Iowa College Student Aid Commission

Postsecondary Approval and Registration Administrator
430 E. Grand Ave., 3rd Fl
Des Moines, IA 50309
(515) 725-3470

Application for Approval and Registration of Postsecondary School Iowa Code Chapter 261B

Submit a paper document and a complete duplicate in pdf format on a CD or other electronic media. Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the Iowa College Student Aid Commission.

All items must be completed before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Other documents or materials may also be attached to support the application. Attachments must be tabbed and clearly marked on both the paper and pdf documents.

(Registrations must be renewed every two years or upon any substantive change in program offerings, location, or accreditation.)

Name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141: [(261B.4(2))] and [(261B.4(1))]

Name of School: Hannibal-LaGrange University
Street: 2800 Palmyra Road
City: Hannibal
State: MO
Zip: 63401
Country: USA
Telephone Number (including country or area code): 573.221.3675

Type of corporation:
[ ] For-profit
[X] Non-profit

Address of this school in all in other states, and in foreign countries: **NONE**

Suite	Street	City	State	Zip	Country	Telephone

Address of all locations in Iowa where instruction is to be provided

Suite	Street	City	State	Zip	Country	Telephone
	335 Messenger Road	Keokuk	Iowa	52632 - 6007	USA	319.524.3221 866.SCC.IOWA

Tuition charges, fees and other costs payable to the school by a student. [(261B.4(3))]

These charges are for the full 18-month (4 terms) degree-completion program that includes 49 credit hours.

Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Total
Degree Completion with majors in Organizational Management or Criminal Justice	$ 19,000	$ 1,305	$ 800		$ 21,105

Refund policy of the school for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))] If the refund policy is attached, please summarize the policy below.

ANSWER: ATTACHMENT: The refund policy is stated in the Student Handbook (sent as a separate PDF file). Page 12 will be attached at the bottom of this file. Since the program is delivered one course at a time, if a student withdraws during the program, all courses not yet started, and for which the student has paid, will be refunded totally. Also an attachment "Students Called to Active Military Duty . . ." contains a refund policy that differs from the regular refund policy.

Degrees granted by the school [(261B.4(5))]

Offered in Iowa [(261B.4(11))]
B.S. and B.A.S.(Bachelor of Science and Bachelor of Applied Science)

Offered outside of Iowa
BA, BS, BAS, BM, BSE, BSN, AA, AS, AAS, ASN

Name, business address and telephone number of the chief executive officer of the school: [(261B.4(7))]

Name: ____ Dr. Anthony Allen, EdD
Street: ____ 2800 Palmyra Road
City: __ Hannibal
State: ___ MO
Zip: __ 63401
Country: ___ USA
Telephone Number (including country or area code):__573.629.3252

Provide a copy or description of the means by which the school intends to comply with 261B.9 [(261B.4(8))]. Code section 261B.9 is as follows:

261B.9 DISCLOSURE TO STUDENTS.

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. The refund policy of the school for the return of their fundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.
6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school.

Response:

ANSWER: Prospective students attend an information/orientation meeting that explains the whole degree completion program BEFORE they sign up or pay (except some may have paid an application fee). They are given a Student Handbook that includes all the above information. Explanations from the Handbook are given and questions are answered.

If students choose to do so, they can fill out an application and begin the enrollment process at the end of the information meeting.

Note: The Handbook will be sent as a separate PDF because of size.

Name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]

Our Full-Time Program Representative in IOWA

Name: ___ Monica Winkler
Street: ___ 8 Suncrest Terrace
City: _____ Keokuk
State: ____ Iowa

Zip: _____ 52632 _____
Country:___ USA _____
Telephone Number (including country or area code): __ 319.524.9176 or 319.795.8024 _____

Name, address, and title of the other officers and members of the legal governing body of the school: [(261B.4(6))]

ATTACHMENT: A sheet listing the names and positions of members of the Board of Trustees followed by two pages of all Board members addresses and phone numbers.

