# Business Administration
# Admission Requirements and Transfer Policy

**Admissions Requirements**

Applicants to Hannibal-LaGrange's undergraduate program must provide a high school transcript that shows at least a 2.5 GPA. They may also take a HiTest, General Education Development (GED) test, or any other equivalent test.

**Transfer Policy**

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 including: An application for admissions and college transcripts.

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.

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.

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.

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

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: 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.

College-Level Examination Program: 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.

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.

Advanced Placement Examinations: Students who have completed university-level work during secondary school through the 35 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.

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All transcripts must be received by HLGU within 30 days of beginning courses or students will be administratively withdrawn.

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.

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.

Remedial/Developmental Work: Students who have earned credit hours for remedial/developmental courses at another institution will receive credit for such courses provided

- HLGU accepts credit from that institution, and
- That the equivalent course is included in the HLGU current catalog

Credit Conversion: HLGU follows best practice guidelines provided by AACRAO.

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.