

**HIGH POINT UNIVERSITY
GRADUATE STUDIES BULLETIN
2005 – 2006**

A MESSAGE FROM THE PRESIDENT

Welcome to High Point University where students come to learn not only what to do, but also how to be. Our students leave armed with the skills and insights necessary to effect positive change in their lives and in organizations.

A graduate education is an investment in advanced personal and professional growth. It is a commitment to achieving extraordinary performance.

Students commit a range of resources toward earning a master's degree, and we seek to provide structure and services that make a degree possible for serious-minded students. Students decide when their enrollment is full-time or part-time. Classes meet in the evening and are year-round.

I am proud of the success of our graduate students. They move from dreaming to fulfilling goals. Degrees are earned. Careers are advanced. Students experience new levels of excellence in their lives.

You and I are defined by our choices, not our circumstances. Choose well. Choose to be extraordinary. Welcome to the High Point University family.

Nido Qubein

High Point University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Bachelor's and Master's degrees. (Inquiries relating to this accreditation may be directed to the Commission at 1866 Southern Lane, Decatur, GA 30033-4097 or 404-679-4500).

High Point University is also accredited by the organizations listed below.

- University Senate of The United Methodist Church
- North Carolina Association of Colleges and Universities
- North Carolina State Department of Public Instruction
- National Council for the Accreditation of Teacher Education
- The Commission on Accreditation of Allied Health Education Programs
- The Association of Collegiate Business Schools and Programs

The University is a member of the organizations listed below.

- The National Association of Schools and Colleges of The United Methodist Church
- The American Association of Colleges for Teacher Education
- The Association of American Colleges
- Council for the Advancement and Support of Education
- The North Carolina Association of Colleges and Universities
- National Collegiate Athletic Association, Division I
- Council of Graduate Schools
- Conference of Southern Graduate Schools
- North Carolina Conference of Graduate Schools
- United States Department of State, Bureau of Diplomatic Security, Overseas Security Advisory Council

High Point University is located in a quiet residential area of High Point, North Carolina. Together the cities of High Point, Winston-Salem and Greensboro form the Triad, a metropolitan area. To the east of the city of High Point is the Atlantic Ocean, and the Blue Ridge Mountains are to the west. Access to the city of High Point is easy via Interstate Highways 40 and 85, and an international airport.

GRADUATE STUDIES BULLETIN

The *Graduate Studies Bulletin* represents the requirements, procedures, courses, fees, and matters of policy in effect at the time of publication, but they may be changed or eliminated. The requirements, procedures, courses, fees, and matters of policy are continually under examination and revision. However, adequate and reasonable notice will be given to graduate students via campus e-mails and updates on the graduate web site. This bulletin is not intended to state contractual terms and should not be regarded as a contract between the student and the University. The University reserves the right to make changes in the requirements, procedures, courses, fees, and matters of policy announced in this publication without notice or obligation. These changes will govern current and readmitted students. Enrollment of all students is subject to these conditions.

STUDENT RESPONSIBILITY

Graduate students must assume full responsibility for current knowledge of policies and procedures and deadlines of Graduate Studies as well as program requirements and regulations.

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HIGH POINT UNIVERSITY

High Point University is an equal opportunity/affirmative action institution. Its policy is to recruit, retain, and promote the most outstanding students, faculty, and staff possible regardless of an individual's race, creed, color, sex, religion, age, national origin, or handicap. This is done in accordance with the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

The University complies with the Family Education Rights and Privacy Act of 1974, as amended, regarding information on file and students' access to their records. Directory information (name, address, class, and major) may be released unless the student requests in writing that his/her information be withheld.

As an implementation of its goals and objectives, the University may invite to the campus speakers whose ideas and expressions may be alien to the philosophy of the University. While the University may not agree with the ideologies expressed, it is our belief that those speakers' concepts might well be used as learning experiences.

MISSION

High Point University is a private, liberal arts university affiliated with The United Methodist Church and dedicated to the Judeo-Christian principles of inclusiveness and diversity. The mission of High Point University is to provide vital and distinguished undergraduate and graduate programs that enhance both traditional and non-traditional students' powers of inquiry, breadth of knowledge, command of written and spoken language, and insight into ethical behavior. This mission is deeply rooted in the liberal arts and is reflected in seven overlapping commitments:

- ❖ To foster close communication, both inside and outside the classroom, between motivated students and faculty who are committed to teaching and scholarly activity;
- ❖ To blend imaginatively critical thinking, intellectual inquiry, and aesthetic appreciation with a practical need for innovation, skill, and knowledge within professional disciplines;
- ❖ To promote the balanced development of students' cognitive, social, and physical capacities;
- ❖ To offer an education, grounded in the development of character, personal responsibility, and a sense of civic duty that prepares students for leadership, citizenship, and service in a diverse global community;
- ❖ To provide the opportunity for exploration of faith and humane values within a Judeo-Christian context;
- ❖ To contribute to the educational and cultural life of the broader community by offering cultural activities of regional and national interest, and by devoting the resources of the University, the professional skills of the faculty, and the talents of students to local charities, businesses, and other civic groups;
- ❖ To maintain a physical environment, including classrooms, libraries, laboratories, and open spaces, that supports the academic success of students and the professional development of faculty.

In pursuing each of these commitments, High Point University is guided by the principles of intellectual freedom, academic excellence, and ethical rigor, and by the desire to create and enhance an environment conducive to the liberal arts education and professional development of students.

HISTORY

In 1924, High Point College opened as a cooperative venture between the Methodist Protestant Church and the City of High Point. The campus consisted of 3 partially completed buildings, there were 9 faculty members, and the student enrollment was 122. Today the University has thirty-two buildings; is attractively landscaped; the faculty numbers 124; and more than 2,800 students are enrolled in a wide variety of daytime, evening, and summer programs. Much has changed over the years. Yet the mission of High Point University may still be best expressed in the words of its founders, more than eight decades ago: "to help us to appreciate and to love our own, to know our needs and opportunities, and to make ourselves more efficient servants of Christ."

The College's programs received full regional accreditation in 1951. Additional facilities were added in response to this growth in size and professionalism: four residence halls between 1953 and 1968, two classroom buildings, a second gymnasium, an auditorium, a chapel, and a campus center. Crowning the physical expansion was Smith Library, completed in the spring of 1984, with a capacity of three times the size of the former facility. In 1989, the University developed a campus in the Madison Park area of Winston-Salem, North Carolina, for the Evening Degree Program there. The Millis Athletic/Convocation Center was opened in late 1992 and provides facilities for convocations, physical education, athletics, and health activities. David Hayworth Hall and the University Student

Apartments were completed in 1998; an expansion of the Chapel was completed in 1999; and the expansion of the Haworth Hall of Science was completed in 2002 along with The Hayworth Fine Arts Center. Norton Hall, housing the International School of Home Furnishings, was completed in 2004.

On October 9, 1991, by the action of the Board of Trustees, the name of High Point College was changed to High Point University.

High Point University, affiliated with The United Methodist Church, holds in high esteem its commitment to general Christian principles and values as an appropriate foundation for the development of human personality and social order.

High Point University offers day and evening undergraduate degree programs (Bachelor of Arts and Bachelor of Science), and evening graduate degree programs (Master of Business Administration, Master of Science, Master of Public Administration and Master of Education). In addition, several study abroad programs are available to undergraduate students. High Point University offers a Junior Year Abroad program in conjunction with the University of Leeds in England, the University of Saint Andrews in Scotland, and Westminster in Oxford, England. These programs allow undergraduates to study for a semester or up to one year at these institutions and earn credit toward their High Point University degree.

ADMISSIONS

Admissions are organized and managed through the Office of Graduate Studies, located on the campus in High Point, North Carolina. The street address: Graduate Studies; High Point University; University Station, Montlieu Avenue; High Point, NC 27262-3598

Application for Admission Availability

- **Applying Online**
<https://webber.highpoint.edu:446/GR/>
- **Obtaining Printed Information and Application for Admission by Mail**
graduate@highpoint.edu; (336) 841-9198 or (800)345-6993
- **Downloading Information and Application for Admission from the Web**
www.highpoint.edu/graduate

Admission Criteria

Applicants are eligible to apply for admission if they have or will complete prior to starting graduate study a bachelor's degree (four-year equivalent) from an accredited college or university. An admission decision takes into consideration a GPA (3.0 or higher on a 4-point scale), completed course work, professional work experience, personal and professional goals relative to the intended program of study, and, if applicable, performance on a standardized test. Meeting admission requirements does not ensure admission. Specific admission requirements for an intended program of study are presented in the program section of this *Bulletin*.

Application Deadlines and Admission Terms

Applications for admission are reviewed soon after all required materials have been received. Therefore, applicants should complete the process as quickly as possible to receive early notifications of decisions. To allow time for a review, applicants are strongly encouraged to complete the application process by the following deadlines: April 15 for Fall; October 15 for Spring; and March 15 for Summer. All programs do not offer admission every term, and program sections should be consulted to determine admission terms.

An application and its application fee are submitted for a specific admission term. To seek admission in a different term, another application and application fee will be required.

Application Materials

Application forms can be completed on-line (<https://webber.highpoint.edu:446/GR/>), downloaded (www.highpoint.edu/graduate), or obtained from the Office of Graduate Studies. No application materials will be returned to or duplicated for applicants. A review for admission begins only after all required materials are received in the Office of Graduate Studies.

Submit immediately:

- *Application for Graduate Admission*
- *Application fee* (nonrefundable \$35 or \$50 for international applicants) is payable by credit card, check, or money order made payable to High Point University; do not send cash. The application fee cannot be waived. Applications submitted without the required fee will not be processed.

Take additional time to submit:

- *Essay* (a statement of purpose). See the application package for specific instructions.
- *Resume* (summary of job and volunteer experiences).
- *Transcripts* (two official transcripts from each college or university attended, including High Point University). Transcripts must bear the signature of the registrar and the seal of the college or university, and be sent to the Office of Graduate Studies in a sealed envelope. Faxed transcripts are not accepted. For students completing requirements for a bachelor's degree, transcripts should be requested as soon as courses for the final term of enrollment are posted; however, applicants are still responsible for submitting a final transcript that shows the award of the bachelor's degree. All academic records must be issued in the original language and bear the signature of the registrar and the official seal of the issuing institution
- *Credential Evaluation* (if applicable). For all work completed in a college or university outside the United States, a detailed credential evaluation (showing English translation of courses, grades, GPA, degree equivalency, and more) must be sent directly to the Office of Graduate Studies from an appropriate agency.
- *Reference Reports* (three). Forms are provided.
- *Standardized Test Score Report* (if applicable), which must be five years old or less at the term of admission: GRE or MAT (Education), GRE (Nonprofit), and GMAT (Business).

- *Copy of Teaching License* (if applicable).

Additional Required Materials for International Applicants

- *Test of English as a Foreign Language (TOEFL)* (*two years old or less*). Minimum score is 550, and an interview may be required. However, the TOEFL is not a requirement for applicants who are from countries where English is the official language of instruction or who received a degree from a college or university in the United States. Testing should be completed far in advance of a desired admission term.
- *Certificate of Financial Support*. All international applicants must provide proof of sufficient resources to cover educational and living expenses during their pursuit of the degree. A Certificate of Financial Support, outlining financial support available and verification of the support, must accompany the application for admission.
- *Copy of visa* (if applicable).