Officer Number 1

Name: ___ Charles R. Brazeale, Trustee Chairman _____
Street: ___ 22284 Highway 24 _____
City: _____ Paris _____
State:____ Missouri _____
Zip: _____ 65275 _____
Country: _ USA _____
Telephone No. (Including country or area code):__573.721.4939 cell _____

For officers 2 or more, add pages as needed:

Owner Number 2 **The Board of Trustees are elected by the Missouri Baptist Convention.**

Names and addresses of persons owning more than 10% of the school: [(261B.4(6))]

Name:___ Missouri Baptist Convention _____
Street:___ 400 E. High Street _____
City:_____ Jefferson City _____
State: ___ MO _____
Zip: _____ 65101 _____
Country: _ USA _____
Telephone Number (including country or area code): __573.636.0400 or 800.736.6227 _____

For owners 2 or more, add pages as needed

Name all agencies accrediting the institution. For each agency, include **name, address, telephone number, and whether the agency is recognized by the U.S. Department of Education. [**(261B.4(9))] Attach copies of accreditation certificates of status for each agency. If the Iowa location is not accredited, provide accrediting agency certification that the Iowa location will be granted accreditation upon approval by the College Student Aid Commission. **Provide documentation that every location of applicant school is approved by the accrediting agency and in good standing, for all locations throughout the world.**

Accrediting agency 1

Name: ___ North Central Association – Higher Learning Commission _____
Suite: ____ 7-500 _____
Street: ___ 230 South LaSalle Street _____
City: _____ Chicago _____
State: ____ Illinois _____
Zip: _____ 60604 – 1411 _____
Country: __ USA _____
Telephone Number (including country or area code): __800.621.7440 or 312.263.0456 _____
Contact Person: __Dr. Timothy Gallimore _____

Is this agency recognized by the U. S. Department of Education? [XX] Yes [ ] No

Accrediting Agency 2 NONE

Name:_____

Accrediting Agency 3

Accrediting Agency 4+
Respond on a separate page:

Describe the procedures followed by the school for permanent preservation of student records. [(261B.4(12))]

ANSWER: The Registrar's Office is the keeper of the student records. Older records are paper, but also have been scanned to microfiche. Newer records are electronic and regularly backed up off building.

Provide the contact information to be used by students and graduates who seek to obtain transcript information.

Name: ___ Beth Crum _____
Street: __ 2800 Palmyra Road _____
City: __ Hannibal _____
State: ___ MO _____
Zip: __ 63401 _____
Country: ___ USA _____
Telephone Number (including country or area code):__573.629.3046 _____

List the states and approval or registration agencies for all states in which the school operates or maintains a presence.

State	Agency Name	Address	Contact Person	Telephone Number
MO	MO Dept. of Higher Education	205 Jefferson Street, Jefferson City, MO 65102-1469		(573) 751-2361
Iowa	Iowa			
MO	Secretary of State	See attachment		

Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used,, including, but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [(261B.4(13))]

ANSWER: The degree completion program offered in Keokuk at Southeastern Community College is a classroom instruction program.

Provide the name of every other State of Iowa agency required to approve the applicant school in Iowa, the school's contact person at the agency and the current status of that approval. Attach documentation in the form of a letter or certificate for each agency.

Agency Name	Contact Person	Telephone Number	Approval Status

Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

[ ] Yes [XX] No
If yes, explain below.

Provide the name and contact information for a U. S. Department of Education official who can verify the LST statement.

Do you:

Enroll students in Iowa? [XX] Yes [ ] No
Employ Iowa faculty? [XX] Yes [ ] No

Do you intend to:

Enroll students in Iowa? [XX] Yes [ ]
No Employ Iowa faculty? [XX] Yes [ ] No

Describe current operations or plans to enroll students in Iowa or employ Iowa faculty.

ANSWER: We anticipate the continuance of the program, enrolling students and employing faculty in the area of Southeastern Community College as we have for several years. Occasionally we send a faculty person from the main campus in Hannibal when we are unable to find a qualified instructor in the Keokuk area.

We rent a classroom from Southeastern Community College one night per week for each of the majors.

Name, address, and telephone number of **full-time employees** in Iowa.

