of the Exceptional Child | Credits: 3 |
| EDU 5311 Language Arts Methods | Credits: 3 |
| EDU 5313 Child & Adolescent Psychology | Credits: 3 |
| EDU 5325 Elementary Education Methods in Teaching Science and Social Studies | Credits: 3 |
| ECE 201 Infant/Toddler Practicum | Credits: 1 |
| ECE 321 Pre-K/Kindergarten Practicum | Credits: 1 |
| EDU 5903 Field Experience III (8-week placement) | Credits: 1 |
| EDU 5909 Student Teaching | Credits: 9 |

| Total Hours Required for Graduation | Credits: 72 Hours |
|---|---|

## Required Courses for Master of Science in Education with a Track in Teaching and Learning with Initial Teacher Certification – Elementary Grades 1-6

| I. Education Core Requirements | Credits: 12 Hours |
|---|---|
| EDU 5013 Counseling & Collaboration Techniques in a Biblical Worldview | Credits: 3 |
| EDU 5033 Classroom Manag. & Char. Development | Credits: 3 |
| EDU 5053 Assessment & Evaluation in Education | Credits: 3 |
| EDU 5063 Literacy for Diverse Learners | Credits: 3 |

| II. Track in Teaching and Learning Requirements | Credits: 9 Hours |
|---|---|
| EDU 5023 Psychology of Learning | Credits: 3 |
| EDU 5113 Differentiated Instruction | Credits: 3 |
| EDU 5123 Curriculum and Instruction | Credits: 3 |

| III. Elementary K-6 Certification Requirements | Credits: 39 Hours |
|---|---|
| EED 331 Integrating Health & PE in Elem Classrooms … | Credits: 1 |
| EED 341 Integrating Art in Elementary Classrooms …… | Credits: 1 |
| EED 251 Integrating Music in Elementary Classrooms | Credits: 1 |
| EDU 5143 Teaching Math in the Elementary School I | Credits: 4 |
| EDU 5153 Teaching Math in the Elementary School II | Credits: 3 |
| EDU 5223 Reading & Writing in the Content Area | Credits: 3 |
| EDU 5233 Analysis & Correction of Reading Disab. | Credits: 3 |
| EDU 5243 Language Acquisition & Development | Credits: 3 |
| EDU 5303 Psych. and Ed. of the Exceptional Child | Credits: 3 |
| EDU 5311 Language Arts Methods | Credits: 3 |
| EDU 5313 Child & Adolescent Psychology | Credits: 3 |
| EDU 5325 Elementary Education Methods in Teaching Science and Social Studies | Credits: 3 |
| EDU 5901 Field Experience I (8-week placement) | Credits: .5 |
| EDU 5902 Field Experience II (8-week placement) | Credits: .5 |
| EDU 5903 Field Experience III (8-week placement) | Credits: 1 |
| EDU 5909 Student Teaching | Credits: 9 |

| Total Hours Required for Graduation | Credits: 60 Hours |
|---|---|

## Required Courses for Master of Science in Education with a Track in Teaching and Learning with Initial Teacher Certification – Middle School Grades 5-9

| I. Education Core Requirements | Credits: 12 Hours |
|---|---|
| EDU 5013 Counseling & Collaboration Techniques in a Biblical Worldview | Credits: 3 |
| EDU 5033 Classroom Manag. & Char. Development | Credits: 3 |
| EDU 5053 Assessment & Evaluation in Education | Credits: 3 |
| EDU 5063 Literacy for Diverse Learners | Credits: 3 |
| **II. Track in Teaching and Learning Requirements** | **Credits: 12 Hours** |
| EDU 5023 Psychology of Learning | Credits: 3 |
| EDU 5113 Differentiated Instruction | Credits: 3 |
| EDU 5123 Curriculum and Instruction | Credits: 3 |
| EDU 5133 School Law | Credits: 3 |
| **III. Middle School 5-9 Certification Requirements** | **Credits: 26 Hours** |
| EDU 243 Middle School Philosophy & Organization | Credits: 3 |
| EDU 5223 Reading & Writing in the Content Area | Credits: 3 |
| EDU 5303 Psych. and Ed. of the Exceptional Child | Credits: 3 |
| EDU 5313 Child & Adolescent Psychology | Credits: 3 |
| EDU 5333 Middle School & Secondary Education Methods in the Content Area Specialty | Credits: 3 |
| EDU 5901 Field Experience I | Credits: .5 |
| EDU 5902 Field Experience II | Credits: .5 |
| EDU 5903 Field Experience III | Credits: 1 |
| EDU 5909 Student Teaching | Credits: 9 |
| **Total Hours Required for Graduation** | **Credits: 50 Hours** |

## Required Courses for Master of Science in Education with a Track in Teaching and Learning with Initial Teacher Certification – Secondary Grades 9-12

| I. Education Core Requirements | Credits: 12 Hours |
|---|---|
| EDU 5013 Counseling & Collaboration Techniques in a Biblical Worldview | Credits: 3 |
| EDU 5033 Classroom Manag. & Char. Development | Credits: 3 |
| EDU 5053 Assessment & Evaluation in Education | Credits: 3 |
| EDU 5063 Literacy for Diverse Learners | Credits: 3 |
| **II. Track in Teaching and Learning Requirements** | **Credits: 12 Hours** |
| EDU 5023 Psychology of Learning | Credits: 3 |
| EDU 5113 Differentiated Instruction | Credits: 3 |
| EDU 5123 Curriculum and Instruction | Credits: 3 |
| EDU 5133 School Law | Credits: 3 |
| **III. Secondary 9-12 Certification Requirements** | **Credits: 23 Hours** |
| EDU 5223 Reading and Writing in the Content Area | Credits: 3 |
| EDU 5303 Psych. and Ed. of the Exceptional Child | Credits: 3 |
| EDU 5313 Child & Adolescent Psychology | Credits: 3 |
| EDU 5333 Middle School and Secondary Education Methods in the Content Area Specialty | Credits: 3 |
| EDU 5901 Field Experience I | Credits: .5 |
| EDU 5902 Field Experience II | Credits: .5 |
| EDU 5903 Field Experience III | Credits: 1 |
| EDU 5909 Student Teaching | Credits: 9 |
| Total Hours Required for Graduation | Credits: 47 Hours |

## Required Courses for Master of Science in Education with a Track in Teaching and Learning with Initial Teacher Certification – K-12

| I. Education Core Requirements | Credits: 12 Hours |
|---|---|
| EDU 5013 Counseling & Collaboration Techniques in a Biblical Worldview | Credits: 3 |
| EDU 5033 Classroom Manag. & Char. Development | Credits: 3 |
| EDU 5053 Assessment & Evaluation in Education | Credits: 3 |
| EDU 5063 Literacy for Diverse Learners | Credits: 3 |
| **II. Track in Teaching and Learning Requirements** | **Credits: 12 Hours** |
| EDU 5023 Psychology of Learning | Credits: 3 |
| EDU 5113 Differentiated Instruction | Credits: 3 |
| EDU 5123 Curriculum and Instruction | Credits: 3 |
| EDU 5133 School Law | Credits: 3 |
| **III. Secondary Certification Requirements** | **Credits: 26 Hours** |
| EDU 5223 Reading and Writing in the Content Area | Credits: 3 |
| EDU 5303 Psych. and Ed. of the Exceptional Child | Credits: 3 |
| EDU 5313 Child & Adolescent Psychology | Credits: 3 |
| EDU 5323 Elementary Education Methods in the Content Area | Credits: 3 |
| EDU 5333 Middle School and Secondary Education Methods in the Content Area | Credits: 3 |
| EDU 5901 Field Experience I | Credits: .5 |
| EDU 5902 Field Experience II | Credits: .5 |
| EDU 5903 Field Experience III | Credits: 1 |
| EDU 5909 Student Teaching | Credits: 9 |
| **Total Hours Required for Graduation** | **Credits: 50 Hours** |

## Required Courses for Master of Science in Education with a Track in Teaching and Learning with Initial Teacher Certification – Special Education Grades K-12

| I. Education Core Requirements | Credits: 12 Hours |
|---|---|
| EDU 5013 Counseling & Collaboration Techniques in a Biblical Worldview | Credits: 3 |
| EDU 5033 Classroom Manag. & Char. Development | Credits: 3 |
| EDU 5053 Assessment & Evaluation in Education | Credits: 3 |
| EDU 5063 Literacy for Diverse Learners | Credits: 3 |

| II. Track in Teaching and Learning Requirements | Credits: 12 Hours |
|---|---|
| EDU 5023 Psychology of Learning | Credits: 3 |
| EDU 5113 Differentiated Instruction | Credits: 3 |
| EDU 5123 Curriculum and Instruction | Credits: 3 |
| EDU 5133 School Law | Credits: 3 |

| III. Special Education K-12 Certification Requirements | Credits: 51 Hours |
|---|---|
| EDU 153 The Special Ed. Process and IEPs | Credits: 3 |
| EDU 253 Tiered Systems Supporting Inst. & Behavior | Credits: 3 |
| EDU 353 Transition Processes and Career Readiness | Credits: 3 |
| EDU 5143 Teaching Math in the Elementary School I | Credits: 4 |
| EDU 5153 Teaching Math in the Elementary School II | Credits: 3 |
| EDU 5213 Advanced Methods of Teaching Reading | Credits: 3 |
| EDU 5223 Reading & Writing in the Content Area | Credits: 3 |
| EDU 5233 Analysis & Correction of Rdg. Disabilities | Credits: 3 |
| EDU 5243 Language Acquisition & Development | Credits: 3 |
| EDU 5303 Psych. and Ed. of the Exceptional Child | Credits: 3 |
| EDU 5311 Language Arts Methods | Credits: 3 |
| EDU 5313 Child & Adolescent Psychology | Credits: 3 |
| EDU 5325 Elementary Education Methods in Teaching Science and Social Studies | Credits: 3 |
| EDU 5901 Field Experience I (8-week placement) | Credits: .5 |
| EDU 5902 Field Experience II (8-week placement) | Credits: .5 |
| EDU 5903 Field Experience III (8-week placement) | Credits: 1 |
| EDU 5909 Student Teaching | Credits: 9 |

| Total Hours Required for Graduation | Credits: 75 Hours |
|---|---|

# Course Descriptions

## ACCOUNTING

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

**ACC 303** **Principles of Financial Accounting** **3 hours**
Introduces students to fundamental accounting principles, preparation of financial statements, interpretation accounting data, and the role of financial accounting concepts in business decisions. Prerequisite: MTH 143.

**ACC 313** **Principles of Managerial Accounting** **3 hours**
Introduces managerial accounting concepts and fundamentals, emphasizing data creation for decision-making purposes. Students work with cost behavior, planning, and controlling through budgeting methods, quantitative techniques for decision-making, cost systems, and cost allocation. Prerequisite: ACC 243.

## AGRIBUSINESS

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

**AGB 243** **Introduction to Agribusiness** **3 hours**
An introductory course to familiarize students with the concept of agribusiness.

**AGB 343** **Agribusiness Management (Same as ENT-321)** **3 hours**
Management principles as they apply to agriculture, including the areas of labor relations and decision making, in both domestic and international markets.

**AGB 363** **Agribusiness Sales & Marketing (Same as MKT-343)** **3 hours**
An overview of agricultural marketing, including government regulation in both domestic and international markets at both the retail and wholesale level.

**AGB 413** **Agricultural Economics** **3 hours**
An in-depth study of the determinants of supply and demand of agricultural products with an emphasis of trends and seasonal variations of price, forecasting models, and the influence of governmental policy on price. Prerequisite: ECO 213 and ECO 223.

**AGB 443** **Governmental Policy in Agriculture** **3 hours**
An in-depth study of past and current governmental agricultural policy as it applies to producers and consumers both in domestic and international markets.

## ART

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

**ART 101** **Color and Design** **3 hours**

Explores design elements and fundamentals, including creative two-dimensional applications and applies design basics to creative three-dimensional studio projects. Lab fee.

**ART 103 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 fine art appreciation requirement.

**ART 201 Drawing** **3 hours**
Focuses on problems in still-life and landscape drawing, using a variety of black and white media. Lab fee.

**ART 202 Advanced Drawing** **3 hours**
Focuses on problems in figure drawing with a variety of media; emphasizes the use of color media. Lab fee. Prerequisite: ART 201.

**ART 211 Painting I** **3 hours**
Focuses on aqueous based media. Emphasis on basic painting technique, composition, and image transfer to canvas. Lab fee.

**ART 220 Sculpture & Ceramics 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.

**ART 240 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.

**ART 289 Graphic Design I** **3 hours**
While introducing theory, practice, and technology, course assignments will develop an understanding and put into context the principles of visual communication. This course will develop strong formal and technical skills, as well as introduce production technology. This course focuses on conceptual thinking and problem solving in relation to design development.

**ART 301 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.

**ART 310 Graphic Design II** **3 hours**
Integrates design principles and software, typography, digital illustration, digital imaging, page layout, and prepress techniques with emphasis on design process from visualization to production. Prerequisite: ART 289.

**ART 311 Career Development for the Creative Professional** **3 hours**
Introduces students to professional development opportunities and resources that will aid them in identifying and obtaining their personal career goals in the creative arts.

**ART 312** **Painting II** **3 hours**
Continuing composition painting technique with an emphasis on content. Focuses on the figure and head; emphasizes composition, technique, and expressiveness. Lab fee. Prerequisite: ART 211 or consent of instructor.

**ART 320** **Sculpture & 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 220.

**ART 350** **Art History (Same as HST 350)** **3 hours**
The study of the history and development of Western Art in its global context. Emphasis will be directed to the Greek, Roman, early Christian, Gothic, Renaissance, Neo-Classical, Romantic, and Modern movements. Attention will be given to the growth of religious art, media and styles in painting, sculpture, and architecture. Major works and historical periods will be covered in order to develop both historical knowledge and aesthetic judgment in correlation with a Biblical worldview.

**ART 389** **Graphic Design III** **3 hours**
Integrates design principles and software, typography, digital illustration, digital imaging, page layout, and prepress techniques with emphasis on design process from visualization to production. Prerequisite: ART 310.

**ART 405** **Design Methods** **3 hours**
Introduces students to the principles and process of human-centered design through a focus on research and observation outside of the studio. This approach will allow students to address the social and cultural contexts in which designers intervene.

**ART 410** **Graphic Design IV** **3 hours**
Challenge designers to look at larger questions of design and social change. Working as a team with either campus or community organizations students study the complexity of an issue. Students define the challenges and design experiences, artifacts, and/or contemporary media to innovate change, educate, or inspire. Prerequisite: ART 389.

**ART 413** **Painting III** **3 hours**
Focuses on advanced problems and research. Introduces thematic idea development with an emphasis in style development and expressive quality of work. Lab fee. Prerequisite: ART 312.

**ART 414** **Painting IV** **3 hours**
Focuses on mastery of the painting medium of the student's choice. Requires a series of paintings concerned with a specific theme and technical approach. Lab fee. Prerequisite: ART 413 or consent of instructor.

**ART 420** **Sculpture & 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 320.

**ART 445** **Sculpture & Ceramics 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 420.

**ART 481** **Senior Portfolio & Exhibit** **3 hours**
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. Also involves senior students preparing, arranging, and exhibiting their art work in an exhibition. Prerequisites: Senior standing and a major in art.