Immigration Information

Information concerning United States immigration can be obtained from the Director of International Students (336) 841-9245. High Point University will issue the form *I-20* only after the student is officially accepted and only after a nonrefundable matriculation deposit has been received. Under no circumstance should a student enter the United States with the intent to register at High Point University unless both a current *I-20* and a current student visa are in hand.

Application Status

Notification that an application was received will be sent once the application is processed. The completeness of an application may be monitored by directing inquiries to the Office of Graduate Studies.

Admission Notification

Applicants receive written notification of the admission decisions from the Dean of Graduate Studies. Applicants should not contact a program director concerning admission decisions.

- *Admission*. This status is assigned to applicants who satisfy all criteria for admission.
- *Admission with Conditions*. This status is assigned to applicants who do not meet all criteria for admission, but are believed to be capable of succeeding in the graduate program. This status allows applicants to enroll as graduate students and pursue a specific program of study.
- *Denied Admission*. Applicants who are denied admission may submit another application in a later term. To re-apply for admission, applicants should have evidence of improvement (e.g., additional course work relevant to the intended field of study or new standardized test scores). Admission is not guaranteed.

To accept an offer of admission, applicants must sign the letter of admission and pay a nonrefundable matriculation deposit. The offer is good for the designated admission term only. An offer is cancelled if it is not accepted. Any consideration for another term of admission requires repeating the application process.

Matriculation Deposit

To accept any offer of admission, a nonrefundable matriculation deposit (\$100 or \$200 for international students) is required, and the deposit may be remitted by credit card, check, or money order made payable to High Point University; do not send cash. A matriculation deposit is good only for the term of admission for which it was paid. A matriculation deposit cannot be waived.

Orientation

All first-time graduate students at High Point University are expected to participate in Graduate Orientation at the beginning of their first term of graduate enrollment. Orientation includes information sessions with the Dean of Graduate Studies and Program Directors, registration and other activities designed to prepare graduate students for a positive educational experience.

Time Limitation for Degree

All requirements for a degree must be completed within the specified time limitation. Failure to complete requirements may result in loss of opportunity for the degree.

- *Degree*. A degree must be completed within five calendar years from the date of the first enrollment in any graduate course toward a degree. Requirements for a degree may be completed within two calendar years.

Extension of Time for Degree. A student may request one extension of time for the completion of requirements for a degree. A request for an extension must be finalized before the expiration of the original time limit. If approved, an extension is limited to one term immediately following the expired time limit.

Transfer of Credit Hours (Degree-seeking Students)

Transfer of credit hours is not automatic. Applications for transfer of credit hours must be finalized during a student's first term of enrollment. The maximum number of credits, which may be transferred into a program, is six semester hours.

It is a student's responsibility to obtain an application for transfer of credit hours from the graduate web site. The review process requires the student to, first, submit the completed application with the required attachments (i.e., official syllabus for the course, catalog description of the course, and a copy of the page showing the academic year of catalog from which the course description was copied) to the Office of Graduate Studies. An application will not be considered for hours that are not documented on an official transcript that existed in the Office of Graduate Studies at the time of original admission.

Credit may be given for graduate work taken at other institutions. For transfer to be considered, the course work (a) must be completed at an institution accredited as degree-granting by a recognized regional accrediting body for higher education at the time the course work was completed; (b) must be appropriate for fulfilling degree requirements; (c) must not exceed six semester hours of graduate credit; (d) must have earned "A" or "B" for all hours being transferred; (e) must not have been completed more than five calendar years prior to the request for transfer of credit; (f) must be documented on an official transcript filed in the Office of Graduate Studies; (g) must have been earned through regular instruction not workshops, independent study, portfolio-based experiences, and the like; and (h) must be approved by a student's Program Director and the Dean of Graduate Studies.

Nondegree Admission (Application available from Office of Graduate Studies)

Nondegree admission or enrolling without admission into a degree program is not automatic. A review of credentials is required and is initiated only after an *Application for Graduate Nondegree Admission*, an application fee, and official transcripts that show the awarding of a bachelor's degree are received in the Office of Graduate Studies.

Admission in nondegree status is good for one term only. In addition, no more than six semester hours can be taken during this term.

While nondegree students may subsequently apply to pursue a degree, there is no assurance they will be admitted to a degree program. Any application for degree admission must be submitted and reviewed before the end of the first term of nondegree enrollment. If admitted to a degree program, time spent in nondegree status counts toward the maximum time allowed for earning a degree, and a maximum of six hours earned in nondegree status may be accepted toward a degree.

Admission of Master's Degree Alumni

Students who earned a High Point University master's degree may be admitted in nondegree status for additional graduate courses. An *Application for Graduate Nondegree Admission* and payment of the application fee are required.

EXPENSES, REFUNDS AND FINANCIAL AID

Tuition \$432 per semester hour (credit or audit)

Tuition is determined by the number of semester hours of enrollment for a particular term. All graduate students pay the same charge per semester hour. Payment for all charges is due at the beginning of each term of enrollment.

Graduate students who enroll in an undergraduate course pay graduate tuition for the course.

Nonrefundable Fees

Technology Fee \$50 (each fall and spring term of enrollment)

Application (admission and readmission) \$35/\$50 (U.S. citizens/others)

Matriculation Deposit \$100/\$200 (U.S. citizens/others)

The matriculation deposit must accompany the applicant-signed letter of acceptance of admission and is credited toward the account of the student for the original admission term only.

Active Graduate Student Status (GRD 599) \$648 per term

This is a fee registration for students who need active graduate student status without having to enroll in a course for credit or audit.

Project of Learning Continuation (EDU 596a) \$648 per term

Thesis Continuation (EDU 599a) \$648 per term

Parking \$10

Graduation (Degree) \$70

Thesis Binding \$10 per thesis copy

Refunds

Any refund, regardless of reason, is contingent upon students officially dropping a class or officially withdrawing from the University according to policies. Students who are receiving financial assistance should consult with the Office of Student Accounts and the Financial Aid Office about changes in their financial statement.

- *Dropping a Class.* Dropping a class is permitted within two business days after the start of the class as the University schedules it. The official process to drop must be completed before the end of the second business day of the University.
 - 100% Refund Before the end of the drop period for the class.
 - No Refund After the end of the drop period for the class.
- *Withdrawing from the University.* Any refund is contingent upon students voluntarily removing themselves, through the official process, from the University.
 - 100% Refund Before the end of the drop period for any class in which a student is enrolled.
 - 50% Refund After the end of the drop period for any class in which a student is enrolled and before the second day of any class in which a student is enrolled.
 - No Refund After the second day of any class in which a student is enrolled.
- *Dismissal or Expulsion from the University.* In the event that students are excluded from University facilities and in cases of dismissal or expulsion, any tuition or fees due or paid will not be cancelled or refunded, in whole or in part.

Room and Board

The University offers a variety of campus accommodations (including dorm rooms and apartments) and meal plans, which may be available to graduate students. For information, contact the Dean of Students (336-841-9026).

Financial Aid

Loans. High Point University offers Federal Student Financial Aid Programs. The need for financial aid is determined through the use of the Free Application for Federal Student Aid (FAFSA). To be considered for any need-based financial aid, students requesting aid are required to submit an online FAFSA (www.FAFSA.ed.gov). New students must be accepted for admission to High Point University before financial aid may be awarded. Contact the Financial Aid Office (336-841-9124) for information.

The financial aid program is administered without regard to age, handicap, race, color, sex, religion, or national origin, and in accordance with the nationally established policy of meeting demonstrated need--the difference between the total cost of attending High Point University and the expected family (student) contribution.

Scholarships. A limited number of scholarships may be available for qualified students in certain programs. Recipients must have financial need (determined by FAFSA) and a record of high academic performance. Because awards are generally made for an academic year, which begins with the Fall Semester, applicants should complete the admission process by the April 15th priority deadline. Contact the Dean of Graduate Studies for information.

POLICIES

Persons enrolled in Graduate Studies are members of the student body of High Point University and, in all circumstances, are expected to act responsibly and with civility. They are to be guided by University policies and procedures.

University Honor Code Preamble

We, the students of High Point University, believe that honesty and integrity are essential to student development, whether personal, social, or academic. Therefore, we assert that:

- Every student is honor-bound to refrain from conduct which is unbecoming of a High Point University student and which brings discredit to the student and/or to the University;
- Every student is honor-bound to refrain from cheating;
- Every student is honor-bound to refrain from collusion;
- Every student is honor-bound to refrain from plagiarism;
- Every student is honor-bound to confront a violation of the University Honor Code;
- Every student is encouraged to report a violation of the University Honor Code.

University Conduct Code Preamble

We, the students of High Point University, shall seek excellence in the classroom, on the playing field, and in positions of leadership and service across our campus.

As a community of scholars, we shall work together with faculty to create an environment conducive to teaching and learning.

As a community of persons, we shall treat each other with compassion, with dignity, and with civility—avoiding bigotry, racism, and sexism and learning from each other through the diversity we bring to High Point.

As persons, we shall be honest and just in all that we do, recognizing that we can never be greater than the integrity of our word and deed.

As citizens of a global community, we shall act responsibly, both on campus and off—governing our actions not only by our personal needs and desires but also by a concern for the welfare of others, for the general good of humankind, and for the environment upon which we mutually depend.

Recognizing that communities cannot exist without values and codes of conduct, we shall search for enduring values; and we shall adhere to those codes of conduct which have been established by and for members of High Point University.

When we leave High Point, we shall leave it better than we found it—and, in support of this goal, we pledge our loyalty and our service to this University which we have chosen as our own.

Appealing Decisions

Students have the right to appeal decisions. Appeals must be in writing, must state the grounds for the appeal, and must provide supporting evidence. Appeals must be addressed in writing at each level of appeal and must be presented in the prescribed sequence to appropriate staff. An appeal does not guarantee a change in the decision.

Grades or Academic Dismissal

- *Appeal of Grading Decision.* Students who wish to appeal a grade decision by a faculty member must first discuss the matter with the faculty member. If a satisfactory conclusion is not reached, students may address their appeal to the Program Director. If satisfactory resolution is still not reached, students may address their appeal to the Dean of Graduate Studies. Further appeal may be made to the Executive Committee.
- *Appeal of Academic Dismissal Decision.* Students who wish to appeal dismissal from graduate studies for academic reasons may address their appeal no later than the end of the next graduate enrollment term. The appeal must be addressed to the Dean of Graduate Studies who refers it to the students' Program Director for a recommendation. If satisfactory resolution is not reached, students may appeal the decision to the Executive Committee.

Dismissal or Expulsion for Conduct Reasons

- Students who wish to appeal dismissal or expulsion from the University for conduct reasons may address their appeal no later than the end of the next graduate enrollment term. The appeal must be addressed to the Dean of Students. If satisfactory resolution is not reached, students may appeal the decision to the Executive Committee.

The Executive Committee is composed of the President and other personnel of the University. Appeals directed to the Executive Committee should be addressed to the President of the University, who serves as chair of the Executive Committee. The decisions of the Executive Committee will be final.

In the event that a student is excluded from the University facilities and in cases of dismissal or expulsion, any tuition or fees due or paid will not be cancelled or refunded, in whole or in part.

Academic Adviser

Program Directors assign students to academic advisers. To change an academic adviser, students must request their Program Director to submit the approved change to the Office of Graduate Studies.