Name: ___ Monica Winkler _____
Street: ___ 8 Suncrest Terrace _____
City: _____ Keokuk _____
State: ____ Iowa _____
Zip: _____ 52632 _____
Country:___ USA _____
Telephone Number (including country or area code): __ 319.524.9176 or 319.795.8024 _____

Note: The PDF form of this document asked for the names and resumes of all employees in Iowa. A list will be attached at the end of this document with names, addresses, and phone numbers. Because of size, the resumes will be in a separate PDF titled ***HLGU Employee Resumes***.

Will your school comply with *Iowa Code* section 261B.7 limiting the use of references to the Secretary of State, State of Iowa, or College Student Aid Commission in promotional material (See the *Iowa Code* for details)

[XX] Yes [ ] No

Will your school comply with the requirements of *Iowa Code* section 261.9(1)"e" to "g"? [

(See the *Iowa Code* for details.) [XX] Yes [ ] No

Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities?

[XX] Yes [ ] No

Attached a copy of the applicant **school's most recent audit** prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.

ANSWER: **AUDITOR'S REPORT**. We will mail the report from 2012 (last received dated September 26, 2012). The report from June 2013 will be available in the next few days.

The auditor's statement is in the letter on page one of the 2012 report.

Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

ANSWER: **CURRICULUM DEVELOPMENT & EVALUATION**. The curriculum is used in multiple locations. HLGU chooses veteran, experienced instructors from various locations to help update and improve curriculum. Some of these instructors are from Iowa.

Provide evidence that the school has adequate physical facilities appropriate for the program(s) to be offered and are located in the state. Include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease. Please include a photograph of the location.

ANSWER: **FACILITIES.** In our partnership with Southeastern Community College, they have allowed us to use one classroom, one night per week, for each major being delivered on that campus. For our program that is the only facility needed at that location. This use was part of our agreement with SCC.

Since the program in Iowa is small, all administrative office space in on the main campus at Hannibal.

Include a statement, signed by the chief executive officer of the applicant school, on school letterhead, demonstrating the school's commitment to the delivery of programs located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.

Statement may be in an attached document.
ATTACHMENT: Please see attached letter.

Provide an organizational plan that shows the location and physical address, telephone number, fax number and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization.

ANSWER: All programs are administered from the Hannibal site: 2800 Palmyra Road, Hannibal, MO 63401. Phone: 573.221.3675. FAX: 573-221-6594.

Contact Information: David J. Pelletier, PhD, Vice President for Academic Affairs, at the address just given. Phone: 573.629.3092. Email: DPelletier@hlg.edu.

All course sites are administered from this same location: We do have courses taught at Three Rivers College (two-year) in Poplar Bluff. But we do not have offices located at that site. We do have plans for a site in Illinois; but it is not yet authorized.

We do not have much of a presence in online/internet-based programs at this time. But we have plans for developing them in the future. Contact Information: Dr. Jill Arnold, Director of Online Programs, at address above. Phone: 573.629.3103. Email: JArnold@hlg.edu.

Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred.

ANSWER: ATTACHMENT: The statement of instructions for student complaints is attached at the end of this report. It lists the contact person, the mail address, email address, and phone number for the main categories of complaints and an alternative for any complaint that might not fit one of the categories listed.

Provide a copy of a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.

See Attachment

Provide the U.S. Department of Education cohort default rate for each associated organizational entity for which the U.S. Department of Education reports a cohort default rate.

ANSWER: The Hannibal-LaGrange University FY 2011 Cohort Default Rate is 5%.

Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization,

ANSWER: HLGU has "course locations" but no branch campuses.
Average Debt per Graduating Student with loans (all types): $19,302.29.
(Excluding Alternative) $17,878.19.

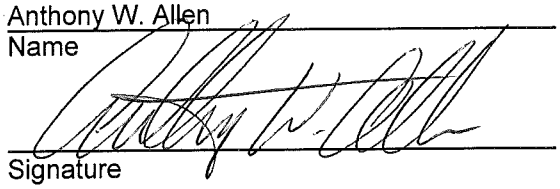
Provide the U. S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U. S. Department of Education National Center for Education Statistics.