**ART 492** **Senior Internship & Studio** **3 hours**
Provides the art or graphic design major with experience in the field of either art or graphic design by applying knowledge and skills learned in course work to on the job assignments and responsibilities. Offering the advanced student also in studio arts to focus on developing advanced craft level and content in their art to prepare for a professional career in the visual arts. The final grade for the course will take into account participation, learning, thoroughness and quality of assignments, as evaluated by the instructor and field supervisor.

## BIBLE

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

**BIB 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

**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.

**BIB 132** **Land of the Bible I** **2 hours**
Presents an introduction to the geography, archaeology, and history of the land of Israel, emphasizing the importance of its connections to the biblical narrative. This course is designed in conjunction with the Passages pre-trip requirements for the Israel study tour.

**BIB 133** **Land of the Bible II** **1 hour**
This course is a follow-up to the Passages Israel trip that emphasizes and reinforces the student's experiences through assignments that address both the biblical and modern significance of the land of Israel. It is designed in conjunction with the Passages post-trip requirements for the Israel study tour. Prerequisite: BIB 132 or consent of instructor.

**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.

**BIB 153** **Biblical Worldview** **3 hours**
To provide a fundamental knowledge of a biblical worldview from an Evangelical Christian perspective and develop the skills to assess competing worldviews in their cultural context.

**BIB 314** **The Torah and the History of Israel** **3 hours**
Presents a historical and exegetical study of the Torah and the Historical books of the Old Testament with emphasis upon their historical background, proper interpretation, and relevant application. Prerequisite or Corequisite: BIB 143 or consent of instructor.

**BIB 333** **The Gospels and Acts** **3 hours**
Presents a historical and exegetical study of the Gospels and the book of Acts of the New Testament with emphasis upon their historical background, proper interpretation, and relevant application. Prerequisite or Corequisite: BIB 143 or consent of instructor.

**BIB 414** **Poetry and the Prophets** **3 hours**
Presents a historical and exegetical study of the Poetry and Prophecy books of the Old Testament with emphasis upon their historical background, proper interpretation, and relevant application. Prerequisite or Corequisite: BIB 143 or consent of instructor.

**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 or Corequisite: BIB 143 or consent of instructor.

**BIB 424** **Pauline and Non-Johannine Epistles** **3 hours**
Presents a historical and exegetical study of the Pauline and non-Johannine Epistles of the New Testament with emphasis upon their historical background, proper interpretation, and relevant application. Prerequisite or Corequisite: BIB 143 or consent of instructor.

## BIOLOGY

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

**BIO 105** **Introduction to Biology** **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 credit hours of lecture and two hours laboratory

time each week of a 15-week semester (or its equivalent). Lab fee.

**BIO 134 Fundamentals of Environmental Science** **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 credit hours of lecture and two hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee.

**BIO 143 Contemporary Environmental Science** **3 hours**
Interdisciplinary study of both natural (biology, chemistry, geology) and social (economics, politics, ethics) sciences as they apply to the environment. Focus on current global concerns and solutions.

**BIO 223 Microbiology for Health Sciences** **3 hours**
Introduces the study of microorganisms; deals with the morphology, physiology, and culturing of microbes, as well as their relation to soil, water, and milk supplies, food preservation, and disease. Two credit hours of lecture and two hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee.

**BIO 234 General Biology I** **4 hours**
This course will introduce fundamental concepts in biology from an organismal and cellular perspective. It will cover the biochemistry, genetics, and cellular function of plant and animal organisms. Three credit hours of lecture and two hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee.

**BIO 244 General Biology II** **4 hours**
A continuation of BIO 234. Examines fundamental biological principles and the classification, morphology, physiology, habits, life histories, and interactions of plant and animal organisms. Three credit hours of lecture and two hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee. Prerequisite: BIO 234 or consent of instructor.

**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. Three credit hours of lecture and two hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee.

**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. Three credit hours of lecture and two hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee.

**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. Three credit hours of lecture and two hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee. Prerequisite:

BIO 105 or 234 or consent of instructor.

**BIO 324** **Human Anatomy and Physiology II** **4 hours**
A continuation of BIO 314. Three credit hours of lecture and two hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee. Prerequisite: BIO 314 or consent of instructor.

**BIO 333** **General Ecology** **3 hours**
Examines relationships and interactions between organisms and their physical and biotic environments. Prerequisites: BIO 234 and 244 or consent of instructor.

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

**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 credit hours of lecture and two hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee. Prerequisites: BIO 105 or 234; CHM 135; MTH 143.

**BIO 372** **Biology Field Practicum** **1-3 hours**
Provides for supervised experience under the authority and direction of an approved organization to acquire practical knowledge in the field. Prerequisites: BIO 134, 234, and 244.

**BIO 423** **Principles of Cell Biology** **3 hours**
Examines the structure, organization, and function of cells as the basic unit of a living organism. Prerequisites: BIO 234; CHM 135.

**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, or BIO 234 and 244, or consent of instructor.

**BIO 440** **Pathophysiology (same as NUR 440)** **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. Prerequisite: BIO 324.

**BIO 472** **Biology Internship** **2-4 hours**
Provides additional experience under the supervision of a local agency. The student will take an active role in a significant project within the organization. Prerequisite: BIO 372.

**BIO 492** **Special Problems/Research** **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: BIO 372 and consent of instructor.

## BUSINESS INFORMATION SYSTEMS

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

**BIS 111** **Introduction: Word Processing Software** **1 hour**
Students must have access to software used in course: Microsoft Word. Covers basic text entry, editing, revising, and refining, using word processing features. Emphasis on outlines, reports, and tables. Typically offered every semester. Online textbook with fee required.

**BIS 112** **Intermediate: Word Processing Software** **1 hour**
Students must have access to software used in course: Microsoft Word. Continues study of topics introduced in BIS 111; emphasizes creating and formatting newsletters and complex tables and merging documents. Prerequisite: BIS 111 or consent of instructor. Typically offered every semester. Online textbook with fee required.

**BIS 121** **Introduction: Presentation Software** **1 hour**
Students must have access to software used in course: Microsoft PowerPoint. Concentrates on creating effective graphic presentations, using computer presentation software. Emphasizes creating, editing, enhancing, and refining presentations. Typically offered every semester. Online textbook with fee required.

**BIS 131** **Spreadsheet Software** **2 hour**
Students must have access to software used in course: Microsoft Excel. Provides students with an introduction to electronic spreadsheets. Focuses on set-up, labels, values, formulas, and cell referencing, spreadsheet enhancements, format and edit commands, building templates, and using functions Also includes copying, moving, erasing, saving, loading, and editing. Online textbook with fee required.

**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.

## BIBLICAL LANGUAGES

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

**BLN 213** **Elementary Greek I** **3 hours**
Introduces students to the basic elements of New Testament Greek, stressing vocabulary, conjugation, declension, composition, and translation.

**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.

**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.

**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.

## BUSINESS

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

**BUS 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 higher in MTH 143.

**BUS 305** **Christian Professional Ethics (same as THE 313 and PHL 313)** **3 hours**
This interdisciplinary course will examine the foundations of Christian Ethics; contexts of contemporary ethical choices; methods of moral decision-making; the relationship of biblically informed norms, values and virtues to culture and society. Particular emphasis will be given to ethical decision making within Business Administration.

**BUS 313** **Organizational Communication (same as BMN 333 and CAS 313)** **3 hours**
Focuses on the role of communication in creating a productive organizational environment. Presents principles of communication by focusing on intrapersonal effectiveness, interpersonal skills, and presentation skills with emphasis on written, oral, and employment communication. Prerequisite: CAS 101.

**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.

**BUS 413** **Business Internship** **1-3 hours**
Provides opportunities for supervised experiences in business. Can be repeated for a total of three credit-hours. Prerequisite: 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. Prerequisite: Senior standing.

## MEDIA COMMUNICATION

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

**CAM 102** **Writing for Media & Public Relations** **3 hours**
Provides instruction in journalistic writing skills for print, electronic media, and public relations. Emphasizes newsgathering, interviewing, feature writing, and editing. Work is subject to classroom analysis and criticism.

**CAM 103** **Introduction to Public Relations & Media** **3 hours**
Helps students learn ways in which the public relations industry and the media are linked. Topics include the history of public relations, advertising, newspapers, radio, television, and the web. Covers communication tactics and best practices for media relations, community relations, consumer relations, and social media.

**CAM 171** **News Beat** **1 hour**
**CAM 271**
**CAM 371**
**CAM 471**
Provides students with opportunities to create and produce content suitable for a magazine-style television show. Students in the course will work in teams to plan, shoot, write, and edit a cohesive and professional- looking show (15-30 minutes) with news segments featuring stories about the Hannibal community. The 400-level may be taken for repeat credit. Activity course. Prerequisite: Previous level of course or consent of instructor.

**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.

**CAM 310** **Audio & Video Production** **3 hours**
Provides advanced training in writing, directing, shooting, recording, and editing audio and video projects. Includes a survey of broadcast licensing, allocation of electromagnetic spectrum, scriptwriting, audio production, television industry news and programming production. Culminates in long-form individual and team production of commercial and promotional projects, long-form videos, and original group video production. Prerequisite: CAM 243, or consent of instructor.

**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. Prerequisites: ENG 104 and ENG 106 or consent of instructor.

**CAM 333** **Media Relations & 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.

**CAM 381 Communication/Public Relations Supervised Internship** **1 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 or public relations; CAM 103; CAS 101; and consent of instructor.

**CAM 401 Senior Capstone Project** **1 hour**
Requires majors to plan, prepare, organize, produce, and present a creative or written portfolio-style project demonstrating proficiency, thorough knowledge, and performance skills in their chosen track. Topics may vary by track and area of interest, but must be approved in advance by the Communication Studies Department. Prerequisite: Senior standing.

**CAM 433 Media Law** **3 hours**
Explores legal issues related to historical and contemporary media outlets, including self-governing rules of conduct for the communications industry. Covers issues involved in copyright, libel/slander, decency, and freedom of press and speech, among other areas. Provides training in management practices. Prerequisite: CAM 103.

**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.

**CAM 473 Public Relations: Case Studies & 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.

**CAM 481 Advanced Video Production** **1-2 hours**
Provides video production experience with both on and off campus projects. Lab fee. Prerequisites: CAM 373, media communication or public relations major, and consent of instructor.

## COMMUNICATION STUDIES

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

**CAS 101 Introduction to Public Speaking** **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.

**CAS 313 Organizational Communication (same as BUS 313)** **3 hours**
Focuses on the role of communication in creating a productive organizational environment. Presents principles of

communication by focusing on intrapersonal effectiveness, interpersonal skills, and presentation skills with emphasis on written, oral, and employment communication. Prerequisite: CAS 101.

**CAS 323 Advanced Public Speaking and Debate** **3 hours**
Addresses several types of public speaking situations. The course includes the practice of personal narrative speaking, informative speaking, persuasive speaking, and Monroe's motivational speaking. Course also addresses persuasive speaking by using a refutation style of argumentation for a final argument/debate style speech. Prerequisite: CAS 101.

## CHRISTIAN EDUCATION

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

**CED 123 Discipleship & Spiritual Formation** **3 hours**
Provides an introduction to Christian discipleship with a view towards the development of morality and faith in adults for the purpose of spiritual growth and formation. The course focuses specifically on the nature and practical application of traditional spiritual disciplines.

**CED 313 Church Administration & 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 123 and CMS 103 or consent of instructor.

**CED 383 Teaching the Bible** **3 hours**
Prepares students to teach the Bible effectively. Attention is given to appropriate preparation in keeping with Bible study principles and learner needs. Cognitive, affective, and behavioral taxonomies are addressed, along with the writing of goals and objectives related to learning levels and Bible passages. Students develop a lesson plan and practice teach based upon the principles learned in this course. Prerequisites: CED 123 and BIB 143.

## CHEMISTRY

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

**CHM 113 Chemistry in Everyday Life** **3 hours**
Examines chemical topics that affect everyday life. Topics may include electronics such as a cell phone, the air we breathe, the water we drink, the food we eat, medicines we take, the clothes we wear, or other topics the class may be interested in or that may show up as important stories in the news. Prerequisite: Grade of C- or higher in MTH 123, or placement into MTH 127 or higher, or consent of instructor.

**CHM 135 College Chemistry I** **4 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. Four credit hours of lecture and three hours laboratory time each week of a 15-week semester (or its equivalent). A one-hour workshop period each week may be required by the instructor. Lab fee. Prerequisite: High school chemistry, CHM 104, or CHM 113, or consent of instructor; prerequisite or corequisite: MTH 143.

**CHM 145 College Chemistry II** **4 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. Four credit hours of lecture and three hours laboratory time each week of a 15-week semester (or its equivalent). A one-hour workshop period each week may be required by the instructor. Lab fee. Prerequisite: CHM 135. Credit, 5 semester hours; 4 semester hours for lecture portion only.

**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 credit hours of lecture and three hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee. Prerequisite: At least a C- in CHM 135 or CHM 145.

**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 credit hours of lecture and three hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee. Prerequisite: CHM 335.

**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.

## COMMUNICATION DISORDERS

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

**CMD 203 Introduction to Communication Disorders** **3 hours**
Surveys normal speech, language, and hearing development and the review of disorders of speech, language throughout human development. Introduction of theories of etiology for components of language and strategies for traditional intervention.

**CMD 211 Clinical Methods I** **1 hour**

Requires observation of speech-language pathologists in varied settings. Provides 25 clock hours of direct and indirect client/patient/student services in field of study. Introduces and applies SLP-A scope of practice, ethics, and universal precautions while following FERPA and HIPPA guidelines.

**CMD 253 Speech & Language Disorders** **3 hours**
Examines the nature, assessment, and treatment of language and speech disorders. Surveys developmental, acquired, and cognitive-linguistics speech disorders in children and adults. Includes language disorders as a primary disability and as secondary to other disabilities. Covers current state and federal legislation as related to delivery modes.

**CMD 311 Clinical Methods II** **2 hours**
Provides intensive, clinical, and administrative experience in speech and language. Focuses on observation, creating lessons, implementing plans, and utilizing equipment and technology. Provides 40 clock hours of direct client/patient/student services. Applies SLP-A scope of practice, ethics, and universal precautions while following FERPA and HIPPA guidelines.

**CMD 313 Anatomy & Physiology of Speech & Hearing** **3 hours**
Studies the anatomical and functional aspects of the speech and hearing mechanism. Examines the nature of sound and its measurement. Provides instruction in the anatomy and physiology of the auditory and vestibular systems.

**CMD 323 Language Acquisition & Development for Speech Professionals** **3 hours**
Focuses on development across lifespan with an emphasis on the various factors involved in children's acquisition and development of oral language for the Speech professional's understanding of language development of children with normal or abnormal development. Deals with language and subsequent literacy issues experienced by children who are at-risk or have disabilities. Covers specific strategies to understand speech, increase vocabulary in spoken language, and to use augmentative systems.

**CMD 333 Professional Issues in Communication Disorders** **3 hours**
Focuses on organizational structures, administrative practices, and ethical and legal statutes for professional practice in people with communication disorders. Explores historical and current issues in the field. Focuses on scope of practice, FERPA training, and HIPPA training, ethics, and universal precautions as a professional in speech and language.

**CMD 411 Clinical Methods III** **2 hours**
Provides intensive, clinical, and administrative experience in speech and language. Focuses on observation, creating lessons, implementing plans, and utilizing equipment and technology. Provides 40 clock hours of direct client/patient/student services. Applies SLP-A scope of practice, ethics, and universal precautions while following FERPA and HIPPA guidelines.