Academic Standing

- *Academic Good Standing.* A student is in academic good standing with acceptable grades (i.e., A, B, and CR) in completed graduate courses; and a minimum GPA of 3.0 for all graduate courses.
- *Academic Warning.* A student is in academic warning when one grade of “C” is earned or the GPA is below 3.0.
- *Academic Ineligible/Dismissal.* A student will be dismissed from graduate study when: a grade of C is received in two graduate courses; a grade of F is received in one graduate course; comprehensive examinations are failed on the second attempt; oral thesis defense is failed on the second try; or the minimal cumulative GPA of 3.0 is not achieved for the number of credit hours required for the degree. All grades earned in graduate courses are considered in the determination of academic dismissal. Only degree-seeking students are eligible to appeal academic dismissal.

Active Graduate Student Status

Graduate students are required to have an active High Point University graduate student status during the term in which any application (e.g., transfer of credits or graduation) is submitted or there is any involvement in thesis writing, thesis defense, product of learning, comprehensive examinations, or enrollment in another institution. Active graduate student status is obtained by enrolling in a High Point University graduate course, or by enrolling in GRD 599 (Active Graduate Student Status) and paying the required fee.

Skipped Term

Graduate students are expected to have active High Point University graduate student status each term (i.e., fall, spring, and summer) until their program requirements are completed. When students skip High Point University graduate enrollment for two consecutive terms, their academic program is withdrawn and further registration is blocked. In addition, the students may forfeit their time limitation for completing degree.

When an academic program has been withdrawn, continuation is not automatic. Before being allowed to continue, students must submit an application for readmission, pay a nonrefundable fee, and be approved for continuation. If readmission is approved, no additional time is granted for completing a program.

Adding a Class

Adding a class is permitted within two business days after the start of the class as the University schedules it. The official process to add must be completed by the student and in the Office of the Registrar before the end of the second business day of the University.

Dropping a Class

Dropping a class is permitted within two business days after the start of the class as the University schedules it. The official process to drop must be completed by the student and in the Office of the Registrar before the end of the second business day of the University. After the last date to drop a class, students may terminate enrollment by withdrawing from a class.

Any graduate registration is official. Once students register, they must complete the official drop process to have their names removed from a class roster. If students do not drop a course according to policy, they will owe tuition and may receive a failing grade for the course.

Withdrawing from a Class

After the drop period, a student may withdraw from a class until the end of the ninth week of the Fall or Spring Semester and until the end of the fifth week in the eight-week Summer Session. A grade of “W” is assigned to a class for which the withdrawal process was completed during the designated period. The official process to withdraw from a class must be completed by the student and in the Office of the Registrar by the deadline. A student who does not complete the official process to drop a class is subject to academic and financial consequences.

Auditing a Class

To audit is to take a course for no credit. Any graduate student may audit a course, but the decision to audit must be made at the time of enrollment. The course professor determines requirements of an audited course. With permission of the professor, students in a degree program may audit a course that is not counted toward credit for a degree. The grade of AU cannot be changed to a credit grade.

Length of Term

In the fall and in the spring, the term lasts approximately 16 weeks. The number of weeks will vary for a summer term.

Location of Classes

Location of classes may vary by the program. Some students may have to take classes in High Point and in Winston-Salem in order to complete requirements. Some students will have all classes in High Point.

Class Days and Times

Class times and days may vary by program. See information printed in a particular program section.

Computer Requirement (Business Students)

Each student in a graduate business program is required to bring a laptop computer (PC compatible) to class. The laptop must have the Microsoft Office software installed (i.e., Word, Excel, and PowerPoint). Other students should consult with their program director and teacher about the requirement.

Grades

All grades are recorded permanently on a student's transcript. All grades are calculated in the cumulative GPA. Each credit grade earned at High Point University has quality points assigned. The quality points are used to calculate a GPA. The GPA is the ratio of accumulated earned quality points to the accumulated earned credit hours.

A	4 quality points for each credit hour
B	3 quality points for each credit hour
C	2 quality points for each credit hour
F	0 quality points

I Incomplete. The grade of I is awarded (other than thesis, product of learning, or internship) when an instructor believes a student, due to some justifiable reason, should be permitted to complete the course in extended time. Until it is removed, the grade of I is calculated like a grade of F in a student's GPA. The grade of I may be removed by completion of the deferred requirements by the date specified in a contract written by the course instructor. When the grade of I is not removed by the instructor's deadline or within 12 months of the semester it was received, the grade of I becomes a permanent grade of F. Once a grade of I becomes a grade of F, the grade of F cannot be changed to a credit grade. A grade of I cannot be removed with a grade of W. A student cannot be approved for graduation with any grade of I.

IP In Progress. This grade is recorded for each registration in a thesis or in product of learning course until the thesis or product of learning is completed. A grade of IP is not considered in the calculation of the GPA.

CR Credit. This grade is awarded to indicate satisfactory completion of certain master's level prerequisite courses, thesis, product of learning, or internship. The grade of CR earns hours, and there are no attempted hours or quality points. The grade of CR is not considered in the calculation of the GPA.

NC No Credit. This grade is awarded to indicate unsatisfactory completion of certain master's level prerequisite courses, thesis, product of learning, or internship. Students cannot be approved for graduation until a course with a grade of NC is retaken and earns a grade of CR. The grade of NC does not earn hours, and there are no attempted hours or quality points. The grade of NC is not considered in the calculation of the GPA.

AU Audit. This grade is awarded for enrollment in a course (other than certain master's level prerequisite courses, thesis, product of learning, or internship) for no credit. The grade of AU cannot be changed to a credit grade.

W Withdrawal. This grade is awarded when there is withdrawal from a course by the specified date. The grade of W is not considered in the calculation of the GPA.

Repeating a Course

Any course with a failing grade must be repeated, if the student is allowed to continue in the program. However, the failing grade is not removed from the student's transcript and continues to be calculated in the cumulative GPA. Further, any prerequisite course with a grade of NC must be repeated.

Changing Programs

Degree-seeking students can be considered for admission into other degree programs only after they repeat the application process for admission into the desired degree programs. If admitted into the desired degree programs, the original five-year restriction for earning a degree remains in effect and completed hours cannot be transferred to another degree program.

Second Master's Degree

Students cannot apply credits earned in one master's degree toward a second master's degree.

Credit by Examination or for Experience

Graduate credit is not awarded by examination or for work experience.

Directed or Independent Study

No graduate course can be offered as a directed or independent study.

Deadlines

When students miss deadlines, their progression in the program may be delayed. Applications will not be accepted in the Office of Graduate Studies prior to the first week of classes or after a published deadline for a particular term.

Graduation (Degree)

Completing all courses required in a program does not constitute graduation. Graduation involves an official application process which must be initiated by the student. The student must indicate intent to graduate by submitting an application for graduation with evidence of payment of the graduation fee to the Office of Graduate Studies by the Graduate deadline.

- *Preparing for Graduation.* The term before intended graduation students should review their graduate transcript to make sure all requirements are being fulfilled. A student should have no grade of I when applying for graduation.
- *Application Deadline.* When a student's application for graduation and evidence of payment of the required fee are not received in the Office of Graduate Studies by the deadline printed in the Graduate Calendar, the student must wait until the next term to file an application for graduation, and active graduate student status will be required.
- *Applying for Graduation.* To apply for graduation, students must have active graduate student status in the term of graduation. Application for graduation must be made in the Office of Graduate Studies in the term in which all degree requirements will be completed and by the deadline published in the *Graduate Calendar*. Students can download an application for graduation from the graduate website (www.highpoint.edu/graduate) or obtain one in the Office of Graduate Studies. Proof of payment of the graduation fee is required at the time an application for graduation is submitted to the Office of Graduate Studies. The graduation fee is for the rental of academic regalia and other costs related to Commencement. All students must pay the graduation fee, whether or not they participate in graduation events.
- *Graduation Clearance Approved.* Students must have: minimum cumulative GPA of 3.0 for all graduate hours; no incomplete grade; minimum number of graduate semester hours required for the particular program; completion of prerequisite courses, if applicable; an acceptable grade for each graduate course; no financial or library obligation with High Point University; and completion of all requirements within five years of the first enrollment in any graduate class.
- *Graduation Clearance Denied.* Students who become academically ineligible in their final terms of enrollment will be dismissed from Graduate Studies. When clearance is denied, for reasons other than dismissal, students must repeat the application process in the next term if they will still be within their original five years for completing requirements.
- *Graduation Date.* The term in which an application is processed and the student is cleared by the Dean of Graduate Studies determines the date (August, December or May) of graduation. This is the date that will appear on the diploma.
- *Participating in Commencement.* All degree recipients are expected to participate. Students who do not receive official clearance for graduation will not be permitted to participate in any graduation activities.
- *Receiving the Diploma.* Formal graduation exercises and the physical awarding of diplomas occur only at the end of the Spring Semester. Prior to the issuance of diplomas, the Registrar can verify degree completion.

Student Loads

- *Full-time.* A full load is nine graduate semester hours in the Fall and Spring Semesters; any load greater than nine semester hours must have the prior approval of the appropriate Program Director. In the Summer Session, a full load is six semester hours.
- *Part-time.* A part-time load is less than nine graduate semester hours in the Fall and Spring Semesters and less than six graduate semester hours in the Summer Session. Students in nondegree status can enroll in no more than six graduate hours in a term.

Withdrawing from the University

Graduate students may voluntarily withdraw from High Point University by completing the withdrawal form, which is available in the Office of Graduate Studies. A grade of W will be assigned to each course in which there is enrollment when withdrawal occurs during the term.

Students may seek readmission after withdrawing from the University if sufficient time remains within their original time limit for completing the program. Another application for admission, nonrefundable application fee, and a review by the respective program will be required. The decision to readmit is not automatic.

Enrollment in Another Institution

High Point University graduate students are expected to complete all graduate course work at High Point University. For consideration under very special circumstances, an application to enroll in another institution must be submitted to the Office of Graduate Studies.

- A student must have active High Point University graduate student status to submit an application.
- Enrollment in another institution can be sought only for the term following immediately after the term of application.
- An application must be received in the Office of Graduate Studies by the last date to withdraw from a High Point University course in the term immediately prior to the intended enrollment in another institution.
- Only one course can be submitted per application to enroll in another institution.
- All hours to be completed at another institution must be equivalent to the number of semester (not quarter) hours for the High Point University course.
- If approved,
 - a student must have active graduate student status at High Point University at the same time there is enrollment in another institution;
 - the total semester hours of enrollment at High Point University and another institution may not exceed a High Point University graduate full load for the term;
 - enrollment in another institution must occur for the course and term specified in the request; and
 - a student must have an official transcript of course work taken in another institution submitted to the Office of Graduate Studies. For graduation in the term of enrollment in another institution, the official transcript must be received by the last date of final examinations or the date graduating students' grades are due for the corresponding High Point University term.

Cross Listed Courses. Students may not enroll in courses outside of their program of study. Credit toward the degree is earned only in those courses that carry the program-required prefix and number.

Comprehensive Examinations. When comprehensive examinations are required by a program, students must meet the standards established by their program. Students may have a maximum of two attempts to pass the examinations. If failure occurs on the first testing, a student may retake the examination(s) a second and final time in the next term.