Students enrolled as First-Time Freshman in	**% Graduated earning Associate or Bachelor degrees**
Fall 2003	49%
Fall 2004	50%
Fall 2005	47%
Fall 2006	48%

SIGNATURE

Applicant School Chief Executive Officer

Anthony W. Allen
Name



Signature

President
Title

9-26-13
Date

If any information in this application changes between the time of application Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information which is being amended. Amendments must be received before the Commission takes action.

A registration fee of $2,000 is due and payable to the State of Iowa upon registration approval.

List of Attachments

Refund Policy page 12 from the Degree Completion Program's Student Handbook

Policy: Students called to Active Military Duty
Modified Refund Policy

Board of Trustees Lists and Assignments; Addresses & Contact Information
Three pages

Missouri Secretary of State Form

Program Personnel List Full-time & Part-Time, Employed at Keokuk

Letter from University President
Commitment for Student Completion

Student Complaints Policy Statement

Campus Catalog Access Web Site Link

REFUNDS ← From the Student Handbook

A student shall normally be assessed tuition charges by non-traditonal semesters. If a student withdraws at the end of a module not concurrent with the end of a semester, the tuition for the modules for which the meeting dates have passed shall be considered earned and those modules not yet started shall be considered unearned, and thus refundable.

When a student stops out of a group the charge must be prorated and refunds given either to the student or the government as determined by government regulations. The student is responsible for any refund to the government.

The date of withdrawal shall be the date on which the student notifies the Innovative Programs Office. The student must complete and return the appropriate forms to the University for official withdrawals. For Financial Aid Office purposes, the date of last attendance will be used. Forms are available in the Innovative Programs Office.

If a module is failed, the student shall be assessed the tuition again for the module when repeating the module. Students dropping back to a later group will be assessed tuition at the time of re-entry only for those modules they need and enroll in at that time.

ACADEMIC AND CAREER SERVICES

The Academic and Career Services Office is located on the second floor of the Administration Building in room 201. Office hours are from 8:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 5:00 p.m. Monday through Friday. Dr. Karry Richardson, Associate Dean of Academic and Career Services, may be reached to schedule an appointment by calling 573-629-3016 or by emailing her at krichard@hlg.edu.

The Office of Academic and Career Services provide assistance to students and alumni in the areas of career development and job-search skills. The Office maintains resource materials on national, state, and area employers, information on graduate schools, and opportunities in military service. Bulletin boards are located on the first and second floors of the Administration Building posting pertinent information on part-time and full-time employment, graduate schools, summer jobs, internships, and college/ career fairs.

FOCUS Career Assessment

FOCUS is a computer-based career tool designed to provide users with personalized career and education exploration and planning assistance.

Hannibal-LaGrange University students and alumni may access the FOCUS online career assessment program http://www.focuscareer.com. Please contact the Academic and Career Services Office, Administration Building Room 201, 573-629-3016 or krichardson@hlg.edu for the institution's key code.

Career Center Registration

Students are encouraged to register with the Academic and Career Services Office at least three months prior to completing their senior year. This allows our office to keep you current regarding career information, employment opportunities, and events.

Policy: Students called to active military duty during a period of enrollment

Concerning students who are called to active duty in military service.

1. Students will receive a refund of tuition and fees. Rather than following the usual refund policy as stated in the catalog, we will refund 100% of tuition and general fee that students have paid and a prorated refund for room and board based on the number of weeks completed. Lab fees for courses taught by others off campus (e.g. certain physical education courses) will not be refunded because we have already paid those amounts to the providers of those courses.

2. The refund will not include institutional aid. All non-performance scholarships will be re-awarded at the year's rate when the student re-enrolls. Federal grants and loans will be recalculated and a portion will be subject to return to the granting or lending source. Students' refunds will not include these amounts of federal aid that we have to return.

3. Students who receive a performance scholarship will be welcome to reapply and to try out or audition as required. There is no guarantee that performance scholarships will be re-awarded.

4. The University Book Store will buy back the textbooks for 100% of their purchase price.

5. Students will need to follow the usual process to withdraw from school, except that they will also need to show their deployment orders to qualify for the refunds as described above. If students cannot come to campus because of timing of their orders, we can facilitate their withdrawal by telephone and/or fax.