**CMD 413 Phonetics** **3 hours**
Provides foundational knowledge related to linguistic principles in American English. Emphasizes teaching and transcribing

manipulation of phonemes in spoken syllables and words through phonemic awareness and systematic and explicit phonics instruction and assessment.

## CHRISTIAN MINISTRY

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

**CMS 303** **Introduction to Evangelism & Missions** **3 hours**
Provides a general introduction to Christian evangelism and missions that includes a study of the theology, New Testament practice, history, and contemporary engagement of both. Prerequisite: CMS 103 or consent of instructor.

**CMS 383** **Introduction to Preaching** **3 hours**
Explores the Biblical and historical roots of Christian preaching, the relevance and status of preaching in contemporary society, and the construction and delivery of sermons utilizing the expository approach. Prerequisites: BIB 143 plus three hours of BIB, or consent of instructor.

**CMS 423** **Christian Counseling** **3 hours**
Presents principles and techniques of counseling, gives attention to specific counseling situations often encountered in Christian Ministry. Prerequisite: PSY 113.

**CMS 451** **Supervised Prison Ministry Foundations** **2 hours**
Prepares students for the prison internship experience. Includes an overview and examination of the history and philosophy of theological field education in the prison system. Students will be assigned to an approved supervisor for observation and shadowing; together they will formulate objectives and goals for the fieldwork experience in CMS 461.

**CMS 453** **Internship Capstone**
Provides opportunities for supervised experience in an approved ministry setting. Prerequisite: Consent of instructor.

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

## CRIMINAL JUSTICE

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

**CRJ 113** **The United States 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.

**CRJ 305** **Christian Professional Ethics (same as THE 313 and PHL 313)** **3 hours**
This interdisciplinary course will examine the foundations of Christian Ethics; contexts of contemporary ethical choices; methods of moral decision-making; the relationship of biblically informed norms, values and virtues to culture and society. Particular emphasis will be given to ethical decision making within Criminal Justice.

**CRJ 323** **Juvenile Delinquency** **3 hours**
Investigates the nature and extent of delinquency; competing models and theories; and evaluation of prevention, control, treatment, and research programs.

**CRJ 333** **Criminal Courts, Probation & Parole** **3 hours**
Investigates procedures of state and federal courts in the administration of community corrections. Includes an assessment of the development, administration and organization of probation and parole in the United States. Other types of community-based alternatives to incarceration will be considered and discussed. Introduces evaluation of the effectiveness of existing programs, issues in the supervision of clients, maintaining relations with the public and other criminal justice agencies.

**CRJ 336** **Policing in America** **3 hours**
Explores the history and evolution of police organization and practice in the United States.

**CRJ 346** **Corrections** **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 356** **Crisis Intervention** **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.

**CRJ 376** **Principles of 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.

**CRJ 416** **Criminal and Constitutional Law (same as PLS 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.

**CRJ 389/489** **Criminal Justice Internship** **3 hours**
Provides supervised field experience through placement in area agencies and institutions connected with law enforcement, courts, and/or corrections. Prerequisites: 15 hours of coursework in criminal justice.

## COMPUTER SCIENCES

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

**CSC 103** **Survey of Computer Science** **3 hours**
Introduces the broad computer sciences industry including digital systems, computer architecture, networks, operating systems, database systems, web, computer languages, simulation, cybersecurity, algorithms, artificial intelligence, and software development.

**CSC 203** **Programming Logic & Design** **3 hours**
Introduces basic concepts in programming including basic data structures, data types, selection, iteration, methods, arrays, strings, files, and graphical user interfaces.

**CSC 253** **Networking** **3 hours**
Introduces data networking and security. Topics include: Analog and digital signals, network topologies, network protocols (TCP/IP), network operating systems, network hardware, frame types, the OSI model, LANs, WANs, the Internet, Ethernet, network and host-based intrusion detection, firewalls, secure web filtering, security vulnerabilities, public key infrastructures (PKI), and virtual private networks. Cisco Academy based course.

**CSC 273** **Database Systems** **3 hours**
Introduces the fundamental concepts necessary for designing, using, and implementing database systems. Topics include: entity-relationship models, relational data model, SQL, NoSQL design and emerging database technologies. Preferred Controlled Elective: BIS 141

**CSC 283** **Foundations of Computer Systems** **3 hours**
Details hardware configuration and organization of computing systems; functional components, bus input/output, memory systems, operating system support including process, storage, input/output management, instruction set design, comparison of RISC and CISC systems, and instruction pipelining. Emphasizes hands-on assembly and troubleshooting of computer systems, aligning with industry hardware and security standards.

**CSC 303** **Program Design** **3 hours**
Examines systems design, concepts, and techniques for the development of computer programs including topics such as class design, information hiding, inheritance, polymorphism and templates. Implements basic algorithms and data structures, and current security standards.

**CSC 305** **Christian Professional Ethics (same as THE 313 and PHL 313)** **3 hours**
This interdisciplinary course will examine the foundations of Christian Ethics; contexts of contemporary ethical choices; methods of moral decision-making; the relationship of biblically informed norms, values and virtues to culture and society. Particular emphasis will be given to ethical decision making within Computer Sciences.

**CSC 353** **Operating Systems** **3 hours**
Presents theories and components of operating systems, how to perform critical tasks including managing software, users and configurations and their practical implementations. Emphasis is given to Linux and virtualization.

**CSC 356** **Network Security** **3 hours**
Introduces network attacks and vulnerabilities as well as current defenses. Topics covered include cryptography, confidentiality and authentication protocols, botnets, firewalls, intrusion detection systems, communication privacy anonymity, web filtering, security vulnerability, public key infrastructure (PKI) and virtual private networks. Lab fee.

**CSC 376** **Principles of Security and Forensics (same as CRJ 376)** **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.

**CSC 433** **Cybersecurity** **3 hours**
Covers basic security terminology and concepts. This course introduces students to cryptography, security management, wireless networking, and organizational policy. Topics include an overview of information security frameworks; network infrastructure security; security and cryptography; information security policy; and defense in depth.

**CSC 479** **Ethical Hacking** **3 hours**
Investigates a multitude of topics needed to become an ethical hacker, security professional, or well-informed technology staff. This course will concentrate on real-world application of hacking techniques, ethical and spiritual motivations of malicious hackers, and defensive concerns for protecting systems. Provides a solid foundation for ethical hacking certifications and penetration testing with Metasploit.

**CSC 489** **Senior Seminar** **3 hours**
Serves as a capstone course that focuses on relevant current topics and provides further study of technology management.

## EARLY CHILDHOOD EDUCATION

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

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

**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.

**ECE 253** **Health, Nutrition, and Safety** **3 hours**
Examines young children's needs in the areas of health, nutrition, and safety. Includes information about programs and strategies used to meet those needs in early childhood settings.

**ECE 321** **PreK/Kindergarten Practicum** **1 hour**
Provides candidates with practical experience (40 clock hours) in working in prekindergarten/kindergarten under qualified supervision. Professional fee. Prerequisite: Admission to the Teacher Education Program.

**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: EDU 203 and admission to the Teacher Education Program.

## ECONOMICS

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

**ECO 213** **Macroeconomics** **3 hours**
Introduces students to macroeconomics; emphasizes national income accounting, national income determination, and money and banking economic growth.

**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.

## EDUCATION

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

**EDU 100** **Field Experience I** **0.5 hour**
Provides field experience (20 clock hours) for candidates desiring elementary, secondary, or K-12 certification. All candidates must pay for a current fingerprint and background check completed by an approved entity. Results must be on file in the Education Department Office before observation hours can begin. Professional fee. Corequisite: EDU 223.

**EDU 153** **The Special Education Process and Individualized Education Plans** **3 hours**
Studies the field of special education including historical developments, eligibility processes, and state/federal regulatory compliance. In addition, Individualized Education Plans (IEPs) writing strategies will be emphasized.

**EDU 200** **Field Experience II** **0.5 hour**

Provides field experience (20 clock hours) for candidates desiring elementary, secondary, or K-12 certification. All candidates must pay for a current fingerprint and background check completed by an approved entity. Results must be on file in the Education Department Office before observation hours can begin. Professional fee. Prerequisite: EDU 100. Corequisite: EDU 203.

**EDU 203 Curriculum and Instruction** **3 hours**
Surveys the historical and philosophical foundations of education. Includes an exploration of the teaching process, state and national standards, utilization of technology, development of learning objectives, and alignment of lesson plans and assessments. Studies current education issues and trends, including differentiated learning, to help pre-service educators design effective strategies for working with all students. Corequisite: EDU 100/200 or ECE 201 or consent of instructor.

**EDU 213 Literacy for Diverse Learners** **3 hours**
Surveys areas of diversity including cultural, ethnic, socio-economic status, and intellectual levels. Focuses on instructional literacy strategies that meet the academic and functional needs of diverse learners including struggling readers and English-language learners. Gives teacher candidates the skills to use literacy-based instruction in classrooms with a broad range of student abilities. Includes strategies for teaching students with reading deficits, and introduces theories of first- and second-language acquisition.

**EDU 223 Psychology of Learning (same as PSY 223)** **3 hours**
Focuses on the learning process and related ideas, such as development, student diversity, cognition, critical thinking, problem solving, effective learning environments, and motivation. Emphasis is placed on teaching and learning theories. Corequisite: EDU 100/200 or ECE 201 or consent of instructor, Field Experience I or consent of instructor.

**EDU 243 Middle School Philosophy & Organization** **3 hours**
Focuses on the rationale for the educational philosophy associated with mid-level schools supporting students in grades 5-9. The course examines basic principles and organizational structures which support the developmental needs of emerging adolescents. Teacher candidates explore interdisciplinary teaming, flexible scheduling, exploratory and advisory programs, and other aspects of the middle school experience.

**EDU 253 Tiered Systems for Supporting Instruction & Behavior** **3 hours**
Focuses on multi-tier systems for supporting instruction & behavior. Teacher candidates will develop skills to assess, design, and implement extensive, individualized, instructional and behavioral supports.

**EDU 273 Psychology and Education of the Exceptional Child (same as PSY 273)** **3 hours**
Studies the physical, social, mental, and emotional characteristics of the exceptional child, from birth through high school. Includes an overview of identification measures, instructional and assistive technology, differentiated instructional strategies, Universal

Design for Learning, and legal and ethical considerations. Requires classroom observation hours.

**EDU 300 Field Experience III** **0.5 hour**
Provides field experience (20 clock hours) for candidates desiring K-12 certification in art, music, or physical education. Must be taken concurrently with elementary content area methods course. All candidates must pay for a current fingerprint and background check completed by an approved entity. Results must be on file in the Education Department Office before observation hours can begin. Professional fee. Prerequisites: EDU 200 and admission to the Teacher Education Program.

**EDU 301 Content Area Field Experience** **1 hour**
Provides field experience (45 clock hours) for candidates desiring content area certification in middle or high school settings. Corequisite: SED 423. All candidates must pay for a current fingerprint and background check completed by an approved entity. Results must be on file in the Education Department Office before observation hours can begin. Professional fee. Prerequisite: Admission to the Teacher Education Program.

**EDU 353 Transition Processes and Career Readiness** **3 hours**
Explores content and skills needed for special educators to facilitate effective transitions from school to adult life. Specifically addresses post-secondary education, employment options, independent living, and community participation opportunities. Prerequisite: Admission to the Teacher Education Program.

**EDU 383 Assessment and Evaluation in Education** **3 hours**
Provides knowledge of methods of assessing student achievement and performance for candidates desiring early childhood, elementary, secondary, or K-12 certification. Emphasis is placed on formative and summative assessments, as well as the use of informal to standardized assessments to engage in data-based decision making. Statistical terms and methods are also studied. Prerequisite: Admission to the Teacher Education Program.

**EDU 400 Field Experience IV** **0.5 hour**
Provides field experience (20 clock hours) for candidates desiring K-12 certification in art, music, or physical education. Must be taken concurrently with secondary content area methods course. All candidates must pay for a current fingerprint and background check completed by an approved entity. Results must be on file in the Education Department Office before observation hours can begin. Professional fee. Prerequisites: EDU 200 and admission to the Teacher Education Program.

**EDU 401 Student Teaching Portfolio I** **1 hour**
Provides teachers of record, paraprofessionals, or teaching assistants with opportunities to petition for Credit for Prior Learning through a demonstration of competency in needed field placement courses.

**EDU 402 Student Teaching Portfolio II** **1hour**
Provides teachers of record, paraprofessionals, or teaching assistants with opportunities to petition for Credit for Prior

Learning through a demonstration of competency in needed field placement courses.

**EDU 403** **Classroom Management with Character Development** **3 hours**
Focuses on behavior management theories and techniques that enhance student engagement and involvement in academic work as an essential component of preventive classroom management. Emphasis is placed on student character development and discipline concepts for effectively managing student behaviors through supportive and corrective strategies in the Pre-K through 12 classroom settings.

**EDU 404** **Student Teaching Portfolio III** **1 hour**
Provides teachers of record, paraprofessionals, or teaching assistants with opportunities to petition for Credit for Prior Learning through a demonstration of competency in needed field placement courses.

**EDU 479** **Student Teaching** **12 hours**
Provides student teaching under supervision for one semester. Candidates are placed in an appropriate grade-level and subject-area classroom according to their certification track. Sessions on educational topics are required throughout the semester. See TEP Website for enrollment deadlines. All candidates must pay for a current fingerprint and background check completed by an approved entity. Results must be on file in the Education Department Office before student teaching hours can begin. Professional fee. Prerequisites: Admission to the Teacher Education Program, completion of all coursework, and consent of instructor.

## ELEMENTARY EDUCATION

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

**EED 322** **Language Acquisition and Development** **3 hours**
Focuses on the various factors involved in children's acquisition and development of oral and written language including developing pre-service teachers' understanding of language development of children who are at-risk or have disabilities.

**EED 233** **Utilizing Community Resources** **3 hours**
Examines community resources available to educators who work in early childhood and elementary educational settings. Candidates learn to develop, monitor, and utilize Professional Learning Networks (PLNs) locally and through the use of the Internet.

**EED 253** **Literature for Children** **3 hours**
Studies various genres of literature for children. The selection, evaluation, and use of literature with children is also explained.

**EED 263** **Collaboration with Families** **3 hours**
Examines teachers' collaboration with families of birth through sixth grade students. Pre-service teachers will develop skills in

educating, communicating with, and involving parents. Techniques for extending learning at home will also be included.

**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 203 and admission to the Teacher Education Program.

**EED 311 Teaching Language Arts in Elementary School** **3 hours**
Focuses on formulating teaching plans, applying varied methods of instruction, and evaluating student learning for early childhood and elementary school children in light of current language arts research. Includes classroom experiences with children. Prerequisites: EDU 203 and admission to the Teacher Education Program.

**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. Prerequisites: EDU 203 and admission to the Teacher Education Program.

**EED 321 Mathematics Practicum** **1 hour**
Provides experience with teaching and assessment of mathematics (30 clock hours) in an early childhood, elementary classroom, or middle school classroom supported by on-site collaboration with school and University personnel. All candidates must pay for a current fingerprint and background check completed by an approved entity. Results must be on file in the Education Department Office before observation hours can begin. Professional Fee. Prerequisite: Admission to the Teacher Education Program. Corequisite: EED 346.

**EED 323 Teaching Art in the Elementary School (same as ART 301)** **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. BSE SED Art majors take this course concurrently with one semester of Field Experience. Prerequisites: EDU 203 and admission to the Teacher Education Program.