Thesis or Product of Learning Before enrolling in any thesis or product of learning course, students must consult with their Program Director. For guidelines about writing a thesis, the *Guide for Preparing the Thesis* is available in the Office of Graduate Studies. Students must continually enroll each term until all requirements of the thesis or the product of learning are completed. The grade of IP is awarded while work is being completed. The grade of CR is awarded when the work is completed satisfactorily.

Thesis Defense

Students may have a minimum of two attempts to pass the oral defense of the thesis. If students fail the first defense a second and final defense may occur in the next term.

Minimum Class Size

The University reserves the right to cancel any class that does not have adequate enrollment. Generally six or more students are required in a class.

Weather Cancellation of Classes

Evening classes primarily involve commuting students and decisions regarding evening programs are made independently of the day program. Announcements of class cancellations are made as early as possible on the weekday in question. Students should access the High Point University home page and their High Point University e-mail for the announcement.

SERVICES

ID Cards

High Point University ID cards are required and are provided free to students. The ID card should be carried while on the High Point or on the Winston-Salem (Madison Park) campus. The ID card permits access to University facilities and activities. ID cards are made during Graduate Orientation and, thereafter, in the Safety/Security Office.

Electronic Access to Information

By obtaining personalized pin numbers, students have electronic access to their information (e.g., academic, student account and financial aid records; class schedules, unofficial transcripts, and term grades)

Online Registration and Payment

After registering during Graduate Orientation, all other registrations are online. Payment may also be made online.

E-mail Account

Each student is provided a free High Point University e-mail address. This is a primary way for High Point University faculty and staff to communicate with students.

Information Technology

The Office of Information Technology oversees all campus computer systems, data and voice networks, the campus phone system and Internet access at High Point University. Incoming students are provided with a network account (username and password) combination, which permits access to many of the networked computers on either the High Point or Madison Park campus. Students are also given an e-mail account and space to save files on the campus servers. From most campus computers, students can access resources on the campus network and the Internet. Students can also utilize a variety of the latest software applications such as Microsoft Office XP, SPSS, Architectural Desktop 2005, business simulation software and other discipline-specific software. Local dial-up access is also available to currently enrolled students, permitting remote access to e-mail and the Internet from home computers.

For access information and e-mail accounts students should visit the Office of Information Technology website (<http://www.highpoint.edu/IT>) or e-mail (helpdesk@highpoint.edu) or call 336-883-4357. The Office of Information Technology is located in Cooke Hall Room 145.

Library

The Herman H. and Louise M. Smith Library supports all academic programs. The library provides access to both print and online versions of books, full text journals and other specialty resources. Students can use the facility with its large study areas and public PCs or bring their laptops and work in the comfort of this now wireless environment. Housing many special collections including Furniture, Business and more, Smith strives to present research materials in a facility that has a helpful and knowledgeable staff. Any time of the day or evening patrons can also have access to library resources from off-campus including over 50,000 electronic books and 16,000 online magazines and journals. For more information please visit us on the web at <http://library.highpoint.edu>

Career Development

Career development services include career counseling, resume critiques, interview preparation, and assistance developing a job search strategy. A resource room with up-to-date career information, including job posting boards with information on current full-time and part-time positions, is available for all students. Access to national on-line job listings is available through the Internet. Graduate students are invited to participate in the Fall Career Fair sponsored by High Point University in conjunction with the North Carolina Career Consortium. The Career Fair, which is open to all University students, facilitates the exchange of information between students and prospective employers. Additional information is available from the Director of Career Development.

Master of Business Administration

The Earl N. Phillips School of Business

Degree Offered: Master of Business Administration (M.B.A.)

Program Director: Dr. David Little

The Earl N. Phillips School of Business MBA offers a practical, leading edge professional graduate business education. In the classroom, current business knowledge is delivered through the use of case studies, simulations, and a variety of projects. Teaching emphasis and excellence are recognized by ACBSP (Association of Collegiate Business Schools and Programs) accreditation.

The MBA consists of 12 graduate courses (36 semester hours): 10 core courses, with content relevant to managers in all disciplines; and two School of Business electives to be used by the student in one or two business subject areas. Electives currently include the business subject areas of finance, marketing, international business, accounting, management information systems, management, economics, law, and quantitative analysis.

Required Standardized Examination: Graduate Management Admissions Test (GMAT). The High Point University GMAT code is 5293; effective January 2006, the new GMAT Program code will be ZZG-5V-04.

Admission Terms: Fall (August) and Spring (January)

Admission Criteria: Four-year bachelor's degree from an accredited college or university; a cumulative GPA of 3.0 or higher on a 4-point scale; and acceptable scores on the GMAT. An admission decision takes into consideration the applicant's GPA, performance on the GMAT, completed course work, professional work experience, and personal and professional goals for the degree.

Prerequisite Courses: Preparatory coursework in accounting, economics, finance, and statistics are required. When prerequisite courses are not completed prior to graduate admission, students must enroll in High Point University master's level prerequisite courses. When taken after admission, prerequisite courses constitute additional semester hours that must be completed beyond those required for the degree. Master's level business prerequisite courses include ACC 500, BUA 520, ECO 501, and BUA 517; while BUA 517 is an elective offering, students who are required to take BUA 517 to meet the statistics prerequisite requirement cannot count BUA 517 as an elective.

Also, students may be required to complete other preparatory coursework if they lack adequate academic preparation in marketing, management, international business, management information systems, and/or business law. If such coursework is required, it may count as elective credit in the MBA program.

Minimum Number of Hours Required for Degree: 36

Class Times and Days: Generally, 6:00 pm – 9:00 pm (Monday, Tuesday, Wednesday, Thursday); occasionally, 9:00 am – Noon (Saturday)

Location of Classes: Classes for the business program meet on the main campus in High Point, North Carolina and on the Madison Park campus in Winston-Salem, North Carolina. Students can expect to attend classes at both locations.

Completion Requirements: To receive clearance for graduation, a student must have no financial obligation with High Point University and must meet these requirements.

- No eligibility for dismissal status
- Minimum of 36 graduate semester hours, which do not include any prerequisite course
- Satisfactory completion of all course work printed in the individualized admission program of study
- Acceptable grade for each course completed
- Minimum cumulative GPA of 3.0 for all graduate hours
- No incomplete grade
- No outstanding NC grade
- Completion of all requirements within five years of the first enrollment in any graduate class

Program of Study

ACC 513	Managerial Accounting
BUA 501	Human Resources Management
BUA 502	Organizational Theory and Behavior
BUA 511	Seminar in Marketing
BUA 529	Operations Management
BUA 533	Seminar in Financial Management
BUA 575	Strategic Management
ECO 509	Managerial Economics
MIS 540	Management Information Systems
PHL 501	Managerial Ethics
School of Business Elective 1	
School of Business Elective 2	

M.B.A. COURSE DESCRIPTIONS

PREREQUISITE COURSES

Undergraduate courses in accounting, economics, finance, and statistics are required. If lacking at admission, these courses must be completed at the master's level at High Point University and become additional requirements for the degree. A prerequisite course cannot be taken for elective credit.

ACC 500 Principles of Accounting (3)

An accelerated and in-depth introduction to the conceptual foundations and practices of financial and managerial accounting. This course is designed to show students the relationship of the cost function to other accounting and organizational functions, and to increase the understanding of costs and cost behavior. Topics include cost information for planning and control, determining the cost of a product or service, analyzing the balance sheet, income statement, statement of cash flows, and the statement of equity to make better managerial decisions. ACC 500 must be completed before enrolling in ACC 513, BUA 533, or BUA 534.

BUA 520 Financial Management (3)

An introductory graduate finance course designed for graduate students who have no undergraduate training in finance or who feel the need for a refresher course. The course of study covers the principles of financing a business enterprise with special reference to the modern corporation. Attention is given to the methods of acquiring long-term capital, administration of earnings, expansion strategies and funding, capital structure, problem of public control, impact of monetary and fiscal policy on corporate financing, and corporate responsibilities affecting the public interest. BUA 520 must be completed before enrolling in BUA 533 or BUA 534.

ECO 501 Elements of Economics (3)

A study of the combined elements of Macro and Micro Economic Analysis for graduate students with no background in Principles of Economics. This is an accelerated course designed to provide students with an understanding of economic concepts necessary to continue graduate level courses requiring both Macro and Micro Economics. ECO 501 must be completed before enrolling in ECO 509 or ECO 510.

CORE AND ELECTIVE COURSES

Core courses and elective courses may be taken for credit toward the degree of Master of Business Administration.

ACC 510 International Accounting (3)

A survey of international accounting topics, including comparative accounting systems and practices, harmonization of accounting standards, analysis of foreign financial statements, and current issues in international accounting. This course is designed to provide students with a global perspective of accounting practices and to introduce students to the setting and the use of international accounting standards.

ACC 513 Managerial Accounting (3)

A course emphasizing basic accounting techniques and their use in preparing and analyzing financial statements and in making managerial decisions. This course will show the relationship of the cost function to other accounting and organizational functions. Students will acquire an understanding of costs and cost behavior as well as acquiring the skills to use cost information for planning and control decisions. *Prerequisite: ACC 500, or undergraduate equivalents.*

ACC 516 Not-For-Profit and Governmental Accounting (3)

A study of theory, principles, and procedures for accounting for not-for-profit entities. This course is designed to familiarize students with fund accounting. Students will learn the standard setting process for governmental and not-for-profit entities and learn about the different kinds of funds for government agencies. Students will learn how to account for and report the financial transactions of governmental agencies and to understand the differences between the different kinds of not-for-profit entities. Different kinds of funds for not-for-profit entities will be explored as well as how to account for and report the financial transactions of not-for-profit entities. *Prerequisites: Undergraduate courses in Accounting.*

ACC 518 Tax Implications for Business Decisions (3)

An investigation of various tax topics commonly encountered by contemporary managers. Emphasis will be placed on issue recognition and development of awareness regarding fundamental tax situations and their consequences for economic entities. This course is designed to develop the ability of business students who are not tax professionals, to recognize and identify tax issues commonly encountered in a general business environment toward the goal of making reasonable and responsible tax choices as they relate to the implementation of business plans. *Prerequisites: Undergraduate courses in Accounting.*

BUA 501 Human Resources Management (3)

Broad, comprehensive review of human resources management from the perspective of the manager/supervisor as contrasted with the practicing specialist. Topics include manpower planning, recruiting, selection, training and development, wage and salary administration, employee benefits, performance appraisal, promotion, demotion and severance, attitude surveying, health and safety, union management relations, organizational development, ethical decision-making, and problems involved in international management. Attention is called to relevant regulator restraints which managers must understand and abide by in order to avoid corporate and personal liabilities, and to the role of human resources in strategic planning.

BUA 502 Organizational Theory and Behavior (3)

In-depth study of various types of organizational structures, both formal and informal, with special emphasis on behavior of people within those structures. Special consideration is given to the relationship among organizational structure, organizational culture, and organizational strategy. The problems of communicating in modern organizations are also considered.

BUA 507 Comparative International Management (3)

Examination of the impressive gains registered by business in various non-American cultural settings, e.g., Europe, Latin America, and Asia. Careful study is given to reasons for these gains, the exportability, if any, of foreign management practices and skills, and feasibility of adapting and combining different national management styles in the operations of domestic and multinational corporations.

BUA 511 Seminar in Marketing (3)

Analysis of markets and institutions varying in size. Emphasis is given to considerations necessary for sound marketing strategies in pricing, promotion, channel selection, and product development. Marketing structures and policies under various competitive relationships are examined. Consideration is given to international aspects of marketing. BUA 511 must be completed before enrolling in BUA 575.