6. The HLGU Veterans Representative will contact the Federal VA Coordinator to inform of the call to active duty and ask for guidance concerning VA benefits the student may be receiving during the enrollment period.

Board of Trustees

HLGU Officers and Committees - 2013

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Pat Benson, Vice-Chairman
Milton Baumgardner, Secretary
Jerry Sheridan, Treasurer

Executive Committee:

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Phil Bray, Secretary (CA)
Milton Baumgardner (CA)
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Terry Buster (SD)
Bob Ingram (BF)
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Matt Tanner (SD)
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Jerry Sheridan (IA)
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Betty O'Laughlin (13)

HANNIBAL-LAGRANGE UNIVERSITY
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2013

Anita Allee - 2016
13268 Church Road
Versailles, MO 65084
H (573) 378-5889
Cell (314) 723-1693

Mr. Edgar Alms – 2014
3101 Greenway Road
Hannibal, MO 63401
H (573) 221-6090

Dr. Milton Baumgardner (Deanie) – 2016
807 Prairie Street
Monroe City, MO 63456
H (573) 735-1407
O (573) 735-2635
Cell (573) 406-2311

Mr. Pat Benson (Connie) – 2016
132 El Rancho
Hannibal, MO 63401
H (573) 221-0379
O (573) 221-0444
Cell (573) 406-4031

Dr. Mark Boley (Leah) – 2016
Route 2, Box 2503
Wyaconda, MO 63474
H (660) 866-2413
O (309) 298-1596
Cell (319) 795-5524

Dr. Phil Bray (Stephanie) - 2015
515 Western Drive
Macon, MO 63552
O (660) 385-3714
Cell (660) 346-1757

Mr. Charles Brazeale (Ina Rae) –2016
22284 Highway 24
Paris, MO 65275
H (660) 327-4818
Cell (573) 721-4939

Mrs. Loretta Bringer (Marvin) – 2016
4125 CR 118
Maywood, MO 63454
H (573) 439-5326
Cell (573) 629-9627

Rev. Terry Buster, Sr. (Sue) – 2013
120 East Jefferson
Palmyra, MO 63461
H (573) 769-3345
O (573) 769-2490
Cell (573) 231-4461

Dr. Terry Davis (Kay) – 2013
702 Summit
Butler, MO 64730
H (660) 679-4816
O (660) 679-4124
Cell (660) 424-4338

Mr. John Edie (Shirley) - 2016
755 North Fallbrooke Terrace
Springfield, MO 65802
H (417) 862-8888
Cell (417) 838-7775

Mr. Melvin Graham (Katie) – 2015
9 Kinker Court
Moscow Mills, MO 63362
H (636) 366-4079
Cell (314) 706-1718

Mrs. Joni Hannigan (John) – 2014
8320 Highgate Drive
Jacksonville, FL 32216
H (904) 683-8245
O (904) 596-3167
Cell (904) 534-9425

Mrs. Judy Harding – 2016
3821 A Highway MM
Hannibal, MO 63401
H (573) 221-5757
O (573) 221-3084
Cell (573) 795-4937

Mr. Archie Hayden (Trudy) – 2013
1601 Wellman Avenue
Hannibal, MO 63401
H (573) 221-0006
Cell (573) 406-8319

Dr. Vinita Henry (Sam) – 2016
3337 Carriage Crossing
St. Charles, MO 63301
H (636) 946-0326
O (314) 516-6532
Cell (314) 440-8048

Mr. Robert Ingram (Deborah) – 2016
6 Hickory Lane
Bowling Green, MO 63334
H (573) 324-3938
O (573) 324-5257
Cell (573) 470-1300

Rev. Mitchell Jackson (Cindy) – 2013
119 Holmes Drive
Sikeston, MO 63801
H (573) 472-9649
O (573) 471-1331
Cell (573) 380-6206

Mr. Bryan (Ken) Lundstrom (Joyce) - 2015
17348 Jersey Trail
Novinger, MO 63559
H (660) 488-5306
Cell (660) 988-5534