**EED 331 Integrating Health & Physical Education in Elementary Classrooms** **1 hour**
Examines the methodology for the integration of health and physical education into the early childhood and elementary school curricula. Age- and grade-appropriate health and physical education methods, materials, activities, and assessment will be introduced through practical applications, which are based on current research. Prerequisite: EDU 203 and admission to the Teacher Education Program.

**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. Prerequisites: EDU 203 and admission to the Teacher Education Program.

**EED 341 Integrating Art in Elementary Classrooms** **1 hour**
Examines the methodology for the integration of art into the early childhood and elementary school curricula. Age- and grade appropriate art methods, materials, activities, and assessment will be introduced through practical applications, which are based on current research. Prerequisite: EDU 203 and admission to the Teacher Education Program.

**EED 343 Teaching Mathematics in Elementary School I** **4 hours**
Develops pre-service early childhood and elementary teachers' understanding of the content, processes, pedagogy, and differentiated instruction needed for teaching mathematics to culturally diverse students. Focuses on theories of cognitive development as applied to mathematics and best practices in the process of problem solving, number sense and algebra, geometry, measurement, data, and technology as applied to mathematics. Math concept proficiency will be included in this course. Prerequisites: EDU 203 and admission to the Teacher Education Program.

**EED 346 Teaching Mathematics in Elementary School II** **3 hours**
Develops pre-service early childhood and elementary teachers' understanding of the content, processes, pedagogy, and differentiated instruction, needed for teaching mathematics to culturally diverse students. This course also includes interventions for students with mathematics deficits. Emphasizes the need for, and the framework of, a balanced math program using a math workshop approach. Prerequisites: EED 343 and admission to the Teacher Education Program. Corequisite: EED 321.

**EED 351 Integrating Music in Elementary Classrooms** **1 hour**
Examines the methodology for the integration of music into the early childhood and elementary school curricula. Age- and grade appropriate music methods, materials, activities, and assessment will be introduced through practical applications, which are based on current research. Prerequisite: EDU 203 and admission to the Teacher Education Program.

**EED 353 Teaching Health & Physical Education in Elementary Grades (same as EXS 363)** **3 hours**
Focuses on preparing the pre-service teacher to gain a practical understanding of the purposes, content, methods, and issues related to physical education and activity instruction in Grades K-8. Class members will gain an understanding of the needs of differing students, responding appropriately and with sensitivity to each student's developmental level, learning style, and special student needs while integrating activity into core curriculum. BSE SED Physical Education majors take this course concurrently with one semester of Field Experience. Prerequisites: EDU 203 and admission to the Teacher Education Program.

**EED 373 Music for Elementary Grades (same as MUS 383)** **3 hours**

Studies the techniques and materials used in teaching music in early childhood and elementary grades. BSE SED Music majors take this course concurrently with one semester of Field Experience. Prerequisites: EDU 203 and admission to the Teacher Education Program.

**EED 423** **Reading Diagnosis & 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. Prerequisites: EED 333 and admission to the Teacher Education Program. Corequisite: EED 453.

**EED 453** **Literacy Practicum** **3 hours**
Provides in-depth instructional experience with teaching and assessment of literacy (a minimum of 28 clock hours) in a primary or intermediate classroom setting supported by on-site faculty and/or classroom teacher guidance and supervision. Professional fee. Prerequisites: EED 333 and admission to the Teacher Education Program. Corequisite: EED 423.

## ENGLISH

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

**ENG 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 on the ACT, 510 or higher on the SAT, or a score of 80% on the English placement exam. Students not meeting this prerequisite must pass ENG 100 or ESL 014 with a grade of C- or higher.

**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 higher in ENG 104.

**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. Meets Advanced Writing Course Requirement. Prerequisites: ENG 104 and 106 or consent of instructor.

**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. Meets Advanced Writing Course Requirement. Prerequisites: ENG 104 and 106 or equivalent composition coursework.

**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. Meets Advanced English Language Course Requirement.

**ENG 423** **History of the English Language** **3 hours**
Studies the development of the English language from its beginning to the present. Meets Advanced English Language Course Requirement.

**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. Prerequisite: Senior standing.

## ENTREPRENEURSHIP

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

**ENT 301** **Entrepreneurship** **3 hours**
A practical study in applying the basic business concepts for an entrepreneurial start-up. Students learn to develop business ideas from initial concepts to opening the doors, creating the value proposition, defining the opportunity, analyzing the feasibility, developing a basic financial platform and building a go-to-market strategy. This course builds on foundational concepts in marketing, finance, management, and sound Biblical principles, applying them specifically to an entrepreneurial startup. Prerequisites: MAN 243 and MKT 313.

**ENT 321** **Small Business Management** **3 hours**
Covers the skills fundamental to navigating small and retail business management. Identifying entrepreneurial opportunities for small and retail businesses will be integrated with the tools needed to make important financial, legal, marketing, operational and management decisions. This course weaves experiential exercises and case study analysis into the review of eh fundamental knowledge of small and retail business management. Prerequisites: MAN 243 and MKT 313.

## ENGLISH AS A SECOND LANGUAGE

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

**ESL 011** **English Conversation** **3 hours**
Provides practice in conversation skills including speaking, listening, classroom etiquette, pronunciation, vocabulary, and American figures of speech.

**ESL 012** **Reading and Writing** **3 hours**

Focuses on development of reading skills and comprehension, basic writing skills, and study skills.

**ESL 013** **American Culture** **3 hours**
Introduces international students to the history and culture of the United States of America while building an understanding and respect for other cultures of the world. An exam, based on the American citizenship program, will conclude these studies.

**ESL 014** **English Grammar** **3 hours**
An introduction to writing, speaking, and understanding proper English. Focus on basic sentence structure and relevant writing for college and life. Attention will also be given to spelling, diction, vocabulary and figures of speech. Students who earn credit for ESL 014 cannot also earn credit for ENG 100.

## EXERCISE SCIENCE

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

**EXS 113** **Foundations of Physical Education and Exercise Science** **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.

**EXS 310** **Psychology and Sociology of Sport & Exercise** **3 hour**
Considers current topics and issues pertinent to the psychological and sociological perspectives of sport, exercise, and physical education in American society. Addresses the cognitive, affective, and psychomotor educational domains.

**EXS 344** **Exercise Physiology** **4 hours**
Studies the physiological responses of the various body systems as they react to the stresses of physical activity. Emphasis is placed on the practical application of theoretical findings from the research literature. Prerequisite: BIO 254 or BIO 314 or consent of instructor. Lab fee.

**EXS 354** **Care & Prevention of Athletic Injuries** **4 hours**
Focuses on methods of prevention, recognition, and immediate care of athletic injuries. Addresses information concerning supervision of athletes and the administration of athletic health care facilities. Provides opportunities to perform basic wrapping and strapping techniques for common injuries.

**EXS 363** **Teaching Health & Physical Education in the Elementary Grades (same as EED 353)** **3 hours**
Focuses on preparing the pre-service teacher to gain a practical understanding of the purposes, content, methods, and issues related to physical education and activity instruction in Grades K-8. Class members will gain an understanding of the needs of differing students, responding appropriately and with sensitivity to each student's developmental level, learning style, and special student needs while integrating activity into core curriculum.

**EXS 383** **Internship 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: Junior or senior status or consent of instructor.

**EXS 403** **Adapted Physical Education and Exercise** **3 hours**
Provides an in-depth study of methods and program modifications to meet the needs of exceptional learners in physical education.

**EXS 413** **Tests & Measurements in Exercise** **3 hours**
Focuses on the selection, construction, administration, and evaluation of measurement instruments used in physical education and related courses.

## FINANCE

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

**FIN 101** **Personal Finance** **3 hours**
Covers the fundamental principles for making financial decisions from the perspective of the individual and household. Emphasis is placed on analysis and evaluation of personal and family money management strategies through the lens of a Christian and Bible-focused worldview, introducing such topics as personal money management and budgeting, risk planning, investments, tax planning, and retirement planning.

**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 313.

## GEOGRAPHY

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

**GEO 103** **World Geography** **3 hours**
Studies the major components of the discipline of geography with particular reference to the major regions of the world.

## FOUNDATIONS

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

**HLG 001** **Student Success Lab** **0 hours**
Provides weekly opportunities for supervised guidance in study skills and college adjustment. Effective fall semester 2020, this zero-credit lab is mandatory for students who have been conditionally admitted to HLGU or for students who have been placed on academic probation.

**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.

**HLG 301** **Knowledge for Service Proposal** **1 hour**
Introduces students to interdisciplinary thinking, methods, and writing. Students learn how interdisciplinary scholars combine the theories and methods of a variety of fields to address real-world issues. Students use this interdisciplinary approach to propose a Knowledge for Service project which will blend academic learning with service. This proposal should combine the thinking and methods of at least two of the three chosen academic disciplines through a service learning opportunity which mutually benefits the student and community.

**HLG 401** **Knowledge for Service Project** **3 hours**
Serves as a capstone course demonstrating community-engaged interdisciplinary scholarship. Prerequisites: HLG 301.

**HLG 411** **Interdisciplinary Studies Capstone** **3 hours**
Serves as a capstone project requiring students to demonstrate integration of the chosen academic disciplines from the Interdisciplinary Studies program. Format may vary based on the student's interest, abilities, content, and creativity but must be approved by instructor.

## HEALTH

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

**HLT 183** **Personal Health and Fitness** **3 hours**
Studies the fundamental principles and practices in physical fitness, health, and wellness.

**HLT 313** **Nutrition** **3 hours**
Examines the nutritional requirements of healthy living with an Emphasis on sport and fitness nutritional needs for maximum performance.

## HONORS

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

**HON 301** **Intellectual Development of the Western World** **3 hours**
Primary source readings in the development of western thought from the ancient world through the present with an emphasis on discussion of critical issues.

**HON 304** **Honors Interdisciplinary Studies: Man in the Universe (same as PHL 303 and SCI 303)** **3 hours**
A study in the development of significant scientific ideas focusing on their historical development.

**HON 309 Honors Seminar** **3 hours**
This course will be a specialized seminar focused on a particular topic.

**HON 401 Honors Research** **3 hours**
A senior research paper and presentation in one's major field. Offered fall and spring semesters.

## HISTORY

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

**HST 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.

**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.

**HST 303 Historiography and 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. Corequisite: HST 213 and/or HST 223.

**HST 313 History and Philosophy of Science (same as PHL 303 and SCI 303)** **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.

**HST 315 The Ancient World** **3 hours**
Examines the early civilizations (excluding Greece and Rome) of the Ancient Near East, Africa, Asia, and the Americas. This course will focus on religious ideas, patterns of economic and cultural development, as well as their artistic and literary achievements.

**HST 320 The Classical World** **3 hours**
Provides an examination of the development and expansion of the cultures of both ancient Greece and Rome as well as their respective contributions to Western Civilization. From archaic Greece to the fall of the Roman Empire in the West, this course will highlight developments in religion, economics, politics, philosophy, architecture, art, etc. and how they continue to impact the modern world.

**HST 325 The Medieval & Early Modern World** **3 hours**

A study of the flowing of medieval civilization as it transitions from the dominance of the decaying Roman Empire to the birth of Christendom; as well as the political, economic, intellectual, artistic, and religious upheavals in Europe through the Reformation period. Attention will also be given to the development of pre-modern global trade, expansion, and the cultural interaction between Europe, Africa, Asia, and the discovery of the Americas.

**HST 330 The Modern World** **3 hours**
Presents a history of ideas and events from the Enlightenment to the present day. Topics addressed include the French Revolution and its aftershocks, Napoleon's rise and fall, the influence of ideologies such as Conservatism, Romanticism, and Nationalism, the rise of the United States as a global power, the political unifications of Italy and Germany, the rise of totalitarian regimes, the World Wars, the Holocaust, and the global divisions produced by the Cold War.

**HST 335 Topics in United States History** **3 hours**
Studies in a specialized area of the history of the United States not covered by regular course offering. Topics may include; Colonial America, the American War of Independence, The Early Republic, The Civil War, America and the World Wars, etc. May be repeated once for credit provided topic is different.

**HST 340 History of Christianity (same as THE 343)** **3 hours**
Surveys the history of Christianity from the time of Christ to the present. Attention is given to Christianity's social, institutional, and theological developments.

**HST 350 Art History** **3 hours**
The study of the history and development of Western Art in its global context. Emphasis will be directed to the Greek, Roman, early Christian, Gothic, Renaissance, Neo-Classical, Romantic, and Modern movements. Attention will be given to the growth of religious art, media and styles in painting, sculpture, and architecture. Major works and historical periods will be covered in order to develop both historical knowledge and aesthetic judgment in correlation with a Biblical worldview.

**HST 410 Topics in United States Religious History** **3 hours**
Studies in a specialized area of the religious history of the United States not covered by regular course offering. Topics may include; American Religious History, Religion in Colonial and Early Republic America, Religious Liberty in the United States, The Fundamentalist & Modernist Controversy, Religion & War in US History, American Evangelicalism, etc.. May be repeated once for credit provided topic is different.

**HST 420 Topics in United States Political History** **3 hours**
Studies in a specialized area of the political history of the United States not covered by regular course offering. Topics may include; American Political Thought, The Civil Rights Era, The American Presidency, American Foreign Relations, etc.. May be repeated once for credit provided topic is different.

**HST 499** **Research Thesis Capstone** **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.

## INTERCULTURAL MISSIONS

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

**ICM 303** **Fundamentals of Intercultural Missions** **3 hours**
Presents a practical approach to the skills, knowledge, and worldview needed in 21st-century Christian missions. Addresses academic and practical topics, such as historical cross-cultural models, cross-cultural living fundamentals, raising financial support, working with national organizations and personnel, and keys to effective intercultural relationships. Prerequisites: BIB 113 and 123, or BIB 143, or consent of instructor.

## LITERATURE

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

**LIT 233** **American Literature** **3 hours**
Surveys American literature from the Colonial Period to World War II. Shows the development and relationship with American culture. Prerequisites: ENG 104 and 106 or consent of instructor. 3 hours

**LIT 243** **British Literature** **3 hours**
Surveys British literature from *Beowulf* to the early twentieth century. Shows the development and relationship with British culture. Prerequisites: ENG 104 and 106 or consent of instructor. 3 hours

**LIT 253** **Western Literature I** **3 hours**
Surveys masterpieces of western literature from Homer to Milton. Emphasis on the western literary heritage and cultural influence of these works. Prerequisites: ENG 104 and 106 or consent of instructor.

**LIT 263** **Western Literature II** **3 hours**
Surveys masterpieces of western literature from Defoe to Dostoevsky. Emphasis on the western literary heritage and cultural influence of these works. Prerequisites: ENG 104 and 106 or consent of instructor.

**LIT 302** **Young Adult Literature** **3 hours**

Acquaints the student with a variety of contemporary authors as well as a range of contemporary books written for young adults (ages 12-18). Students read a number of novels dealing with many social, ethical, and ethnic issues, make a series of class presentations, and design a literature unit plan. While the course is designed primarily for Secondary Education majors, other students are welcome. Prerequisites: ENG 104 and 106, or consent of instructor.

**LIT 303** **Mythology in World Literature** **3 hours**
Provides a study of Greek, Roman, and Norse literature. This course examines the mythology of each of these cultures and the historical context of the literature assigned. Meets Advanced World Literature Course Requirement. Prerequisites: ENG 104 and 106 or consent of instructor.