BUA 512 International Marketing (3)

Decision-making process in marketing products and services across international boundaries. Product promotion, price and distribution decisions within the constraints of cultural, political, and economic settings that confront multinational enterprises are examined.

BUA 517 Statistical and Quantitative Methods in Management (3)

Fundamentals of statistics and management science. Emphasis is placed on the concepts of statistical and mathematical techniques that are most useful in business and finance.

BUA 529 Operations Management (3)

A course dealing with the ramifications of the sophisticated management of operation—including manufacturing, support, and quality control functions.

BUA 531 Legal and Political Issues in Management (3)

An extensive study of law as it affects the management of business organizations. The course will cover commercial and regulatory law, and civil liability for intentional and negligently caused harm. The course will also cover the nature and functions of the U. S. political and legal systems and important constitutional and international considerations in commercial and regulatory law.

BUA 533 Seminar in Financial Management (3)

A study of corporate finance issues—using text material, classroom discussion and projects, current literature and case studies, capital budgeting, sources of long-term financing, financial instruments, and financial institutions. BUA 533 must be completed before enrolling in BUS 575. *Prerequisites: BUA 520 and ACC 500, or undergraduate equivalents.*

BUA 534 International Business Finance (3)

Theory and practice of finance applied to international business operations. Topics include exposure risk, cash management, budgeting, funding, exchange rates, financial markets, financial instruments, and institutions. Emphasis is on the impact of changing international financial environment upon business finance decisions and performance. *Prerequisites: BUA 520 and ACC 500, or undergraduate equivalents.*

BUA 535 Portfolio Analysis (3)

An introduction to the investment decision-making process. Relying on an interactive combination of financial planning and investment analysis tools, students will create asset allocation strategies, learn to select assets that optimize a portfolio return for a given level of risk, build a portfolio with risk-adjusted returns, assess the risk exposure and style of portfolios, plan and adhere to an investment horizon, and understand the likelihood of achieving set goals. Students will review the nature of both bond and equity market behavior and its impact on their portfolio decisions.

BUA 575 Strategic Management (3)

This is the capstone course. Through case studies and projects involving a multifunctional evaluation of a firm, an integration of previously acquired learning is achieved. *Prerequisites: BUA 511, BUA 533, and ECO 509.*

ECO 509 Managerial Economics (3)

A study of the role of economic theory in management decision-making. Demand, supply and cost theories are examined from a business viewpoint. ECO 509 must be completed before enrolling in BUA 575. *Prerequisite: ECO 501 or undergraduate equivalents.*

ECO 510 International Economics and Finance (3)

Examination of the role of private business enterprise in the international economy. Analyses include the nature of foreign trade and direct foreign investment and their impact on income, employment and economic growth. The basis for international trade, determinants of the pattern of trade, balance of payments, exchange rate determination, and the operation of the international monetary system are discussed. *Prerequisite: ECO 501 or undergraduate equivalents.*

MFL 501 Intercultural Perspectives in Business (3)

A course designed to enhance cross-cultural communication skills. The impact of culture on human identity and on interaction in the workplace--including influences of religion, language, images of the body, and gender definitions--will be studied. There will be an examination of the need for cultural sensitivity in developing and maintaining successful working relationships.

MIS 540 Management Information Systems (3)

Focus on bridging the gap between business needs and information systems solutions. The student is expected to understand how information technology can be effectively applied to business strategy and supporting business processes. Key areas addressed include elements of information architecture, business process reengineering, outsourcing, and security issues. Emphasis will be placed on outside reading of business related MIS literature.

MIS 550 E-Business (3)

The student will acquire an understanding of e-business principles and practices in the areas of marketing, operation, supply chain management, customer relationship management, e-law, security, and privacy.

MIS 580 Project Management (3)

This course examines the roles, responsibilities, tools, and techniques for effective project management. Using a blend of theory and practice, the course will address project organization, project planning, project execution, and project control using current project management tools and methodologies.

PHL 501 Managerial Ethics (3)

Recognition of and response to ethical issues which occur in managerial settings. Case studies will be used to stimulate reflection on individual and societal moral values and to help students identify recurring problems of values arising in their managerial settings. The seminar focuses also on how ethical issues arise in the practice of management and how the use of ethical theory can be employed to clarify these issues.

EDUCATION GRADUATE PROGRAMS

School of Education

Program: Master of Education in Educational Leadership

Degree Offered: Master of Education (M.Ed.)

The Educational Leadership program prepares experienced K-12 teachers to serve as educational leaders. It is intended to relate to the needs of educators in both theory and practice. It is designed for candidates who have a baccalaureate K-12 teaching license and at least three years of successful public/private school experience. The program requires 36 semester hours including six in internships. In order to be licensed by the state, candidates must make a satisfactory score on the School Leaders Licensure Assessment administered by the Educational Testing Service. The curriculum provides: foundations in the principles and procedures of educational administration, curriculum development, and instructional improvement; capability to implement and evaluate models of instruction and methods of supervision in the classroom and other school settings; competence to evaluate classroom teachers within an academic environment; capacity to interpret and implement educational research in the total school program; and capability for service as instructional and educational leaders.

Required Standardized Examination: Graduate Record Examination (GRE) or Miller Analogies Test (MAT). The High Point University GRE code is 5293. The High University MAT code 1584.

Admission Terms: Fall (August); Spring (January); Summer (June)

Admission Criteria: An admission decision takes into consideration the applicant's GPA, performance on the GRE or MAT, completed course work, professional work experience, and personal and professional goals for the degree. Criteria include: a four-year bachelor's degree from an accredited college or university; a cumulative GPA of 3.0 or higher on a 4-point scale, acceptable scores on the GRE or MAT, and a K-12 teaching license with a minimum of three years of successful K-12 public/private school experience.

Prerequisite Courses: None

Minimum Number of Hours Required for Degree: 36

Class Times and Days: Fall/ Spring, 4:00 pm –7:00 pm (Monday, Tuesday, Wednesday, Thursday). Summer, other times and days.

Location of Classes: Classes for the education programs meet on the main campus in High Point, North Carolina.

Completion Requirements: To receive clearance for graduation, a student must have no financial obligation with High Point University and must meet these requirements.

- No eligibility for dismissal status
- Acceptable grades in all courses
- Minimum of 36 graduate semester hours specified for the program
- Minimum cumulative GPA of 3.0 for all graduate hours
- No incomplete grade
- Completion of all requirements within five years of the first enrollment in any graduate class

Program of Study

Core Courses (15 semester hours)*

EDU 501 Advanced Educational Psychology

EDU 502 Curriculum Development and Exemplary Instructional Practices

EDU 503 Methods of Educational Research

EDU 504 Trends and Issues in Education

EDU 531 Working with Diverse Learners

**At least nine hours of core coursework must be completed prior to beginning the specialty area sequence.*

Specialty Area (21 semester hours)

EDU 510 Educational Leadership

EDU 511 Introduction to School Administration and the Principalship

EDU 512 School Law and Ethics

EDU 513 School Budgets, Finance, and Facilities

EDU 515 Supervision of Instruction
EDU 590 Internship and Seminar I
EDU 591 Internship and Seminar II

Program: Master of Education in Elementary Education

Degree Offered: Master of Education (M.Ed.)

The M.Ed. in Elementary Education program builds on the most current body of knowledge of best practice and practical expertise (theory and practice) relevant in teaching grades K-6. The program is designed for candidates who have a baccalaureate K-6 teaching license or who will receive a K-6 teaching license before the end of the first term of graduate enrollment. The program requires comprehensive examinations and 36 semester hours (i.e., professional core, instructional courses, and a capstone thesis or product of learning experience). Candidates who are in the process of developing their portfolios for National Board Certification may continue and complete this work toward satisfying requirements for EDU 595 and EDU 596. Completion of the program leads to graduate level licensure.

Required Standardized Examination: Graduate Record Examination (GRE) or Miller Analogies Test (MAT). The High Point University GRE code is 5293. The High University MAT code 1584.

Admission Terms: Fall (August); Spring (January); Summer (June)

Admission Criteria: An admission decision takes into consideration the applicant's GPA, performance on the GRE or MAT, completed course work, professional work experience, and personal and professional goals for the degree. Criteria include: a four-year bachelor's degree from an accredited college or university; a cumulative GPA of 3.0 or higher on a 4-point scale, acceptable scores on the GRE or MAT, and a baccalaureate K-6 teaching license or will receive a K-6 teaching license before the end of the first term of graduate enrollment.

Prerequisite Courses: None

Minimum Number of Hours Required for Degree: 36

Class Times and Days: Fall/ Spring, 4:00 pm –7:00 pm (Monday, Tuesday, Wednesday, Thursday). Summer, other times and days.

Location of Classes: Classes for the education programs meet on the main campus in High Point, North Carolina.

Completion Requirements: To receive clearance for graduation, a student must have no financial obligation with High Point University and must meet these requirements.

- No eligibility for dismissal status
- Acceptable grades in all courses (including all components of thesis or product of learning)
- Acceptable performance on comprehensive examinations
- Minimum of 36 graduate semester hours specified for the program
- Minimum cumulative GPA of 3.0 for all graduate hours
- No incomplete grade
- Completion of all requirements within five years of the first enrollment in any graduate class

Program of Study

Core Courses (15 semester hours)

EDU 501 Advanced Educational Psychology
EDU 502 Curriculum Development and Exemplary Instructional Practices
EDU 503 Methods of Educational Research
EDU 504 Trends and Issues in Education
EDU 531 Working with Diverse Learners

Instructional Courses (15 semester hours)

EDU 532 Reading Methods and Strategies
EDU 534 Integrating Instruction in the Elementary School
EDU 540 Social Studies in Elementary Education
EDU 550 Science in the Elementary School
EDU 552 Mathematics in the Elementary School

Capstone Experience (6 semester hours)

EDU 595 and EDU 596 Product of Learning

or

EDU 598 and EDU 599 Thesis

EDUCATION COURSE DESCRIPTIONS

EDU 501 Advanced Educational Psychology (3)

An examination of contemporary educational psychology issues, which have elicited sharply divergent responses from scholars and practitioners. Candidates will be encouraged to review evidence to support opposing positions, evaluate implications, and to investigate the fallacies of their own reasoning with regard to theories of student development, cognition, learning, and behavior.

EDU 502 Curriculum Development and Exemplary Instructional Practices (3)

Curriculum analysis, using the *North Carolina Standard Course of Study* as a guide. The processes, strategies, and techniques used to produce the state curriculum will be discussed. Methods appropriate for assessing individual learning needs in this performance-based curriculum will be presented and classroom practices for meeting these needs will be introduced and practiced.

EDU 503 Methods of Educational Research (3)

An examination of current research design methodologies, which are relevant to the field of education. Exploration of quantitative and qualitative approaches will be presented as candidates learn how to evaluate published research for relevance, credibility, and generalization. Data analysis using technology such as SPSS will be introduced. *Offered fall only.*

EDU 504 Trends and Issues in Education (3)

Discussion of current trends and issues in education and the historical foundations which have influenced them. Candidates will examine such issues as school violence, legal issues, parental support, technology, assessment and school funding. Candidates will do an in-depth study of a current issue and make a presentation to the class, which will be followed by class discussion and/or debate.