Rev. Jeff Maxwell (Eva) – 2013
45 Sugar Loaf
Camdenton, MO 65020
H (573) 873-2121
Cell (660) 542-4601

Mr. Wayne McMullin – 2014
604 Hwy H
Hughesville, MO 65334
H (660) 827-4826
O (660) 826-3705
Cell (660) 620-3705

Mrs. Betty O'Laughlin (Charles) – 2013
207 West Wood
Shelbina, MO 63468
H (573) 588-2222
Cell (573) 406-4002

Dr. Jensen Petersen (Stephanie) – 2016
6431 Douglas Parkway
Hallsville, MO 65255
Cell (573) 289-6367

Mr. Bob Pollard (Connie) – 2014
1923 Dina Avenue
Arnold, MO 63010
H (636) 296-0287
O (636) 296-5225
Cell (314) 605-6011

Rev. Tom Rains (Cathy) 2015
1629 Adams
Quincy, IL 62301
H (217) 222-1942
W (217) 222-8867
Cell (217) 430-7296

Lt. Col. Joel Russell (Jan) 2015
9034 Lorton Station Blvd. #432
Lorton, VA 22079
O (703) 706-2265
Cell (319) 538-1325

Mr. Jerry Sheridan (Monty) – 2016
12709 Mohawk Circle
Leawood, KS 66209
H (913) 491-1772
Cell (913) 488-3772

Rev. Tim Smith (Lori) - 2015
PO Box 307
Ewing, MO 63440
H (573) 209-3300
Cell (573) 248-9426

Rev. Matthew Tanner (Heather) – 2014
2102 Orr Road
Poplar Bluff, MO 63901
Cell (573) 429-2978

Mrs. Sonia Vicars (Scott) – 2014
917 Martha Street
St. Peters, MO 63376
O (314) 232-8406
Cell (314) 323-3439

STATE OF MISSOURI

Robin Carnahan
Secretary of State

CERTIFICATE OF AMENDMENT
OF A
MISSOURI NONPROFIT CORPORATION

WHEREAS,

Hannibal-LaGrange University
N00013771

Formerly,

HANNIBAL-LAGRANGE COLLEGE

a corporation organized under The Missouri Nonprofit Corporation Law has delivered to me its Articles of Amendment of its Articles of Incorporation and has in all respects complied with the requirements of law governing the Amendment of Articles of Incorporation under The Missouri Nonprofit Corporation Law, and that the Articles of Incorporation of said corporation are amended in accordance therewith.

IN TESTIMONY WHEREOF, I hereunto
set my hand and cause to be affixed the
GREAT SEAL of the State of Missouri.
Done at the City of Jefferson, this
22nd day of November, 2010.

Robin Carnahan

Secretary of State

Full-Time Program Representative in Iowa

Monica Winkler, Iowa Advance Program Representative, 8 Suncrest Terrace, Keokuk, IA, 52632 Phone: 319-524-9176 mwinkler@keokuk.lib.ia.us

Adjunct Faculty in Iowa

William O. Blankenship, Adjunct Instructor, 23 Orlando Drive, Hannibal, MO 63401
Phone: 573-248-4847 imhos3@charter.net

Thomas E. Bogue, Adjunct Instructor, 5806 Wisteria Lane, Palmyra, MO 63461
Phone 573-795-3241

Dustin L. Briscoe, Adjunct Instructor, 1933 Orleans Avenue, Keokuk, IA 52632
Phone:319-524-8170 dlbriscoe@hotmail.com

Deanna L. Church, Adjunct Instructor, 2485 372nd St., Keokuk, IA 52632
Phone: 319-795-1922

Suzanne R. Ellerbrock, Adjunct Instructor, 4950 County Road 403, Palmyra, MO 63461
Phone: 573-406-3259

Denise L. Harvey, Adjunct Instructor, PO Box 167, Kahoka, MO 63445
Phone: 660-341-6867

Michael A. Lawzano, Adjunct Instructor, 205 McQua Estates, New London, MO 63459
Phone: 573-985-3595