**LIT 320** **Literature and Biblical Worldview** **3 hours**
Studies 20th century and contemporary literature through the lens of Biblical worldview.

**LIT 333** **Shakespeare** **3 hours**
Studies major sonnets and dramas by Shakespeare. Gives attention to the author's life, the intellectual and cultural background of the period, and critical studies of the works. Prerequisites: ENG 104 and 106 or consent of instructor.

**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 106 or consent of instructor.

**LIT 436** **American Short Fiction** **3 hours**
Examines short stories as developed by American writers and the significance of the genre as a cultural phenomenon. Prerequisites: ENG 104 and 106, or consent of instructor.

## MANAGEMENT

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

**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.

**MAN 323** **Organizational Behavior** **3 hours**
Presents concepts and theories of the behavioral sciences as they apply to theory and practice management. Focuses on human behavior in organizational settings; the organization's effect on employee perceptions, feelings, and actions; and the employee's effect on the organization. Emphasizes the attainment of organizational goals through the effective utilization of people. Prerequisite: MAN 243.

**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.

**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 personal management practices. Prerequisite: MAN 243.

## MARKETING

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

**MKT 313 Principles of Marketing** **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: MAN 243 is recommended, but not required.

**MKT 323 Principles of Advertising** **3 hours**
Examines the background and social implications of advertising. Includes organization and advertising departments and agencies as related to mass media and marketing, creation of advertisements, media planning, and selection. Some laboratory work done on conjunction with campus and other media. Prerequisite: MKT 313.

**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.

**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.

## MATHEMATICS

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

**MTH 120 Basic Algebra** **3 hours**
A course preparing a student to take college-level math that serves as a prerequisite for the Hannibal-LaGrange general education classes (Elementary Statistics, Contemporary Math, or College Algebra). A student must master all required topics in the course to pass.

**MTH 127 Elementary Statistics** **3 hours**

Studies the basic elements of statistics with applications. Prerequisite: Mathematics sub-score of 22 or above on the ACT, 540 or above on the SAT, or a satisfactory score on the mathematics placement exam. Students not meeting this prerequisite must pass MTH 120.

**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. Prerequisite: Mathematics sub-score of 22 or above on the ACT, 540 or above on the SAT, or a satisfactory score on the mathematics placement exam. Students not meeting this prerequisite must pass MTH 120.

**MTH 143 College Algebra** **3 hours**
Studies linear and quadratic functions, inequalities, polynomials, systems of equations, and exponential and logarithmic functions. Prerequisite: Mathematics sub-score of 22 or above on the ACT, 540 or above on the SAT, or a satisfactory score on the mathematics placement exam. Students not meeting this prerequisite must pass MTH 120.

**MTH 153 Pre-Calculus** **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 sub-score of 25 or above on the ACT, 570 or above on the SAT, or a satisfactory score on the mathematics placement exam. Students not meeting this prerequisite must pass MTH 143 with a grade of C- or higher.

**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 sub-score of 27 or above on the ACT, 610 or above on the SAT, or a satisfactory score on the mathematics placement exam. Students not meeting this prerequisite must pass MTH 153 with a grade of C- or higher.

**MTH 186 Calculus II** **4 hours**
Focuses on calculus of trigonometric, logarithmic and exponential functions, indeterminate forms, improper integrals, and infinite series. Prerequisite: MTH 185.

**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.

**MTH 215 Calculus III** **4 hours**
Focuses on vectors, three-dimensional analytic geometry, partial differentiation, multiple integrals, and vector calculus. Prerequisite: MTH 186.

**MTH 223 Differential Equations** **3 hours**
Studies common types of ordinary differential equations with applications. Prerequisite: MTH 215.

**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 higher in MTH 143.

**MTH 343** **Modern Geometry** **3 hours**
Presents elementary geometry, Euclidean geometry, and non-Euclidean geometry from an axiomatic approach.
Prerequisites: MTH 185, 186, 215, & consent of instructor.

**MTH 353** **Modern Abstract Algebra** **3 hours**
Examines the number system, groups, rings, integral domains, and fields. Prerequisites: MTH 185, 186, 215, & consent of instructor.

**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, & consent of instructor.

**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, & consent of instructor.

**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.

**MTH 483** **Probability and Statistics** **3 hours**
Focuses on probability theory and statistics using methods of calculus. Prerequisites: MTH 185, 186, 215, & consent of instructor.

## APPLIED MUSIC

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

**MUA 005** **Recital Attendance** **0 hours**
Students will attend a prescribed number of professional concerts and recitals each semester for seven semesters or one less than the number of fall/spring semesters enrolled as full-time student at HLGU.

**MUA 010** **Instrument for Non-Music Majors (Guitar, Strings, Brass, Woodwind, or Percussion)** Activity course. Prerequisite: Instructor Consent. **1 hour**

**MUA 120** **Class Voice** **1 hour**
**MUA 320** Activity Course. Provides private vocal instruction in a small-group setting for non-music majors.

**MUA 050** **Piano for Non-Music Majors** Activity course. **1 hour**

**MUA 070** **Voice for Non-Music Majors** Activity course. **1 hour**

**MUA 111**
**MUA 112**
**MUA 211**
**MUA 212**
**MUA 311**
**MUA 312**
**MUA 411**
**MUA 412**
**Instrument I-VIII for Music Majors and Minors** **1 hour**
For music majors with an instrument as an applied emphasis. Levels I-IV: also available to music minors with instructor approval. Levels V-VIII: for majors only. Activity course.

**MUA 121**
**MUA 122**
**Guitar I-II for Music Majors and Minors** **1 hour**
Provides instruction for music majors and minors in guitar. Activity course.

**MUA 151**
**MUA 152**
**MUA 251**
**MUA 252**
**MUA 351**
**MUA 352**
**MUA 451**
**MUA 452**
**Piano I-VIII for Music Majors and Minors** **1 hour**
Involves students performing standard piano literature representing various historical eras. Requires memorized performances in recitals and music jury examinations. For music majors with piano as the applied instrument. Activity course.

**MUA 171**
**MUA 172**
**MUA 271**
**MUA 272**
**MUA 371**
**MUA 372**
**MUA 471**
**MUA 472**
**Voice I-VIII for Music Majors and Minors** **1 hour**
Provides instruction for music majors with voice as the applied emphasis. Levels I-IV: also available to music minors with instructor approval. Levels V-VIII: for majors only. Activity course.

## MUSIC ENSEMBLES

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

**MUE 110**
**MUE 210**
**MUE 310**
**MUE 410**
**Concert Band** **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. Activity course. Prerequisite: Audition. Select the appropriate 100, 200, 300, or 400 numbering based upon class level. The 100-, 200-, and 300-level courses may be repeated for credit one time. The 400-level courses may be repeated for credit three times.

**MUE 120**
**MUE 220**
**MUE 320**
**MUE 420**
**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. Activity course. Prerequisite: Audition. Select the appropriate 100, 200, 300, or 400 numbering based upon class level. The 100-, 200-, and 300-level courses may be repeated for credit one time. The 400-level courses may be repeated for credit three times.

**MUE 133**
**MUE 233**
**MUE 333**
**MUE 433**
**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. Prerequisite: Audition. *Requires a minimum commitment of one year to both choral groups*. Activity course. Select the appropriate 100, 200, 300, or 400 numbering based upon class level. The 100-, 200-, and 300-level courses may be repeated for credit one time. The 400-level courses may be repeated for credit three times.

**MUE 181**
**MUE 281**
**MUE 381**
**MUE 481**
**Chapel Worship Band** **1 hour**
Involves select singers and instrumentalists in a musical ensemble specializing in leading musical worship for weekly University chapel services. May require additional performances, as requested. Activity course. Prerequisite: Audition. *Does not satisfy the ensemble requirement for music majors.* Activity course. Select the appropriate 100, 200, 300, or 400 numbering based upon class level. The 100-, 200-, and 300-level courses may be repeated for credit one time. The 400-level courses may be repeated for credit three times.

## INSTRUMENTAL METHODS

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

**MUI 110** **Instrumental Methods I** **2 hours**
Focuses on the fundamentals of playing and teaching percussion and woodwind instruments within a classroom or private lesson setting.

**MUI 210** **Instrumental Methods II** **2 hours**
Focuses on the fundamentals of playing and teaching brass and string instruments within a classroom or private lesson setting.

## MUSIC LITERATURE

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

**MUL 350** **Music History & Literature I** **3 hours**
Provides an intensive study of composers, music literature, musical forms, and their historical settings. Emphasizes music of the Greco Roman, Medieval, Renaissance, and Baroque musical eras. Prerequisite: Completion of MUS-345.

**MUL 450** **Music History & Literature II** **3 hours**
Provides an intensive study of composers, music literature, musical forms, and their historical settings. Emphasizes music of the Classical, Romantic, and 20th Century musical eras. Prerequisites: Completion of MUS-345 and MUL 350.

## GENERAL MUSIC

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

**MUS 103** **Music Appreciation** **3 hours**
Introduces students to the elements of music, major periods of music history, and significant composers.

**MUS 300** **Music Education Seminar** **1 hour**
Provides Music Education students with an overview of professional topics specific to the field of music education as well as preparation for the state certification exam.

**MUS 331** **Choral & Instrumental Conducting** **3 hours**
Provides instruction in basic baton techniques, score reading, rehearsal procedures, and interpretation for the choral and instrumental fields. Also provides advanced conducting techniques with and without baton. Gives students laboratory conducting experience.

**MUS 383** **Music for Elementary Grades (same as EED 373)** **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. Prerequisite: consent of instructor.

**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.

## MUSIC THEORY

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

**MUT 112** **Music Theory I** **2 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. Corequisite: MUT 122.

**MUT 122** **Aural Training I** **1 hours**
Provides two one-hour laboratory periods each week devoted to sight singing and dictation. Corequisite: MUT 112.

**MUT 312** **Music Theory II** **2 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. Prerequisite: MUT 112. Corequisite: MUT 322.

**MUT 322** **Aural Training II** **1 hours**
Provides two one-hour laboratory periods each week devoted to sight singing and dictation. Prerequisite: MUT 122. Corequisite:

MUT 312.

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

**MUT 352 Music Theory III** **2 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. Prerequisite: MUT 312. Corequisite: MUT 362.

**MUT 362 Aural Training III** **1 hours**
Provides two one-hour laboratory periods each week devoted to sight singing and dictation. Prerequisite: MUT 322. Corequisite: MUT 352.

**MUT 412 Music Theory IV** **2 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. Prerequisite: MUT 352. Corequisite: MUT 422.

**MUT 422 Aural Training IV** **1 hours**
Provides two one-hour laboratory periods each week devoted to sight singing and dictation. Prerequisite: MUT 362. Corequisite: MUT 412.

## NURSING

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

**NUR 101 Foundations of Nursing** **4 hours**
This course provides the foundational platform upon which key concepts and principles required within nursing will be introduced and taught from a biblically based Christian Worldview. The development of foundational nursing skills and abilities with adult clients will be emphasized.

**NUR 102 Introduction to Pharmacology** **3 hours**
This course introduces students to basic pharmacologic principles, therapeutic modalities, and the nurse's role and responsibilities in giving pharmacologic agents. It will cover primary drug categories, prototype agents, and knowledge of medication effects on body systems. Medication administration will be emphasized.

**NUR 121 Adult Health I** **5 hours**
This course provides a beginning understanding and hand-on approach to caring for adult individuals, groups, and families as taught from a biblically based Christian Worldview with focus on beginning medical-surgical content.

**NUR 130 Health Assessment** **3 hours**
This course provides an understanding of and hands-on learning

of foundational knowledge in the areas of conducting health histories and focused physical assessments on individuals across the lifespan as required of a professional nurse generalist.

**NUR 145 Pharmacology** **3 hours**

Covers the basic principles of pharmacology, administration of medication, the effects of drugs on the body systems and the nurse's responsibilities and limitations in the care of patients receiving drug therapy. The study of specific drugs is also integrated into systems courses. Involves approximately 3 lecture hours per week. Prerequisite: Admission to the Nursing Program. Corequisites: NUR 105, NUR 118, and NUR 121. Offered fall semester.

**NUR 155 Mental Health** **3 hours**

This course provides an overview of mental health nursing from a biblically based Christian Worldview as it impacts individuals, groups, and families across the lifespan. Exploration of how the nurse can provide nursing care and ministry services to those with alterations in mental health will be explored. Students will be taught the skills and abilities required to promote health, prevent disease, and address concerns, problems, challenges, and barriers in promoting mental health.

**NUR 163 Maternal Newborn** **4 hours**

This course provides an overview of maternal-newborn nursing from a biblically based Christian Worldview. Students will be taught the skills and abilities required in nursing to promote health, prevent disease, and address client's unmet healthcare needs as it relates to maternal-newborn individuals, families, and groups during the antepartum, intrapartum, postpartum, and newborn periods.

**NUR 165 Pediatrics** **4 hours**

This course provides an overview of pediatric nursing from a biblically based Christian Worldview focusing on nursing care and ministry to children. Students will be taught the skills and abilities required in nursing to promote health, prevent disease, and address client unmet healthcare needs as it relates to individual children, families, and groups.

**NUR 220 Adult Health II** **7 hours**

This course provides an expanded understanding and hand-on approach to caring for adult individuals, groups, and families as taught from a biblically based Christian Worldview with focus on advanced medical-surgical content.

**NUR 238 Adult Health III** **7 hours**

This course provides an expanded understanding and hand-on approach to caring for adult individuals, groups, and families as taught from a biblically based Christian Worldview with focus on critical care content. This course will focus on synthesis of professional nursing and ministry services with emphasis on a clinical immersion experience.

**NUR 241 Pharmacology II** **2 hours**

This course covers advanced pharmacologic principles, therapeutic modalities, and the nurse's role and responsibilities in giving pharmacologic agents. It will provide an expanded coverage of additional drug categories, prototype agents, and knowledge of medication effects on body systems.

**NUR 261 Pathophysiology** **3 hours**
This course is designed to equip nursing students to understand the pathology and the physiology of disease in the human body. The course is taught from a nursing and systems perspective providing a foundation of knowing disease patterns in the body's major organ systems, and how it affects a patient both physically and functionally.

**NUR 270 Synthesis of Professional Nursing** **2 hours**
This course is designed to equip and prepare the student for the NCLEX-RN Licensure Examination. Emphasis on taking NCLEX-style questions, studying rationale for correct and incorrect answers, and reviewing mathematics for medication administration will be conducted. Students will be provided the knowledge needed for Board of Nursing Application and Pearson Vue Testing Procedures.

**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: Must be a BSN major.

**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: Must be a BSN major.

**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. Prerequisite: Must be a BSN major.

**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: Must be a BSN major.

**NUR 373 Bioethics (same as PHL 373)** **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. Prerequisite: Must be a BSN major.

**NUR 383 Nursing Informatics** **3 hours**
Focuses on the use of technology in the healthcare setting, including patient safety, system development life cycle, workflow analysis, gaming, simulation, and bioinformatics. Prerequisite: Must be a BSN major.

**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: Must be a BSN major.

**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: Must be a BSN major.

**NUR 436 Introduction to Research & Analytical Methods** **3 hours**
Introduces the main concepts and methods nurses use in research and statistics. Includes selection, application, and evaluation of research and statistical analysis techniques, as well as evaluation and clinical application of the results derived from that analysis. Prerequisite: Must be a BSN major.