EDU 510 Educational Leadership (3)

Study of the principles of organizational leadership, including trait and situational theory and emphasize these principles through case studies and field vignettes.

EDU 511 Introduction to School Administration and the Principalship (3)

Study of the governance of public education including an overview of line authority, instructional leadership, school organization, and extra curricular activities. An introduction to the role of the principal or an instructional leader, personnel manager, and student advocate.

EDU 512 School Law and Ethics (3)

An introductory course in school law relating to the operation of public schools. Emphasis is placed on the constitutional and statutory rights of students and teachers, privacy issues, legal and ethic use technology, intellectual property rights, the role of legislatures, recent court decisions resulting in school regulations, and methods of studying the law.

EDU 513 School Budgets, Finance, and Facilities (3)

An overview of the financial issues of a school is presented. Emphasis is on the development of a budget, sources of funding, policies involving use of school funds, auditing, and financial accountability. A comparative study of the school plant, design and maintenance of educational facilities, and related issues is included. *Offered summer only.*

EDU 515 Supervision of Instruction (3)

An analysis of practices and problems related to instructional improvement and supervision. Special emphasis is placed on such topics as the principles of supervision, effective staff development, evaluation of instruction, teacher performance appraisal, curriculum reform, and the integration of technology. *Offered spring only.*

EDU 531 Working with Diverse Learners (3)

Identification and examination of the diverse learners in contemporary classrooms (K-12), to gain a better understanding of those learners, and development of strategies and materials for helping diverse learners become more successful at school. The role of assistive technology for special needs students will also be discussed.

EDU 532 Reading Methods and Strategies (3)

Examination of the processes and programs involved in the teaching of reading: theoretical models, reading terminology, guidelines for a school reading program, and principles of reading instruction. Successful reading strategies will be presented and materials will be examined. Reading assessment instruments will be evaluated and utilized. Current research in reading will be reviewed.

EDU 534 Integrating Instruction in the Elementary School (3)

Examination of methods, processes, and procedures for planning and implementing integrated lessons and units into the elementary classroom. The *North Carolina Standard Course of Study*, the Internet, and other resources will be utilized by Candidates for developing and implementing integrated units for use in their classrooms.

EDU 540 Social Studies in Elementary Education (3)

Review of research relative to social studies education in grades K-5. Findings will be related to current classroom practice. The *North Carolina Standard Course of Study* in Social Studies will be reviewed and used for the development of materials for the classroom.

EDU 550 Science in the Elementary School (3)

Review of research relative to science education in grades K-5. Findings will be related to current classroom practices. The North Carolina Standard Course of Study in science will be reviewed and used for the development of materials for the classroom.

EDU 552 Mathematics in the Elementary School (3)

Review of research relative to science education in grades K-5. Findings will be related to current classroom practices. The North Carolina Standard Course of Study in science will be reviewed and used for the development of materials for the classroom.

EDU 590 Internship and Seminar I (3)

Opportunities for practical applications of administrative techniques in a setting related to the candidate's professional aspirations. The internship is under the supervision of a High Point University faculty member with the program and a licensed public school administrator. A minimum of 150 hours of field work is required. *Prerequisites: Departmental approval prior to enrollment; and completion of at least 12 graduate hours with grades of A or B.*

EDU 591 Internship and Seminar II (3)

Continued opportunities for practical applications of administrative techniques in a setting related to the candidate's professional aspirations. The internship is under the supervision of a High Point University faculty member with the program and a licensed public school administrator. A minimum of 150 hours of field work is required. *Prerequisites: EDU 590; Departmental approval prior to enrollment; and completion of at least 12 graduate hours with grades of A or B.*

EDU 595 Product of Learning (3)

Through collaboration with a faculty member, development of a creative project that relates to elementary education, grades K-5. The project must demonstrate the candidate's professional ability to develop and implement curriculum. This is a non-thesis project that should include a multimedia presentation to graduate faculty and Candidates. An alternative product focuses on developing and submitting the portfolio required for National Board Certification. This is the first required enrollment for credit, if pursuing the degree under the product of learning plan. *Prerequisites: Departmental approval prior to enrollment; and completion of at least 12 graduate hours with grades of A or B.*

EDU 596 Product of Learning (3)

Through collaboration with a faculty member, development of a creative project that relates to elementary education, grades K-5. The project must demonstrate the student's ability to develop and implement curriculum. This is a non-thesis project that should include a multimedia presentation to graduate faculty and Candidates. An alternative product focuses on developing and submitting the portfolio required for National Board Certification. This is the second required enrollment for credit, if pursuing the degree under the product of learning plan. *Prerequisites: Departmental approval prior to enrollment; completion of at least 12 graduate hours with grades of A or B; and EDU 595.*

EDU 596a Product of Learning Continuation (0)

Required fee course registration for a student who needs additional time to complete product of learning requirements. *Prerequisites: EDU 595 and EDU 596.*

EDU 598 Thesis (3)

Through collaboration with a faculty member, development and fulfillment of an organized research study relative to an issue in elementary education. Upon completion of the study, the student will defend the research in an oral presentation to the graduate faculty and Candidates. This is the first required enrollment for credit, if pursuing the degree under the thesis plan. *Prerequisites: Departmental approval prior to enrollment; completion of at least 12 graduate hours with grades of A or B; and EDU 503.*

EDU 599 Thesis (3)

Through collaboration with a faculty member, development and fulfillment of an organized research study relative to an issue in elementary education. Upon completion of the study, the student will defend the research in an oral presentation to the graduate faculty and Candidates. This is the second required enrollment for credit, if pursuing the degree under the thesis plan. *Prerequisites: Departmental approval prior to enrollment; completion of at least 12 graduate hours with grades of A or B; EDU 503; and EDU 598.*

EDU 599a Thesis Continuation (0)

Required fee course registration for a student who needs additional time to complete thesis requirements. *Prerequisites: EDU 598 and EDU 599.*

NONPROFIT GRADUATE PROGRAMS

Department of Behavioral Sciences and Human Services

Program: Master of Public Administration in Nonprofit Organizations

Degree Offered: Master of Public Administration (M.P.A.)

The curriculum for the degree of M.P.A. is interdisciplinary and includes a knowledge base and perspectives from various areas such as economics, accounting, sociology, psychology, political science, communications, ethics and law. Further, it provides a generic, foundational knowledge of management and leadership in organizations, as well as knowledge and skills that are specific to nonprofit organizations, their structure, organizational processes and the various cultural, economic and legal environments in which they function. The curriculum focuses on the content areas of Contextual and Theoretical Studies, Resource Development, Resource Management, and Information Systems and Management.

Required Standardized Examination: Graduate Record Examinations (GRE). The High Point University GRE code is 5293.

Admission Term(s): Fall (August); Spring (January); Summer (June)

Admission Criteria: Four-year bachelor's degree from an accredited college or university; a cumulative GPA of 3.0 or higher on a 4-point scale, and acceptable scores on the GRE. An admission decision takes into consideration the applicant's GPA, performance on the GRE, completed course work, professional work experience, and personal and professional goals for the degree.

Prerequisite Courses: None

Minimum Number of Hours Required: Master of Public Administration, 36; 42, for students deemed not to have a minimum of two calendar years of direct and acceptable experience in the management of a nonprofit organization or within a department, division or other organizational unit of a nonprofit organization

Class Times and Days: Generally, 6:00 pm – 9:00 pm (Monday, Tuesday, Wednesday, Thursday)

Location of Classes: Classes for the nonprofit programs meet primarily on the campus in High Point, North Carolina.

Completion Requirements: To receive clearance for any completion, a student must have no financial obligation with High Point University and must meet these requirements.

- No eligibility for dismissal status
- Minimum of 36 graduate semester hours or 42 semester hours if practicums included
- Acceptable grade for each course for the degree
- Minimum cumulative GPA of 3.0 for all graduate hours
- No incomplete grade
- Completion of all requirements within five years of the first enrollment in any graduate class

Program of Study

NPO 500 Introduction to the Nonprofit Sector

NPO 503 Marketing and Public Relations

NPO 504 Fundraising and Funding Sources

NPO 505 Tax and Financial Management

NPO 506 Management and Executive Leadership

NPO 507 Human Resources Management

NPO 508 Organizational Theory and Behavior

NPO 509 Strategic Planning

NPO 510 Evaluation and Assessment

NPO 511 Management Information Systems

NPO 512 Advocacy and Public Policy

NPO 513 Governance and Volunteer Administration

NPO 590 Practicum I

NPO 591 Practicum II

NONPROFIT COURSE DESCRIPTIONS

NPO 500 Introduction to the Nonprofit Sector (3)

Examination of the social and historical context of nonprofit organizations, their origins, development and contemporary challenges. The diversity of this sector is analyzed to understand the scope, functions, and underlying issues common to all organizations and their relationship to the private and government sectors. The course also introduces students to the evolving body of scholarship and theoretical concerns regarding organization role and functions and examines the issues that will impact the future of this sector.

NPO 503 Marketing and Public Relations (3)

Examination of basic marketing principles, theories and practices as they apply to nonprofit organizations. Topics considered are: strategies for best communicating the purpose, program, and outcomes of a nonprofit organization to various publics; publicity; theories of communications; and marketing strategies to position the organization in particular community contexts. Special emphasis is given to social marketing and social entrepreneurship designed to engender supporting and positive perspectives and attitudes toward program objectives. Organization/program advocacy and the mobilization of human resources are also addressed.

NPO 504 Fundraising and Funding Sources (3)

Strategies for attracting financial support from foundations, corporations, governments and individuals are examined as well as the types of funding that are available. The central focus is on communication-based and relationship-building strategies with defined constituencies. Emphasis is given to writing proposals; long-range development programs and capitalization campaigns; planning and implementation of financial campaigns and membership drives; charitable trusts; translating organization needs into donor benefits; and communicating with and expanding constituencies. Organization accountability, use of consultants, donor information management and the theory and practice of philanthropy are also examined.

NPO 505 Tax and Financial Management (3)

Examination of basic principles of financial, funds, and cost accounting. Budgeting techniques; investment decision-making; cost-effectiveness; managing endowments, grants and gifts; capital formation; cash-flow analysis; expenditure control; long range financial planning; audits and the use of performance standards are analyzed to help managers and administrators of nonprofit organizations with issues of financial planning, accountability and the most efficient use of funds.

NPO 506 Management and Executive Leadership (3)

Focus on the analysis of the function of organizational management. Leadership will emphasize executive leadership—strategies, styles, skills and values. Ethical issues in both management and leadership will be examined. Management strategies involving external controls, institution-building, priorities, decision-making and mobilizing human assets will also be covered as well as the role of nonprofit executives as agents of and for social change.

NPO 507 Human Resources Management (3)

Broad, comprehensive review of human resources management from the perspective of the manager/supervisor as contrasted with the practicing specialist. Topics include manpower planning, recruiting, selection, training and development, wage and salary administration, employee benefits, performance appraisal, promotion, demotion and severance, attitude surveying, health and safety, union management relations, organizational development, ethical decision-making, and problems involved in international management. Attention is called to relevant regulator restraints which managers must understand and abide by in order to avoid corporate and personal liabilities and to the role of human resources in strategic planning.

NPO 508 Organizational Theory and Behavior (3)

In-depth study of various types of organizational structures, both formal and informal, with special emphasis on behavior of people within those structures. Special consideration is given to the relationship among organizational structure, organizational culture, and organizational strategy. The problems of communicating in modern organizations are also considered.