Carol Mardis, Adjunct Instructor, 4 Fairway Drive, Keokuk, IA 52632
Phone: 319-524-2239

Jeffrey A. Mayfield, Adjunct Instructor, 2055 Maine Street, Quincy, IL 62306
Phone: 217-222-0025 jeff_lori_mayfield@comcast.net

Tara S. Perry, Adjunct Instructor, 410 S. 13th Street, Hamilton, IL 62341
Phone: 217-847-3186 tara.perry@mchsi.com

Michelle L. Pezley, Adjunct Instructor, 6 Fairway Court, Donnellson, IA 52625
Phone: 319-470-2412

Dennis D. Reid, Adjunct Instructor, 2885 170th Street, Ft. Madison, IA 52627
Phone: 319-528-6178

Note: Resumes for these employees are in A PDF "HLGU Employee Resumes"

OFFICE OF THE PRESIDENT
Dr. Anthony W. Allen

September 26, 2013

Post Secondary Registration Administrator
603 East 12th St., FL 5th
Des Moines, IA 50319

To Whom It May Concern:

Hannibal-LaGrange University (HLGU) is committed to continuing to provide the Degree Completion Program at the campus of Southeastern Community College in Keokuk, Iowa, with majors in Organizational Management. If at a future time HLGU were unable to continue this program, we would provide a "Teach Out" to provide completion for those students already in the program, or we would find an alternative for students to complete at another institution.

Should you have any questions or need further information, please feel free to contact me.

Thank you.

Sincerely,

Dr. Anthony W. Allen

Student Complaints
Policy Statement

Students are encouraged to settle any differences they may have with people who are associated with the University in a timely and responsible manner. It is recommended that a Matthew 18:15-17 approach be considered when resolving issues of differences.

If the circumstance warrants, a formal written complaint should be filed. Complaints are received from currently enrolled students or those who were involved at the time of the circumstance.

The written complaint should be submitted within 10 working days. It needs to contain details that explain the purpose for which the complaint is being filed, the circumstances, and the attempt to resolve the issue. The complaint must be signed and contact information must be given so that a response can be returned.

Verbal and Written Complaints

If a student wishes to discuss a complaint, they may consult one of the individuals listed below.

If a student wishes to file a written and signed complaint, it may be delivered in person with an opportunity to discuss the situation, or it may be mailed or emailed. Written complaints may also be mailed to one of the individuals named below at this address: Hannibal-LaGrange University, 2800 Palmyra Road, Hannibal, MO 63401.

Complaints about Student Life

Contact the Office of Student Life and Discipleship in the Carroll Mission Center. Complaints may be discussed with Dr. Jeffrey Brown (Email: Jbrown@hlg.edu; phone: 573-629-3260) or Mr. Joe Thrower (Email: Jthrower@hlg.edu; phone: 573-629-3014).

Complaints Involving Business Issues

Business issue complaints may be directed to the Vice President of Business and Finance, Mrs. Betty Anderson. Email: Banderson@hlg.edu. Phone: 573-629-3093.

Complaints Concerning the Advance Program

The Advance Program is a degree completion program for adult students. Any complaints from students in that program may be address to Mr. Marc Hurt, the program director. His office is located in the Hut Green Center, off-campus at 3128 Muir Avenue. Email: MHurt@hlg.edu. Phone: 573-629-33189.

Complaints about Academic Issues

Academic Issues may be addressed to the Vice President for Academic Affairs, Dr. David J. Pelletier, on the fourth floor of the Administration building. Email: Dpelletier@hlg.edu. Phone: 573-629-3092.
They may also be addressed to Dr. Robert Bergen, Associate Dean of Academic Affairs, in the same office complex. Email: Rbergen@hlg.edu. Phone: 573-629-3090.

Any Other Issues

Dr. David J. Pelletier or Dr. Robert Bergen, in the Academic Office, may be consulted concerning any other issues not covered in the listing above. They will direct you to the appropriate person.

Campus Catalog Access

The Hannibal-LaGrange University catalog is no longer published in paper form. It may be accessed at this link:

http://www.hlg.edu/academics/catalog.php