**NUR 440 Pathophysiology (same as BIO 440)** **4 hours**
Focuses on disease processes involving the major body systems. Includes fluid and electrolyte balance/imbalance as an essential aspect of understanding disease processes. Prerequisites: BIO 264 or 324, and must be a BSN major.

**NUR 443 Community Health Nursing** **3 hours**
Focuses on individuals, families, groups, communities, and populations across the lifespan as recipients of care. Diverse multicultural, social, and environmental factors that influence population health are studied. Focuses on health promotion, disease prevention, health protection, health teaching and counseling, and coordination of care applied across the lifespan to patients with multidimensional health needs in a variety of community settings. Prerequisite: Must be a BSN major.

**NUR 453 Evidence-Based Practice** **3 hours**
Develops an understanding of the research process to acquire beginning skills in identification of researchable problems and to become intelligent consumers of research findings. Emphasis is placed on the critical review of research studies, evidence-based practice, and their application to clinical practice. Prerequisite: NUR 436 and must be a BSN major.

**NUR 483** **Senior Nursing Capstone** **3 hours**
Culminates the learning experiences, synthesizes the knowledge gained during the curriculum, and applies it to a strategic change opportunity. Students use leadership and change theories to develop a project proposal with a focus on the resolution of an issue or problem significant to professional nursing practice. The student will work with a mentor, typically at their place of employment, to implement the project. The student also develops a professional portfolio which will include a collection of individual work samples illustrating the student's competencies related to individual student learning outcomes. Prerequisites: NUR 301, 353, 434, and the RN License.

## PHYSICAL EDUCATION

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

**PHE 110** **Health & Fitness for Life** **1 hour**
Introduces the student to the knowledge and skills necessary to develop behavioral lifestyles habits that promote the integrations of physical activity, health, and well-being.

**PHE 111** **Lifetime Fitness Activities** **1 hour**
This course is designed to introduce the student to a pattern of lifetime fitness and physical activity through a variety of activity modes including concepts of aerobic and anaerobic conditioning. Safety, equipment, theory, technique and other factors are introduced. May be repeated once for additional credit. Activity course.

**PHE 121**
**PHE 221**
**PHE 321**
**PHE 421** **Shotgun Sports** **1 hour**
Provides credit for students who are part of the University's shotgun sports team. Activity course.

**PHE 131** **Lifetime Sports** **1 hour**
Emphasizes fundamental skills and practice. Stresses individual skill development. Sports covered include Pickle Ball, Racquetball, Golf, Bowling. Activity course.

**PHE 212** **First Aid & CPR** **2 hours**
Provides practical training in first aid, taught by a certified Heart Association instructor; adult, child, and infant CPR certifications available. Lab fee.

**PHE 313** **Kinesiology** **3 hours**
Investigates and analyzes human movement. Prerequisite: BIO 254 or BIO 314, or consent of instructor.

**PHE 323** **Movement and Rhythms** **3 hours**
Rhythmical activities emphasizing basic movement and movement exploration.

**PHE 333** **Motor Development & Performance** **3 hours**

A study of the fundamental concepts of motor development, motor learning, and motor performance. Topics include the developmental sequence of fundamental movement patterns/skill acquisition and factors that may influence such development, information processing, motor program development, motor abilities, importance of feedback for skill development, principles of motor skill learning, and their application to teacher/learner scenarios.

**PHE 363** **Team and Individual Sports Instruction** **3 hours**
Presents techniques, fundamentals, strategies, and skills of team and individual sports. The course addresses the instruction of sports in the educational, recreational, and competitive settings.

## PHILOSOPHY

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

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

**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.

**PHL 303** **History and Philosophy of Science (same as HON 304 and SCI 303)** **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.

**PHL 313** **Christian Professional Ethics (same as THE 313 and PHL 313)** **3 hours**
This interdisciplinary course will examine the foundations of Christian Ethics; contexts of contemporary ethical choices; methods of moral decision-making; the relationship of biblically informed norms, values and virtues to culture and society. Prerequisites: BIB 113 and 123 or BIB 143.

**PHL 373** **Bioethics (same as NUR 373)** **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. Prerequisite: Admission to the ASN or BSN program or consent of instructor.

## PHYSICAL SCIENCE

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

**PHS 103** **Survey of Physical Science** **4 hours**
This course introduces the non-science major to a survey of chemistry, physics, and earth science. Emphasis is placed on basic principles with applications to modern society and everyday experiences. Includes in-class activities, demonstrations, and other laboratory experiences. Five hours of combined lecture and laboratory time each week of a 15-week semester (or its equivalent). Prerequisite: MTH 123 or higher.

**PHS 133** **Earth Science** **3 hours**
Focuses on the solid earth, its mineral makeup, its interior structure, and the processes which act to shape the earth.

## PHYSICS

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

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

**PHY 224** **General Physics II** **4 hours**
Principles of physics focusing on vibrations and waves, electricity and magnetism, and light and optics. Includes a lab for conducting experiments based on topics discussed in the lectures. Three credit hours of lecture and two- and one-half hours laboratory time each week of a 15-week semester (or its equivalent). Lab fee. Prerequisite: PHY 214.

## POLITICAL SCIENCE

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

**PLS 113** **Introduction to Government** **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.

**PLS 416** **Criminal and 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 criminal justice system.

## PRACTICAL NURSING

**PNE 100** **Introduction to Practical Nursing** **3 hours**
This course is designed to prepare the student for a beginning career in practical nursing, equipping students to begin to think like a nurse. Students will be introduced to the roles and responsibilities of the licensed practical nurse. The nursing process will be introduced as a foundational approach in the practice of nursing.

**PNE 101** **Foundations of Nursing** **4 hours**
This course provides an understanding of and hands-on learning of foundational knowledge in the areas of conducting health histories and focused physical assessments on individuals across the lifespan as required of a professional nurse generalist.

**PNE 102** **Introduction to Pharmacology** **3 hours**
This course introduces students to basic pharmacologic principles, therapeutic modalities, and the nurse's role and responsibilities in giving pharmacologic agents. It will cover primary drug categories, prototype agents, and knowledge of medication effects on body systems. Medication administration will be emphasized.

**PNE 104** **Synthesis of Practical Nursing** **3 hours**
This course is designed to equip and prepare the student for the NCLEX-PN Licensure Examination. Emphasis on taking NCLEX-style questions, studying rationale for correct and incorrect answers, and reviewing mathematics for medication administration will be conducted. Students will be provided with the knowledge needed for the Board of Nursing Application and Pearson Vue Testing Procedures.

**PNE 121** **Adult Health I** **5 hours**
This course provides a beginning understanding and hand-on approach to caring for adult individuals, groups, and families as taught from a biblically based Christian Worldview with focus on beginning medical-surgical content.

**PNE 155** **Mental Health** **3 hours**
This course provides an overview of mental health nursing from a biblically based Christian Worldview as it impacts individuals, groups, and families across the lifespan. Exploration of how the nurse can provide nursing care and ministry services to those with alterations in mental health will be explored. Students will be taught the skills and abilities required to promote health, prevent disease, and address concerns, problems, challenges, and barriers in promoting mental health.

**PNE 163** **Maternal Newborn** **4 hours**
This course provides an overview of maternal-newborn nursing from a biblically based Christian Worldview. Students will be taught the skills and abilities required in nursing to promote health, prevent disease, and address client's unmet healthcare needs as it relates to maternal-newborn individuals, families, and groups during the antepartum, intrapartum, postpartum, and newborn periods.

**PNE 165** **Pediatrics** **4 hours**
This course provides an overview of pediatric nursing from a biblically based Christian Worldview focusing on nursing care and ministry to children. Students will be taught the skills and abilities required in nursing to promote health, prevent disease, and address client unmet healthcare needs as it relates to individual children, families, and groups.

## PSYCHOLOGY

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

**PSY 113** **General Psychology** **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.

**PSY 223** **Psychology of Learning (same as EDU 223)** **3 hours**
Focuses on the learning process and related ideas, such as development, student diversity, cognition, critical thinking, problem solving, effective learning environments, and motivation. Emphasis is placed on teaching and learning theories.

**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. Includes intelligence testing of gifted persons and persons with special needs. Prerequisite: PSY 113 or PSY 263.

**PSY 263** **Child & Adolescent Psychology** **3 hours**
Examines how key topics and issues in child and adolescent psychology impact the spiritual, physical, mental, social, and emotional development of persons from conception to adolescence. Prerequisite: PSY 113 or EDU 223.

**PSY 273** **Psychology and Education of the Exceptional Child (same as EDU 273)** **3 hours**
Studies the physical, social, mental, and emotional characteristics of the exceptional child, from birth through high school. Includes an overview of identification measures, instructional and assistive technology, differentiated instructional strategies, Universal Design for Learning, and legal and ethical considerations. Requires classroom observation hours. Prerequisites: PSY 113 and 223 or PSY 333, or consent of instructor.

**PSY 310** **Psychology and Sociology of Sport & Exercise** **3 hours**
Considers current topics and issues pertinent to the psychological and sociological perspectives of sport, exercise, and physical education in American society. Addresses the cognitive, affective, and psychomotor educational domains.

**PSY 323** **Abnormal Psychology** **3 hours**
Examines the symptoms, classification, etiology, treatment, and

prognosis of abnormal behavior. Prerequisite: PSY 113.

**PSY 333** **Lifespan Developmental Psychology** **3 hours**
Examines the growth and development of the person across the lifespan from conception to death. Emphasizes physical, intellectual, emotional, social, and spiritual dimensions including normative life and developmental tasks and expectations. Prerequisite: PSY 113 or consent of instructor.

**PSY 343** **Introduction to Counseling** **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.

**PSY 350** **Human Diversity** **3 hours**
Examines diversity as an individual and as a social phenomenon. Gives attention to gender, race, ethnic, religious, socioeconomic, age, and disability variables.

**PSY 353** **Physiological Psychology** **3 hours**
Examines the biological bases of behavior. Prerequisite: PSY 113.

**PSY 363** **Social Psychology** **3 hours**
Examines the interactions of individuals and groups in social context with attention to practical issues of relationships, influence, and control. Prerequisite: PSY 113 or SOC 113.

**PSY 403** **Research Methods I** **3 hours**
This is the first semester of a two-semester sequence which presents the methods and principles of research methodology, experimental design, and statistical analysis. Quantitative and qualitative methods will be covered. Minitab will be incorporated throughout the course. Students will design, implement and present their own research project during this two-course sequence. Students majoring in psychology should complete this course sequence in their junior year. Prerequisite: MTH 127.

**PSY 413** **Research Methods II** **3 hours**
Presents principles of research design, methodologies, and data analysis techniques; requires students to complete a research project. Prerequisite: PSY 403.

**PSY 451** **Senior Seminar** **1 hour**
Reviews and integrates the student's major coursework with an application to career planning and to professional and ethical issues. Prerequisite: Senior standing.

## GENERAL SCIENCE

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

**SCI 303** **History and Philosophy of Science (same as HON 304 and PHL 303)** **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.

## SECONDARY EDUCATION

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

**SED 336** **Reading and Writing in the Content Area** **3 hours**
Focuses on enabling the preservice teacher to facilitate reading and writing in content area. Prerequisite: Admission to the Teacher Education Program.

**SED 366** **Implementing Vocational Business Education Programs** **3 hours**
Enables preservice teachers to acquire the knowledge, skills, and abilities necessary for the implementation and administration of vocational business education programs. Prerequisite: Admission to the Teacher Education Program.

**SED 376** **Coordination of Cooperative Education Programs** **3 hours**
Surveys practices and procedures of cooperative business education programs with emphasis on program development, operation, and assessment. Prerequisite: Admission to the Teacher Education Program.

**SED 423** **Secondary Education Methods in Content Area** **3 hours**
Focus on the theoretical models, instructional methods, curriculum designs, and self-reflective practices that promote student learning and development in the secondary content classroom area from grades 7-12. Candidates complete modules specific to their content area specialty. Must be taken concurrently with EDU 301 Content Area Field Experience or EDU 300/400 Field Experience III/IV (Art, Music, P.E. majors). Prerequisites: EDU 203 and admission to the Teacher Education Program.

## SOCIOLOGY

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

**SOC 113** **Introduction to Sociology** **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.

**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.

## SPORT AND RECREATION MANAGEMENT

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

**SRM 302** **Leadership in Sports and Recreation** **2 hours**
Examines the theory, principles, and processes of leadership in sport and recreational settings. Introduces group processes and explores applications to everyday situations.

**SRM 313** **Sport and Recreation Programming** **3 hours**
Studies the purpose and functions of program planning and the principles, objectives, organizational behaviors, and evaluation of sport management and recreation.

**SRM 373** **Practicum in Sport and Recreation Management** **3 hours**
Provides observation and learning experiences in the fields of sport and or recreation. Provides insight into the field of sport and recreation as a career. Assignments and evaluation will be under the direction of a faculty instructor.

**SRM 476** **Professional Internship in Sport and Recreation** **6 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.

## SOCIAL WORK

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

**SWK 413** **Casework Methods** **3 hours**
Examines the methods of casework, interviewing, verbal and nonverbal communication, recording, and basic intervention techniques in individual, group, and community applications. Prerequisite: HUS 313 or consent of the instructor.

## THEOLOGY

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

**THE 213** **Introduction to Philosophy (same as PHL 213)** **3 hours**
Surveys the basic problems, procedures, and systems of philosophy. Assists students in developing a critical and constructive attitude toward knowledge.

**THE 313** **Christian Professional Ethics (same as PHL 313)** **3 hours**
This interdisciplinary course will examine the foundations of Christian Ethics; contexts of contemporary ethical choices; methods of moral decision-making; the relationship of biblically informed norms, values and virtues to culture and society. Prerequisites: BIB 113 and 123, or BIB 143.

**THE 332** **Baptist History & Heritage** **3 hours**
Examines the history and heritage of Baptists, with special

attention given to Southern Baptists and their organizational structure and work.

**THE 343** **History of Christianity (same as HST 340)** **3 hours**
Surveys the history of Christianity from the time of Christ to the present. Attention is given to Christianity's social, institutional, and theological developments.

**THE 371** **Christian Doctrine I** **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. The course focuses on an introduction to the nature of theology with special attention given to the doctrines of revelation, Scripture, and God.

**THE 372** **Christian Doctrine II** **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. The course focuses on the doctrines of the person and work of Christ, sanctification, the church, and eschatology. .

## THEATRE

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

**THR 100** **Theatre Appreciation** **3 hours**
Introduces play analysis, character analysis and interpretation, and theatrical production. Theatre students may not take this appreciation course to meet their fine arts General Education requirement.

**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.

**THR 107**
**THR 207**
**THR 307**
**THR 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. Activity course. Select the appropriate 100, 200, 300, or 400 numbering based upon class level. The 100-, 200-, and 300-level courses may be repeated for credit one time. The 400-level courses may be repeated for credit three times.

**THR 110**
**THR 210**
**THR 310**
**THR 410**
**Theatre Activity** **1 hour**
Provide students with activities credit for participating in the current semester's production. Activity course. Prerequisite: Previous level or consent of instructor. Select the appropriate 100, 200, 300, or 400 numbering based upon class level. The 100-, 200-, and 300-level courses may be repeated for credit one time. The 400-level courses may be repeated for credit three times.

**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.

**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.

**THR 302 Theatrical Directing I** **3 hours**
Focuses on script analysis and the principles, methods, and techniques of directing. Students direct class assignments. Prerequisites: THR 103, 201, 202 or consent of instructor.