NPO 509 Strategic Planning (3)

Examination of implementation issues involved in addressing mission statements and program objectives; the distinction between strategic and operational planning; and making the most effective connection between the external environment and the organization. The structure and process of program planning are analyzed including identification of resources, clarifying future direction, and decision-making with respect to resources, issues, and strategies to respond to change. Case studies, demographic and economic data, basic principles, and problem solving in a real or simulated nonprofit environment are used by teams of students working with a nonprofit organization to develop and present a strategic plan to accomplish a program objective.

NPO 510 Evaluation and Assessment (3)

Examination of various research designs and strategies for program evaluation, and organizational and program outcome assessment. Methods and modes of collecting quantitative and qualitative data on activities, characteristics, events and outcomes are stressed with

a focus on improving organizational and program effectiveness, as well as decision-making. Technique of data analysis and statistical concepts will also be covered with an emphasis on generating, interpreting and effectively utilizing relevant information and technical reports.

NPO 511 Management Information Systems (3)

Focus on bridging the gap between business needs and information systems solutions. The student is expected to understand how information technology can be effectively applied to business strategy and supporting business processes. Key areas addressed include elements of information architecture, business process reengineering, outsourcing, and security issues. Emphasis will be placed on outside reading of business-related MIS literature.

NPO 512 Advocacy and Public Policy (3)

Examination of the roles of nonprofit organizations and voluntary action in the public policy process. Focus is on key public policies and their past, current, and potential impact on the nonprofit sector, nonprofit organizations, and philanthropy. Analysis of how nonprofit organizations shape public policy through such advocacy strategies and techniques as policy research, public education and awareness, lobbying and litigation. Legal, ethical and tax issues related to lobbying and advocacy are also examined.

NPO 513 Governance and Volunteer Administration (3)

Analysis of the history, role and function of governance in achieving the vision and mission of nonprofit organizations. Governance issues such as creating policy, empowering boards, ethics and values, board culture, board/staff relationships, oversight, accountability, and fiduciary responsibilities are covered. Volunteer management/administration concepts, strategies and systems are covered with a focus on the recruitment, training, placement, and supervision of volunteers. Volunteer involvement in programs and service delivery, support activities, fund raising, and the role of volunteers on board committees, advisory and task groups will also be examined.

NPO 590 Practicum I (3)

First field experience that is required of all students who do not have a minimum of two calendar years of direct experience in the management of a nonprofit organization or within a department, division or other organizational unit of a nonprofit organization. The experience must include staff or volunteer supervision; program planning, development and assessment; and responsibility for the deployment of resources (human and financial). This course is offered in the summer only. Prerequisite: Approval of the Program Director prior to registration.

NPO 591 Practicum II (3)

Second field experience that is required of all students who do not have a minimum of two calendar years of direct experience in the management of a nonprofit organization or within a department, division or other organizational unit of a nonprofit organization. The experience must include staff or volunteer supervision; program planning, development and assessment; and responsibility for the deployment of resources (human and financial). This course is offered in the fall. Prerequisite: Completion of NPO 590 and approval of the Program Director prior to registration

SPORT STUDIES GRADUATE PROGRAM

Department of Exercise Science, Sport Studies and Physical Education

Program: Master of Science in Sport Studies

Degree Offered: Master of Science (M.S.)

The M.S. in Sport Studies is designed to provide classroom and field experiences for students with career interests in athletic training, exercise science, sport management, or physical education. Further, it is designed for students to earn their degree in two years by attending two classes back to back one evening a week.

Required Standardized Examination: None

Admission Terms: Fall (August); Spring (January); Summer (June)

Admission Criteria: Four-year bachelor's degree from an accredited college or university; and a cumulative GPA of 3.0 or higher on a 4-point scale. An admission decision takes into consideration the applicant's GPA, completed course work, professional work experience, and personal and professional goals for the degree.

Prerequisite Courses: None

Minimum Number of Hours Required for Degree: 30

Class Times and Days: 4:00 pm – 6:50 pm and 7:00 pm – 9:50 pm (Monday, Tuesday, Wednesday, Thursday)

Location of Classes: Classes for the sport studies program meet on the campus in High Point, North Carolina.

Completion Requirements: To receive clearance for graduation, a student must have no financial obligation with High Point University and must meet these requirements.

- No eligibility for dismissal status
- Minimum of 30 graduate semester hours
- Acceptable grade for each course
- Minimum cumulative GPA of 3.0 for all graduate hours
- No incomplete grade
- Completion of all requirements within five years of the first enrollment in any graduate class

Program of Study

Required Courses (12 semester hours)

ESS 503 Research in Sport and Physical Education

ESS 506 Ethics in Sports

ESS 580 Practicum I: Exercise and Sport Science

ESS 581 Practicum II: Exercise and Sport Science

Elective Courses (18 semester hours). Student must take at least one course from each of the following categories

Science

ESS 510 Biomechanics

ESS 512 Exercise Physiology

ESS 514 Physical Activity and Obesity

ESS 530 Analysis and Management of Athletic Injuries

ESS 532 Strength, Conditioning and Exercise Prescription

ESS 534 Current Research and Trends in Athletic Medicine

Management

ESS 520 Sport Management

ESS 521 Sport Marketing ESS 522 Facilities and Equipment in Physical Education and Athletics

ESS 526 Legal Issues in Sport

ESS 528 Intercollegiate Athletics Administration

Physical Education & Recreation

ESS 500 History and Philosophy of Sport and Physical Education

ESS 525 Supervision, Mentoring and Administration of Sport and Physical Education Programs

ESS 540 Curriculum and Instruction in Physical Education
ESS 550 Professional Opportunities in Public and Private Recreation
ESS 570 Selected Topics in Sport

SPORT STUDIES COURSE DESCRIPTIONS

ESS 500 History and Philosophy of Sport and Physical Education (3)

Examination of the history and philosophy of recreational, secondary and post-secondary sports in the United States.

ESS 503 Research in Sport and Physical Education (3)

Focus on current topics, trends, and issues that have gained prominence in the study of exercise science, sports, sport management, and physical education.

ESS 506 Ethics in Sports (3)

Survey of the development, practice, and application of moral and ethical values as applied to sport and physical education.

ESS 510 Biomechanics (3)

Focus on the mechanical interaction between the human body and the external environment by investigating basic principles of mechanics as applied to human movement; underlying principles of biomechanics as related to fundamental movements, the structural and mechanical aspects of joints and the kinetic and kinematics principles as applied to sports medicine and sports performance.

ESS 512 Exercise Physiology (3)

Focus on the effects of acute and chronic exercise on the function of the organ systems of the human body. Emphasis on understanding the function of the metabolic (bioenergetics), pulmonary, cardiovascular, and neuromuscular systems and how their function is integrated to support the dynamics of muscular contraction.

ESS 514 Physical Activity and Obesity (3)

Examination of the role of physical activity in the energy balance equation and its impact on the health parameters of the obese. Additional factors that will be examined are theories of the cause of obesity and skills to develop and change those causes.

ESS 520 Sport Management (3)

Survey of the different dimensions of sport management, including but not limited to sport marketing, facility management, public relations, sport law, fiscal management, program development, and human resource management and supervision.

ESS 521 Sport Marketing (3)

Examination of the unique problems and opportunities that avail themselves in the area of sport marketing. Students will be expected to take an active role in some practical hands on application of the theories and principles presented in class.

ESS 522 Facilities and Equipment in Physical Education and Athletics (3)

Overview of athletic, physical education, intramural and recreation facilities (public or private) in terms of design, materials, and accessories. Special emphases on indoor and outdoor facilities, equipment-needs for various sports, quality and costs, budgets, purchasing, bids, and management of facilities (e.g., maintenance, scheduling of contests, and workers).

ESS 525 Supervision, Mentoring and Administration of Sport and Physical Education Programs (3)

Classroom and practicum based course. It focuses on objective and subjective evaluation methods, the human dynamics in supervision, and mentoring the beginning professional. It also examines the administrative duties required in supervision of physical education, athletics and recreation.

ESS 526 Legal Issues in Sport (3)

Examination of legal issues arising out of the areas of amateur sports including coaching and administering athletic programs in recreational, secondary and post-secondary settings.

ESS 528 Intercollegiate Athletics Administration (3)

In depth study of the day-to-day roles and responsibilities of administrative positions, which are typically found in intercollegiate athletics programs. The positions include the director of athletics, senior woman administrator, sports information director, director of athletic marketing, director of athletic fundraising, and director of athletic facilities.

ESS 530 Analysis and Management of Athletic Injuries (3)

Knowledge and skills that aid in the prevention and treatment of injuries common to athletics. Problem and research oriented.

ESS 532 Strength, Conditioning and Exercise Prescription (3)

Procedures to strengthen and condition individuals in aerobic and anaerobic activities; discussions on exercise models, performance evaluations, exercise equipment, training ethics, and professional development; provides an understanding of individualized exercise prescription design in programs to develop and maintain physical fitness through testing and re-evaluation strategies.

ESS 534 Current Research and Trends in Athletic Medicine (3)

Examination of current research and trends in the evaluation, treatment, and rehabilitation of physically, active people. The course includes study on pediatric, geriatric and athletic populations.

ESS 540 Curriculum and Instruction in Physical Education (3)

Study of the different curriculum theories, teaching models, and strategies in physical education; including issues in classroom management, organization, and teaching methodology.

ESS 550 Professional Opportunities in Public and Private Recreation (3)

Information about the broad range of professional opportunities in the areas of public and private recreation.

ESS 570 Selected Topics in Sport (3)

Selected current topics, which may vary and may include practical problems, current events, futuristic projections and creative solutions.

ESS 580 Practicum I: Exercise and Sport Science (3)

A supervised field experience in an approved professional setting that will provide the opportunity for the student to work in a practical situation and gain knowledge by first-hand experience in various areas of sports medicine, exercise science, sport management, or physical education.

ESS 581 Practicum II: Exercise and Sport Science (3)

A supervised field experience in an approved professional setting that will provide the opportunity for the student to work in a practical situation and gain knowledge by first-hand experience in various areas of sports medicine, exercise science, sport management, or physical education.

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Bob L. Hayes, 1988, *Vice President for Business and Financial Affairs*

John C. Lefler, 1986, *Vice President for Institutional Advancement*, B.S.

Donald A. Scarborough, 2000, *Vice President for Administration*, B.A., M.A.Ed., Ed.D.

Alberta Haynes Herron, 1991, *Dean of Graduate Studies*, B.A., M.A., Ph.D.

W. Gart Evans, 1986, *Dean of Students*, B.A.

FACULTY

James M. Adams, 1981, *Professor of Business and Administration*. B.S., M.A. (Appalachian State University), D.A. (Idaho State University).

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David F. Walker, 2004, *Associate Professor and Director of the MPA Program in Nonprofit Management*, B.A. (University of Illinois at Chicago), M.P.A. (Northern Illinois University).

Harold C. Warlick, Jr., 1989, *Professor of Religion and Philosophy*. B.A. (Furman University), S.T.B. (Harvard University Divinity School), D.Div. (Vanderbilt University Divinity School).

James B. Wehrley, 1994, *Associate Professor of Business and W. Roger Soles Chair of Management and Leadership*. B.B.A. (University of Wisconsin at Whitewater), M.B.A. (Baylor University), Ph.D. (Virginia Polytechnic Institute and State University).

Marlon L. Winters, 1992, *Jefferson-Pilot Professor of Business*. A.A. (Western Piedmont Community College), B.A. (Appalachian State University), M.A. (Western Carolina University), M.Ed., Ph.D. (University of South Florida).

James Zarick, 2001, *Associate Professor of Sport Management*. B.S. (Slippery Rock State College), M.S. (Slippery Rock University of Pennsylvania), Ed.D. (United States Sports Academy).

GRADUATE CALENDAR

Fall Semester 2005

- Aug** 15 (M) Orientation and Registration for New Graduate Students
22 (M) Monday classes begin.
23 (T) Tuesday classes begin.
24 (W) Wednesday classes begin.
24 (W) Drop/Add Deadline – Monday classes
25 (Th) Thursday classes begin.
25 (Th) Drop/Add Deadline – Tuesday classes
26 (F) Drop/Add Deadline – Wednesday classes
27 (Sa) Saturday classes begin.
29 (M) Drop/Add Deadline - Thursday classes
30 (T) Drop/Add Deadline – Saturday classes
- Sept** 05 (M) Labor Day holiday (no graduate classes). Administrative offices are open.
09 (F) Graduation Application Deadline - December 2005 Completion
- Oct** 17-22 (M-Sa) Fall break (no classes). Administrative offices are open.
28 (F) Withdrawal from Class Deadline - Fall 2005
- Nov** 11 (F) Delivery of Final Thesis Copies Deadline – December 2005 Completion
23-26 (W-Sa) Thanksgiving holidays (no classes)
- Dec** 10 (Sa) Final examinations (Saturday classes)
12 (M) Final examinations (Monday classes)
13 (T) Final examinations (Tuesday classes)
14 (W) Final examinations (Wednesday classes)
15 (Th) Final examinations (Thursday classes)

Spring Semester 2006

- Jan** 04 (W) Orientation and Registration for New Graduate Students
09 (M) Monday classes begin.
10 (T) Tuesday classes begin.
11 (W) Wednesday classes begin.
11 (W) Drop/Add Deadline – Monday classes
12 (Th) Thursday classes begin.
12 (Th) Drop/Add Deadline – Tuesday classes
13 (F) Drop/Add Deadline – Wednesday classes
14 (Sa) Saturday classes begin.
16 (M) Drop/Add Deadline - Thursday classes
17 (T) Drop/Add Deadline – Saturday classes
20 (F) Graduation Application Deadline - May 2006 Completion
- Mar** 06-11 (M-Sa) Spring break (no classes). Administrative offices are open.
17 (F) Withdrawal from Class Deadline for Spring 2006.
- Apr** 07 (F) Delivery of Final Thesis Copies Deadline - May 2006 Completion.
14 (F) Good Friday (no classes).
29 (Sa) Final examinations (Saturday classes).
- May** 01 (M) Final examinations (Monday classes).
02 (T) Final examination (Tuesday classes).
03 (W) Final examinations (Wednesday classes).
04 (Th) Final examinations (Thursday classes).
05 (F) Baccalaureate.
06 (Sa) Commencement

Summer 2006

- May** 31 (W) Orientation and Registration for New Graduate Students
- June** 05 (M) SUG (M/W) and SGI classes begin.
06 (T) SUG (T/Th) classes begin.
07 (W) Drop/Add Deadline – SUG (M/W) and SGI classes
08 (Th) Drop/Add Deadline – SUG (T/Th) classes
09 (F) Graduation Application Deadline - August 2006 Completion (All Programs)
10 (Sa) Saturday class begins.
13 (T) Drop/Add Deadline –Saturday class
19 (M) SGI Withdrawal from Class Deadline
23 (F) Delivery of Final Thesis Copies Deadline – August 2006 Completion

June	30 (F)	SG1 Final examinations
July	03 (M)	SG2 Term II classes begin
	04 (T)	Independence Day holiday (no classes).
	05 (W)	SG2 Drop/Add Deadline
	07 (F)	SUG Withdrawal from Class Deadline
	18 (T)	SG2 Withdrawal from Class Deadline
	26 (W)	SUG Final examinations - M/W classes
	27 (Th)	SUG Final examinations – T/Th classes
	31 (Fri)	SG2 Final Examinations

High Point University reserves the right to change this calendar without notice or obligation.

HIGH POINT UNIVERSITY

ADMISSION APPLICATION PACKAGE

Application Process. Mail application materials listed below to: Office of Graduate Studies; High Point University; University Station, Montlieu Avenue; High Point, NC 27262-3598. Also, materials may be delivered to the Office of Graduate Studies, located in Roberts Hall 221-223 on the campus in High Point, North Carolina.

- *Application for Graduate Admission*
- *Application Fee* (nonrefundable \$35 or \$50 for international applicants). The application fee cannot be waived. The fee can be paid by credit card, check, or money order made payable to High Point University; do not send cash. Applications submitted without the required fee will not be processed.
- *Essay.* See the application package for specific instructions.
- *Resume* (summary of job and volunteer experiences).
- *Transcripts* (two official transcripts from each college or university attended, including High Point University). Transcripts must bear the signature of the registrar and the seal of the college or university, and be sent to the Office of Graduate Studies in a sealed envelope. Transcripts that bear the statement “Issued to Student” or that do not arrive in sealed envelopes are not considered official. Faxed transcripts are not accepted. For students completing requirements for a bachelor’s degree, transcripts should be requested as soon as courses for the final term of enrollment are posted; however, applicants are still responsible for submitting a final transcript that shows the award of the bachelor’s degree.
- *Reference Reports* (three). Forms are provided for reports from instructors and/or employers qualified to evaluate your academic and professional qualifications. Each recommender should submit a form in a sealed envelope with the recommender’s signature over the flap.
- *Standardized Test Scores* (five years old or less). GRE or MAT for Education programs, GRE for Nonprofit programs, and GMAT for Business programs. All testing should be completed far in advance of a desired admission term.
- *Copy of Teaching Licensure* (Education programs). Copy of the applicant’s teaching licensure.

Additional Required Materials for International Applicants

- *Test of English as a Foreign Language (TOEFL)* (two years old or less). Minimum score is 550, and an interview may be required. However, the TOEFL is not a requirement for applicants who are from countries where English is the official language of instruction or who received a degree from a college or university in the United States. Testing should be completed far in advance of a desired admission term.
- *Certificate of Financial Support.* All international applicants must provide proof of sufficient resources to cover educational and living expenses during pursuit of the degree. A Certificate of Financial Support, outlining financial support available and verification of the support, must accompany the application for admission.
- *Transcripts.* All academic records must be issued in the original language and bear the signature of the registrar and the official seal of the issuing institution.
- *Credential Evaluation.* For all work completed in a college or university outside the United States a detailed credential evaluation (showing English translation of courses, grades, grade-point-average, degree equivalency, and more) must be sent directly to the Office of Graduate Studies from an appropriate agency.
- *Copy of visa, if applicable.*

Application Deadlines. For a timely decision, complete applications are due by April 15 for Fall, by October 15 for Spring, and by March 15 for Summer. *Applications may be accepted as long as an admission decision is possible for the desired term of enrollment.*

Applying to a Program. Select one program only and mark it on all forms of the application.

Applying for Nondegree Admission. Contact the Office of Graduate Studies.

HIGH POINT UNIVERSITY

APPLICATION FOR GRADUATE ADMISSION

ADMISSION Term (write in year)

Fall (August) _____
Spring (January) _____
Summer (June) _____ (Not Available for MBA program)

Check your one program intent.

_____ M.B. A.
_____ M.Ed. in Elementary Education
_____ M.Ed. in Educational Leadership
_____ M.P.A. in Nonprofit Organizations
_____ M.S. in Sport Studies

Full Legal Name _____
Last First Middle Maiden/Former

Mailing Address _____
Street/PO Box County
City State Zip Code Country

Day phone ____/____/____ Evening phone ____/____/____ E-mail _____

Birth Date ____/____/____ Sex: Female Male SS# (University use only) _____

Citizenship (check one): United States Resident Alien Non-resident Alien _____
Country of citizenship

If you do not have U.S. citizenship, but currently reside in the United States, what type of visa do you hold? _____

Ethnic Identification: African American/ Black American Indian or Alaskan Native Asian or Pacific Islander
Caucasian/White Hispanic/Latino Other (please specify) _____

Standardized Test (if applicable): Name _____ Date _____ TOEFL Test Date (if applicable) _____

Employment _____/_____/_____
Employer City and State Position

Have you ever attended High Point University? No Yes, Name used _____ Program _____

Have you ever been dismissed or suspended from a college or university? No Yes (explain on separate page)

List **all** colleges/universities attended and degrees earned. List highest degree first. (Attach a sheet, if needed.)

College/University	Degree	Major	Date Awarded
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I hereby attest that all information is accurate to the best of my knowledge. I fully understand that any falsification of facts will deny my admission to High Point University or, if accepted, will result in my dismissal from the University.

Applicant's Signature

Date

Thank you for completing this application.

High Point University does not discriminate on the basis of age, race, color, national and ethnic origin, sex, or handicap, in the administration of educational policies, financial aid, employment, and any other University program or activity.

HIGH POINT UNIVERSITY

GRADUATE STUDIES

ESSAY

ADMISSION Term (write in year)

Fall (August) _____
Spring (January) _____
Summer (June) _____ (Not Available for MBA program)

Check your one program intent.

_____ M.B. A.
_____ M.Ed. in Elementary Education
_____ M.Ed. in Educational Leadership
_____ M.P.A. in Nonprofit Organizations
_____ M.S. in Sport Studies

Name _____
Last First Middle Maiden/Former

Signature Date

Instructions

- Write an essay, which is your statement of purpose, describing your specific reasons for desiring admission to the particular program and how completing the program will assist you in meeting your career goals. The essay should be a 3-4 page typed document that identifies and discusses: (1) what further education you deem important, including specific areas of knowledge and skills, for future work; (2) your career goals, projected over the next five years, including specific information about the type of organization for which you wish to work; and (3) why you chose the particular degree program to achieve your educational objectives.
- Use this form as your cover page. Staple it to your typed pages.

HIGH POINT UNIVERSITY GRADUATE STUDIES

TRANSCRIPT REQUEST

(Duplicate this form as needed.)

ADMISSION Term (write in year)

Fall (August) _____

Spring (January) _____

Summer (June) _____ (Not Available for MBA program)

Check your one program intent.

_____ M.B. A.

_____ M.Ed. in Elementary Education

_____ M.Ed. in Educational Leadership

_____ M.P.A. in Nonprofit Organizations

_____ M.S. in Sport Studies

TO THE APPLICANT

After you have submitted your application for graduate admission to High Point University, use this form to request two official transcripts from the college or university you attended. (A college or university may not send transcripts if the appropriate fee is not remitted with this form.)

Current Name _____
Last First Middle Maiden/Former

Signature

Date

Current Address _____
Street/PO Box

City

State

Zip

Country

Day Phone _____ / _____

E-mail _____

Name of College/University for Transcript Request _____

Name Used at the Above

Named College _____
Last First Middle

Dates of Attendance _____ To _____ **Social Security Number** _____

TO THE REGISTRAR. Please return this form and two official transcripts to the address printed below.

High Point University
Office of Graduate Studies
University Station, Montlieu Avenue
High Point, North Carolina 27262-3598