**THR 303 Acting II** **3 hours**
Focuses on developing acting techniques and character development on stage. Prerequisite: THR 103.

**THR 304 Creative Dramatics (Same as ENG 313)** **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.

**THR 333 History of the Theatre** **3 hours**
Studies significant developments in the history of theatre.

**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.

**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.

## VARSITY SPORTS

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

**VAR 131, VAR 231, VAR 331, VAR 431 Men's Track and Field I, II, III, IV 1 hour**

**VAR 132, VAR 232, VAR 332, VAR 432 Women's Track and Field I, II, III, IV 1 hour**

**VAR 141, VAR 241, VAR 341, VAR 441 Men's Cross Country I, II, III, IV 1 hour**

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| **VAR 142, VAR 242, VAR 342, VAR 442** | **Women's Cross Country I, II, III, IV** | **1 hour** |
| **VAR 151, VAR 251, VAR 351, VAR 451** | **Men's Baseball I, II, III, IV** | **1 hour** |
| **VAR 152, VAR 252, VAR 352, VAR 452** | **Women's Softball I, II, III, IV** | **1 hour** |
| **VAR 161, VAR 261, VAR 361, VAR 461** | **Men's Basketball I, II, III, IV** | **1 hour** |
| **VAR 162, VAR 262, VAR 362, VAR 462** | **Women's Basketball I, II, III, IV** | **1 hour** |
| **VAR 172, VAR 272, VAR 372, VAR 472** | **Women's Volleyball I, II, III, IV** | **1 hour** |
| **VAR 181, VAR 281, VAR 381, VAR 481** | **Men's Soccer I, II, III, IV** | **1 hour** |
| **VAR 182, VAR 282, VAR 382, VAR 482** | **Women's Soccer I, II, III, IV** | **1 hour** |
| **VAR 191, VAR 291, VAR 291, VAR 491** | **Men's Golf I, II, III, IV** | **1 hour** |

## WORSHIP

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

**WOR 103** **Survey of Worship** **3 hours**
Provides an overview of worship arts leadership. Surveys the history of worship arts in the church, through music, drama, and different areas of production. Examines the Biblical mandates and implications for worship arts leadership, and studies practical aspects of worship leadership within the local church.

**WOR 481** **Worship Arts Internship** **1-3 hours**
Provides additional experience in the worship arts field at an approved site and under the supervision of an approved professional. Specific placements will vary based upon the student's chosen concentration. Guided by an instructor and the internship supervisor, the student will develop goals and objectives that will be met during the duration of the internship. Prerequisite: 75 completed hours.

# GRADUATE COURSE DESCRIPTIONS

## BUSINESS MANAGEMENT

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

**BMN 5113** **Organizational Behavior & Emotional Intelligence** **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.

**BMN 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.

**BMN 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.

**BMN 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.

**BMN 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.

**BMN 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

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

**CML 5213** **Old Testament Foundations of Leadership** **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.

## EDUCATION ADMINISTRATION

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

**EAD 5013** **Foundations of Educational Administration and Special Services from a Biblical Worldview** **3 hours**
Considers foundational theory of education and its implications to the entire educational system, including leading in special services, collaboration with families and the community, and with personnel. Uses Biblical worldview as the foundation on which values, morality, and ethical practice considerations will be formulated.

**EAD 5111** **K-12 Curriculum, Instruction, & Implementation** **3 hours**
Applies the teaching process, state and national standards, technology, learning objectives, scope and sequence, and assessment to create, implement, and instruct effective kindergarten through 12th grade curriculum in an instructional management system. As part of the course requirements, students are required to complete 17 hours of field experience hours in their major area of administration certification (Elementary or Secondary) and 8 hours in their minor area of administration certification (Elementary or Secondary). Students will complete a total of 25 hours of field experience

hours in this course.

**EAD 5203** **Special Education Administration** **3 hours**
Focuses on developing, articulating, and stewarding a vision as well as the management of organizational structures and systems, and leading personnel in special education. As part of the course requirements, students are required to complete 25 hours of field experience in special education administration.

**EAD 5211** **K-12 School Administration for Principals** **3 hours**
Links leading and managing within a school and the community where kindergarten through 12th grade principals use various methods and theories to problem solve and make decisions. Developing, articulating, implementing, and stewarding the vision, mission, and goals is also covered, along with managing the organizational structure of the school. As part of the course requirements, students are required to complete 17 hours of field experience hours in their major area of administration certification (Elementary or Secondary) and 8 hours in their minor area of administration certification (Elementary or Secondary). Students will complete a total of 25 hours of field experience in this course.

**EAD 5233** **School Supervision** **3 hours**
Focuses on the theories, skills, and application of effective instruction in the educational setting and the role of the principal as the educational leader. The course also entails the principal's position in supervision and evaluations and the application of these roles in schools. Student discipline is also covered in the course. As part of the course requirements, students are required to complete 25 hours of field experience in their major area of administration certification (Elementary or Secondary).

**EAD 5313** **School Business Management and School Facilities** **3 hours**
Examines financial policies that govern Missouri schools and the fiscal resources of the United States and Missouri. This course will also provide strategies and skills to plan and effectively maintain facilities. Emphasis in the course is space evaluation, adequate space for instruction, maintaining and modernizing facilities, and planning for the future. Management of the school's public relations is also discussed in this course. As part of the course requirements, students are required to complete 25 hours of field experience hours in their major area of administration certification (Elementary or Secondary).

**EAD 5323** **Educational Administration Practicum** **3 hours**
Provides the opportunity to engage in the daily management and leadership as a principal with a veteran administrator. As part of the course requirements, students are required to complete 170 hours of field experience hours for their administration certification. Students will complete 130 hours in their major area of administration certification (Elementary or Secondary) and 40 hours in their minor area of administration certification (Elementary or Secondary).

**EAD 5333** **Educational Administration Research School Improvement Plan** **3 hours**
Provides the opportunity to engage in data collection and decision-making by focusing on one school improvement issue that can be effectively changed for the betterment of the school.

## EDUCATION

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

**EDU 5013** **Counseling & Collaboration Techniques with Children, Families, and Teachers from a Biblical Worldview** **3 hours**
Considers counseling and collaboration with children, families, and professional colleagues from the perspective of a Biblical worldview. Prepares practitioners to implement diversity issues into their lessons. Utilization of counseling theory, techniques, and advocacy will be presented in the course. Provides application in group interaction, navigating relational conflict, focusing on the individual, and linking resources to children and their families to promote engagement. Uses the Biblical worldview as the foundation on which values, morality, and ethical practice considerations will be formulated.

**EDU 5023** **Psychology of Learning** **3 hours**
Provides an introduction to theories of learning, the mental process of knowing, and ways for structuring information-delivery so that instruction is enhanced in the classroom. Explores current neurological research on pattern-recognition, memory, concept formation, knowledge, imagery, language, decision-making, problem-solving, and creativity.

**EDU 5033** **Classroom Management with Character Development** **3 hours**
Focuses on behavior management theories and techniques that enhance student engagement and involvement in academic work as an essential component of preventive classroom management. Emphasis is placed on student character development and discipline concepts for effectively managing student behaviors through supportive and corrective strategies in the Pre-K through 12 classroom settings.

**EDU 5043** **Action Research Methods** **3 hours**
Facilitates the development of the educated person who can interpret and evaluate research literature, distinguish between qualitative, quantitative, and mixed method research studies, and begin to formulate research topics and questions for use in their own studies.

**EDU 5053** **Assessment and Evaluation in Education** **3 hours**
Provides knowledge of methods of assessing student achievement, aptitude, evaluation of abilities, and performance. Emphasis is placed on formative and summative assessments, as well as the use of informal to standardized assessments to engage in data-based decision making. Statistical terms and methods are also studied.

**EDU 5055** **Data Analysis and Decision Making** **3 hours**
Focuses on research-based practices for using data to inform

grade-level and building-wide instructional decisions. Emphasis will be placed on the district assessment plan and assessments used to measure student performance. Statistical terms and methods will be reviewed. As part of the course requirements, students enrolled in an Education Administration program are required to complete 20 hours of field experience in their major area of administration certification (Elementary or Secondary).

**EDU 5063** **Literacy for Diverse Learners** **3 hours**
Prepares practitioners to meet the literacy needs of diverse populations. Examines social, cultural, ethnic, socioeconomic, religious, age, gender, and linguistic diversity in order to gain a better understanding, to identify risks related to learning, and to plan provisions for student success. Focuses on instructional literacy strategies that meet the academic and functional needs of diverse learners, including struggling readers and English-language learners. Explores the skills used in literacy-based instruction in the classroom with a broad range of student abilities. Includes strategies for teaching students with reading deficits and explores theories of first- and second-language acquisition.

**EDU 5081** **Action Research Implementation** **1 hour**
Provides an opportunity for students to implement the action research plan developed in EDU 5043 Action Research Methods. Students will apply research principles to conduct an approved action research project and collect data.

**EDU 5082** **Capstone** **2 hours**
Provides an opportunity for students to analyze and reflect on the efficacy of the action research project which they completed, presenting their findings in a public forum. They will also examine educational practices. To be taken at the conclusion of the graduate program.

**EDU 5113** **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 5123** **Curriculum & Instruction** **3 hours**
Includes an exploration of the teaching process, state and national standards, utilization of technology, development of learning objectives, and alignment of lesson plans and assessments. Studies theory and practice to help educators design effective strategies for working with all students.

**EDU 5133** **School Law** **3 hours**
Examines local, state, and federal laws impacting public and private educational institutions. Considers current trends, issues, landmark cases, and governance which influences the professional work of school personnel. As part of the course

requirements, students enrolled in an Education Administration program are required to complete 20 hours of field experience in their major area of administration certification (Elementary or Secondary).

**EDU 5143** **Teaching Mathematics in Elementary School I** **3 hours**
Develops pre-service elementary teachers' understanding of the content, processes, pedagogy, and differentiated instruction needed for teaching mathematics to culturally diverse students. Focuses on theories of cognitive development as applied to mathematics and best practices in the process of problem solving, number sense, algebra, geometry, measurement, data, and technology as applied to mathematics.

**EDU 5153** **Teaching Mathematics in Elementary School II** **3 hours**
Develops pre-service elementary teachers' understanding of the content, processes, pedagogy, and differentiated instruction needed for teaching mathematics to students with math deficits. Emphasizes the need for, and the framework of, a balanced math program. Students develop mathematical units of instruction demonstrating the components of the balanced math philosophy.

**EDU 5213** **Advanced Methods of Teaching Reading** **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. Presents and applies approaches to reading in phonemic awareness, phonics, comprehension, vocabulary, and fluency.

**EDU 5223** **Reading & Writing in the Content Area** **3 hours**
Links reading and writing skills across the curriculum through the use of instructional strategies and assessments. Examines ways to design an effective learning environment by integrating reading and writing to increase and assess literacy skills, develop critical thinking, and improve written communication. Focuses on the implementation of instructional interventions for students with reading deficits.

**EDU 5233** **Analysis & Correction of Reading Disabilities** **3 hours**
Studies the causes of reading and writing disabilities, diagnostic procedures, and methods for correction. Presents principles and techniques for analyzing, diagnosing, and correction of reading difficulties in the area of literacy at the elementary, secondary, and special education levels. Provides instruction and experience in diagnosing reading and writing performance and in prescribing and implementing teaching strategies that remediate weaknesses and encourage an appreciation for reading and writing as means of personal growth, enjoyment, and lifelong learning.

**EDU 5243** **Language Acquisition and Development** **3 hours**
Focuses on the various factors involved in children's acquisition and development of oral and written language. Deals with language and subsequent literacy issues experienced by children who are at-risk or have disabilities. Covers specific strategies to increase vocabulary and language and to use augmentative systems.

**EDU 5253** **Literacy Practicum K-6** **3 hours**
Provides in-depth experience with teaching and assessment of literacy in an elementary setting supported by on-site faculty guidance and supervision. All students must have a complete fingerprint and background check completed by the Missouri Highway Patrol and/or the Federal Bureau of Investigations (FBI). Professional fee. *Practicum Courses are required to be eligible for the Department of Elementary and Secondary Education Certification (DESE) in Special Reading K-12. Practicums are not needed if the student is seeking a Master of Science in Teaching in Special Reading K-12 and does not need Missouri specific certification.*

**EDU 5263** **Literacy Practicum 7-12** **3 hours**
Provides in-depth experience with teaching and assessment of literacy in a secondary setting supported by on-site faculty guidance and supervision. All students must have a complete fingerprint and background check completed by the Missouri Highway Patrol and/or the Federal Bureau of Investigations (FBI). Professional fee. *Practicum Courses are required to be eligible for the Department of Elementary and Secondary Education Certification (DESE) in Special Reading K-12. Practicums are not needed if the student is seeking a Master of Science in Teaching in Special Reading K-12 and does not need Missouri specific certification.*

**EDU 5303** **Psychology and Education of the Exceptional Child** **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, legal issues, the diagnosis and the characteristics of exceptionalities, support services, management of individualized education plans (IEPs), instructional and assistive technology, and other current topics in special education.

**EDU 5313** **Child & Adolescent Psychology** **3 hours**
Examines the physical, mental, social, and development growth of persons from birth to 18 years. Facilitates the development of the educated person who can interpret and evaluate research literature, distinguish between qualitative, quantitative, and mixed method research studies, and begin to formulate research topics and questions for use in their own studies.

**EDU 5323** **Elementary Education Methods in the Content Area** **3 hours**
Focus on the theoretical models, instructional methods, curriculum designs, and self-reflective practices that promote student learning and development in the elementary content classroom area. Students complete modules specific to their content area.

**EDU 5325** **Elementary Education Methods in Teaching Science and Social Studies** **3 hours**
Examines principles, methods, and materials needed to teach science and social studies to early childhood and elementary school children.

**EDU 5311** **Language Arts Methods** **3 hours**

Focuses on formulating teaching plans, applying varied methods of instruction, and evaluating student learning for early childhood and elementary school children in light of current language arts research. Includes classroom experiences with children.

**EDU 5333** **Middle School and Secondary Education Methods in the Content Area** **3 hours**
Focuses on the theoretical models, instructional methods, curriculum designs, and self-reflective practices that promote student learning and development in the middle school and secondary content classroom area. Students complete modules specific to their content area specialty: Art, Music, Physical Education, Biology, Mathematics, Business, English, Social Science, and Speech/Theatre.

**EDU 5340** **Behavior Intervention** **3 hours**
Provides knowledge of behavioral theories and instructional strategies to serve as a foundation for intensive intervention through a tiered-behavioral approach.

**EDU 5901** **Field Experience I** **.5 hour**
Provides field experience (25 clock hours) for students desiring early childhood, elementary, secondary, or K-12 certification. All students must have a complete fingerprint and background check completed by the Missouri Highway Patrol and/or the Federal Bureau of Investigations (FBI). Professional fee.

**EDU 5902** **Field Experience II** **.5 hour**
Provides field experience (25 clock hours) for students desiring early childhood, elementary, secondary, or K-12 certification. All students must have a complete fingerprint and background check completed by the Missouri Highway Patrol and/or the Federal Bureau of Investigations (FBI).

**EDU 5903** **Field Experience III-Content Area Practicum** **1 hour**
Provides field experience (45 clock hours) for students desiring early childhood, elementary, secondary, or K-12 certification. Must be taken concurrently with content area methods course. Students seeking K-12 certification need to complete 22.5 hours at the K-6 level and 22.5 hours at the 7-12 level. All students must have a complete fingerprint and background check completed by the Missouri Highway Patrol and/or the Federal Bureau of Investigations (FBI). Professional fee.

**EDU 5905** **Student Teaching Portfolio I** **1 hour**
Provides teachers of record, paraprofessionals, or teaching assistants with opportunities to petition for Credit for Prior Learning through a demonstration of competency in needed field placement courses.

**EDU 5906** **Student Teaching Portfolio II** **1 hour**
Provides teachers of record, paraprofessionals, or teaching assistants with opportunities to petition for Credit for Prior Learning through a demonstration of competency in needed field placement courses.

**EDU 5907** **Student Teaching Portfolio III** **1 hour**
Provides teachers of record, paraprofessionals, or teaching assistants with opportunities to petition for Credit for Prior Learning through a demonstration of competency in needed field placement courses.

**EDU 5909** **Student Teaching** **9 hours**
Provides for students teaching under supervision for one semester. Candidates are placed in an appropriate grade-level and subject-area classroom according to their certification track. Sessions on educational topics are required throughout the semester. See TEP Website for enrollment deadlines. Professional fee. Prerequisite: Admission to the Teacher Education Program.

## LEADERSHIP

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

**LDR 5013** **Foundations in Leadership Theory and Practice** **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 5043** **Change Leadership** **3 hours**
Focuses on leading organizations through the complexities and practical methods of short-term and long-term change utilizing best practices while considering changes dictated by widespread societal shifts affecting organizations.

**LDR 5053** **Non-Profit Leadership** **3 hours**
Survey of leadership issues that affect non-profit organizations. Includes discussion of non-profit leadership structures, government oversight, funding & grant writing as well as recruiting, training and supervising volunteers.

**LDR 5093** **Leadership Capstone Project** **3 hours**
Examines case studies of leadership theory/style or individual leaders.

# Personnel

## 2024 Board of Trustees

**Officers:**
Mike Atherton, *Chairman*
Bobbie Crane, *Vice Chairman*
Vinita Henry, *Secretary*
Gene Downing, *Treasurer*

**Board Members:**

| Term Expiring | Name | Vocation | Residence |
|---|---|---|---|
| 2024 | *Lisa Branch | Businesswoman | Gladstone, MO |
| 2024 | Mitch Grainger | Pastor | Dexter, MO |
| 2024 | *Vinita Henry | Educator | St. Charles, MO |
| 2024 | *Mitchell Jackson | Pastor | Sikeston, MO |
| 2025 | Chris Baker | Pastor | Jefferson City, MO |
| 2025 | Richard Clouse | Pastor | Moberly, MO |
| 2025 | James Freeman | Attorney | Lee's Summit, MO |
| 2025 | Ken Hagen | Businessman | Macon, MO |
| 2025 | Jason Hoke | Children's Pastor | O'Fallon, MO |
| 2026 | *Michael Atherton | Pastor | St. Peters, MO |
| 2026 | Ryan Bowman | Pastor | Wildwood, MO |
| 2026 | Jonathan Bradley | Pastor | Wellsville, MO |
| 2026 | Tyler Foster | Businessman | Willard, MO |
| 2026 | Douglas Kouba | Businessman | St. Louis, MO |
| 2027 | *Bobbie Crane | Businesswoman | St. Peters, MO |
| 2027 | *Gene Downing | Pastor | Edmond, OK |
| 2027 | Ilda Kennon | Retired Educator | Pevely, MO |
| 2027 | *Derek McCallum | Businessman | Kansas City, MO |
| 2027 | *Robert B. Parker | Businessman | Hannibal, MO |
| 2028 | *Nate Adams | Businessman | Springfield, IL |
| 2028 | Larry Gamm | Businessman | Bowling Green, MO |
| 2028 | Mikala King | Educator | Jefferson City, MO |
| 2028 | William Osborne | Educator | Branson, MO |
| 2028 | Wes Segawa | Businessman | Hilo, HI |

**Executive Committee*

## 2024-2025 Administration

| Year Hired | Name | Title(s) |
|---|---|---|
| 2002 | Clayton C. Biggs<br>*BS, MAE, Truman State University* | Athletic Director |
| 1984 | Raymond W. Carty<br>*AA, Hannibal-LaGrange College; BS, Southwest Baptist University; MA, Liberty University; EdD, University of Missouri-Columbia* | Vice President for Institutional Advancement |
| 2022 | Robert J. Matz<br>*BEng, Vanderbilt University; MDiv, Southwestern Baptist Theological Seminary; PhD, Liberty Baptist Theological Seminary* | President |
| 2024 | David Sundeen<br>*BA, Crown College; MDiv, New Orleans Baptist Theological Seminary; DMin, Midwestern Baptist Theological Seminary* | Interim Vice President for Academic Administration; Dean of Faculty |
| 2021 | Tad Wingo<br>*BS, Union University* | Vice President for Enrollment Management, Marketing, and Student Services |

## 2024-2025 Full-Time Faculty

| Year Hired | Name | Title(s) |
|---|---|---|
| 2023 | Hannah L. Almeida<br>*BA; MEd; and EdS, Mississippi College* | Instructor of Psychology |
| 1990 | Julie A. Andresen<br>*BA, Missouri Baptist College; MS, University of Illinois at Urbana Champaign* | Library Director; Assistant Professor |
| 2024 | Edwin G. Aybar<br>*BMus, Wheaton College; MM, Southern Illinois University; MM University of South Dakota; DMA, North Dakota State University* | Assistant Professor of Music |
| 2002 | Clayton C. Biggs<br>*BS, MAE, Truman State University* | Assistant Professor of Exercise and Sport Science |
| 2024 | Thomas E. Bogue<br>*BS, Hannibal-LaGrange University; Additional Credentials, Missouri State Highway Patrol* | Instructor of Criminal Justice |
| 2005 | Sabrina A. Brookshire<br>*BA, Hannibal-LaGrange College; MA, Lindenwood University* | Assistant Professor of Theatre |
| 2022 | Elaine Carty<br>*Bachelor of Music Education, Southwest Baptist College; MSE, Lindenwood University* | Instructor of Music |

1984 Raymond W. Carty — Professor of Education & Leadership
*AA, Hannibal-LaGrange College; BS, Southwest Baptist University; MA, Liberty University; EdD, University of Missouri-Columbia*

2003 Donald R. Colborn — Professor of Biology; Chair, Division of Natural Sciences & Mathematics
*AS, Hannibal-LaGrange College; BS, MS, University of Missouri-Columbia; PhD, Louisiana State University; further study, postdoctoral fellow, Department of Physiology, West Virginia University*

2013 Laura R. Davis-Maas — Associate Professor of Nursing
*BSN, Blessing-Rieman College of Nursing; MS, DNP, University of Missouri-Columbia; further study, University of Illinois-Springfield*

2003 Jason W. Durst — Assistant Professor Exercise and Sport Science; Head Coach: Men's Basketball
*BA, Culver-Stockton College; MEd, William Woods University*

2024 Richard G. Ehr — Assistant Professor of Business Administration
*BA, Upper Iowa University; MBA, St. Ambrose University*

2021 Joseph D. Garner III — Assistant Professor of History & Christian Studies
*BGS, University of Louisiana at Lafayette; MDiv.BL, Southwestern Baptist Theological Seminary; ThM Pedagogy, PhD Theological Studies, Midwestern Baptist Theological Seminary*

2004 Kathy A. Gunn — Associate Professor of Nursing; Assistant Director, Craigmiles School of Nursing
*BSN, MSN, DNP University of Missouri-Columbia*

2010 Amanda L. Henry — Associate Professor of English; Director of Honors Program
*BS, Hannibal-LaGrange College; MA, University of Missouri-St. Louis; further study, Indiana University of Pennsylvania*

2017 Jordan J. Hosmer — Assistant Professor of English
*BS, Hannibal-LaGrange University; MFA, Lindenwood University*

2001 Daniel L. Hurst — Assistant Professor of Exercise and Sport Science; Head Coach: Softball
*BS, Culver-Stockton College; MEd, Northwest Missouri State University*

2015 Courtney D. Janes — Associate Professor of Education; Director, MSE Program
*BSE, Hannibal-LaGrange College; MEd, Grand Canyon University; PhD, Texas Tech University*

2021 Deanette F. Jarman — Assistant Professor of Education; Director, MED Program
*BSE, MA, Truman State University; EdS, Northwest Missouri State University*

2009 Christy L. Jung — Assistant Professor of Speech and Communications
*BS, Hannibal-LaGrange College; MA, Webster University*

2012 Kelly L. Koetters Quigle — Instructor of Exercise and Sport Science; Head Coach: Women's Basketball
*BA, Judson College; MS, Western Illinois University*

2021 Robert Matz — Professor of Theology & Preaching
*BEng, Vanderbilt University; MDiv, Southwestern Baptist Theological Seminary; PhD, Liberty Baptist Theological Seminary*

2000 Lonnie R. Nelson — Professor of Philosophy
*BSBA, University of Missouri-Columbia; MDiv, New Orleans Baptist Theological Seminary; MA, PhD, Tulane University*

2005 Donna J. Pirc — Associate Professor of Education
*BS, MA, Southeast Missouri State University; MA, Arkansas State University; further study, St. Louis University*

2021 David Robarts — Assistant Professor of History & Christian Studies
*BS Elementary Education, University of Nevada; MDiv Christian Ministry Education, Gateway Seminary; PhD Biblical Studies, Midwestern Baptist Theological Seminary*

2022 Jill Smith — Assistant Professor of Education
*BS Education, Hannibal-LaGrange University; MSE, University of Missouri-Columbia; PhD Curriculum & Instruction, University of Missouri-Columbia*

2014 Melanie L. Smith — Associate Professor of Education; Chair, Division of Teacher Education
*BSE, MEd, University of Missouri-Columbia; Specialist of Education, William Woods; PhD, Texas Tech University*

2022 Leanne Soondrum — Instructor of Nursing
*ASN, Hannibal-LaGrange University; BSN, Hannibal-LaGrange University*

2020 Rodrick Sweet — Instructor of Christian Studies; Site Director at the Jefferson City Correctional Center
*BS, ThM, The College of Biblical Studies – Houston*

1999 Michelle R. Todd — Director of Computer Services; Professor of Computer Sciences; Chair, Division of Professional Studies
*BSE, Hannibal-LaGrange College; MA, Webster University; PhD, University of Missouri-Columbia; further study, Northcentral University*

2014 C. Eric Turner — Associate Professor of New Testament & Greek; Chair, Division of Humanities & Fine Arts; Director of Church and Denominational

Relations; Director, Center for Christian Worldview
*BS, William Jewell College; MDiv, PhD, Midwestern Baptist Theological Seminary*

2024 Krista K. Walker — Instructor of Nursing
*BSN, Blessing-Reeman College*

2022 Tammy E. Walsh — Instructor of Art
*BSE K-12 Art Education, Peru State College; MSE Curriculum & Instruction, Peru State College; further study Lindenwood University*

2023 Virginia F. Wolgemuth — Director of Craigmiles School of Nursing; Professor of Nursing
*BSN, Messiah College; MSN, Russell Sage Graduate School; PhD, Widener University*

2023 Kacie Woodmansee — Instructor of Mathematics and Physical Science
*BS, MS University of Arkansas; MA, University of Louisville*

1987 David C. Ziegler — Professor of Chemistry
*BS, Carson Newman College; PhD, Purdue University; further study, Arizona State University, Princeton University*

1988 Deborah G. Ziegler — Assistant Professor of Mathematics
*BS, Westminster College (PA); MS, Purdue University*

## Emeriti

| Year Hired | Name | Title(s) |
|---|---|---|
| 1987 | Martha S. Bergen | Professor of Christian Education Emerita (2018) |
| | *BA, Gardner-Webb University; MDiv, MRE, PhD, Southwestern Baptist Theological Seminary* | |
| 1986 | Robert D. Bergen | Distinguished Professor of Old Testament Emeritus (2018) |
| | *BA, Hardin-Simmons University; MDiv, PhD, Southwestern Baptist Theological Seminary* | |
| 1976 | 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 | 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; served as HLGU president, 1994-2012* | |
| 1986 | David J. Pelletier | Vice President for Academic Administration Emeritus (2015) |

*BA, Union College; MDiv, Westminster Theological Seminary; MRE, PhD, The Southern Baptist Theological Seminary*

1976 Richard R. Todd — Professor of Mathematics and Physics Emeritus (2024)
*BA, MA, Southern Illinois University of Carbondale; PhD, Michigan State University*

## 2024-2025 Staff

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

| | |
|---|---|
| Lucas Almeida | Head Men's Soccer Coach |
| David Babcock | Head Coach: Baseball |
| Gail Barrowclough | Assistant Registrar |
| Brice Baumgardner | Assistant Vice President of Enrollment Management and Director of Financial Aid |
| Clay Biggs | Athletic Director |
| Susan Booth | Manager, Campus Store |
| Eddie Bogue | Director of Public Safety, Safety Compliance |
| Jessie Briggs | Accounts Payable Clerk |
| Sabrina Brookshire | Campus Technical Director |
| Basia Brown | Head Women's Volleyball Coach |
| Angela Carpenter | Administrative Assistant to the President |
| Raymond Carty | Vice President for Institutional Advancement |
| Dori Colborn | Payroll Benefits Coordinator |
| Todd Damotte | Marketing Coordinator |
| Darrin DeLaPorte | Systems Administrator |
| Scott Douglas | Assistant Director of Admissions |
| Jason Durst | Head Coach Men's Basketball |
| Randy Ewart | Nursing Office Manager & Nursing Admissions Coordinator |
| Beth Foreman | Assistant Enrollment Counselor - Online |
| Mario Gabriel | Director of Campus Ministry & Missions |
| Joseph Garner III | Registrar |
| Rebekah Garner | Human Resources Coordinator |
| Scott Hawes | Director of Maintenance |
| Sheri Haye | Controller, Office of Business Services |
| Timothy Hickman | Assistant Men's Varsity Basketball Coach |
| Dan Hurst | Head Softball Coach |
| David Hutchison | Office Manager and Public Services Technician, Library Admissions Counselor |
| Pepe Junqueira | International Students Coordinator |
| Joseph Kejr | Systems Administrator |
| Amanda Kohl | Guest Experience Coordinator |
| Marilyn Lehenbauer | Mailroom Supervisor and Central Receiving Coordinator |
| Elva Light | Academic and Career Services Staff |
| Kathryn Martin | Director of Academic & Career Services |
| Robert Matz | President |
| Lonnie Nelson | Assistant to the Vice President of Academic Administration |
| Ashley Newton | Director of Resident Life |
| Brennan Nick | Student Accounts Manager |
| Mark Nowak | Library Acquisitions and Computer Technician, Library |
| David Robarts | Online Course Developer |

| | |
|---|---|
| Mary Shirley | Assistant Director of Financial Aid |
| Michelle Simpson | Education Office Manager |
| Carla Steinbeck | Advancement Coordinator |
| Luke Stoffel | Head Coach for Track & Field and Cross Country |
| David Sundeen | Interim Vice President for Academic Administration & Dean of Faculty |
| Rodrick Sweet | Site Director: Jefferson City Correctional Center |
| Michelle Todd | Director of Information Technology |
| Abby White | Administrative Assistant to the Vice President of Academic Administration |
| Brandon White | IT Help Desk Manager |
| Tad Wingo | Vice President for Enrollment Management, Marketing, and Student Life |
| Lauren Youse | Director of Alumni Relations & Development and Facilities Coordinator |

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