

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

HIGH POINT, NORTH CAROLINA



BULLETIN 2007-2008

Norcross Graduate School HIGH POINT UNIVERSITY



Programs

- Master of Arts (M.A.) in History
- Master of Arts (M.A.) in Nonprofit Management
- Master of Business Administration (M.B.A.)
- Master of Education (M.Ed.) in Educational Leadership
- Master of Education (M.Ed.) in Elementary Education
- Master of Education (M.Ed.) in Special Education with a Concentration in Mental Disabilities
- Master of Science (M.S.) in Sport Studies
- Educational Administration Add-On License

A Message from the Dean of Norcross Graduate School

Welcome to Norcross Graduate School. It is the pathway to all master's programs at High Point University. It is where students begin their post-baccalaureate journeys to reach new altitudes in their professional and personal lives. It is where capable, mature students grow and achieve academic success.

We are delighted you are exploring High Point University. Take a look around. Contact us. Staff members are available to speak with you. At the end of your exploration, we hope High Point University is your choice for extraordinary graduate education.

Our doors are open to receive qualified learners. Whether new to job markets or seasoned professionals, our students receive faculty's attention and mentoring. Let us help you make your graduate education a High Point University experience.

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.

Alberta Haynes Herron
Dean of Norcross Graduate School

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. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of High Point University.
- University Senate of The United Methodist Church
- 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 Council of Interior Design Accreditation

The University is a member of:

- 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
- The Association to Advance Collegiate Schools of Business
- National Collegiate Athletic Association, Division I
- The Council of Graduate Schools
- The Conference of Southern Graduate Schools
- The North Carolina Conference of Graduate Schools
- United States Department of State, Bureau of Diplomatic Security, Overseas Security Advisory Council

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.

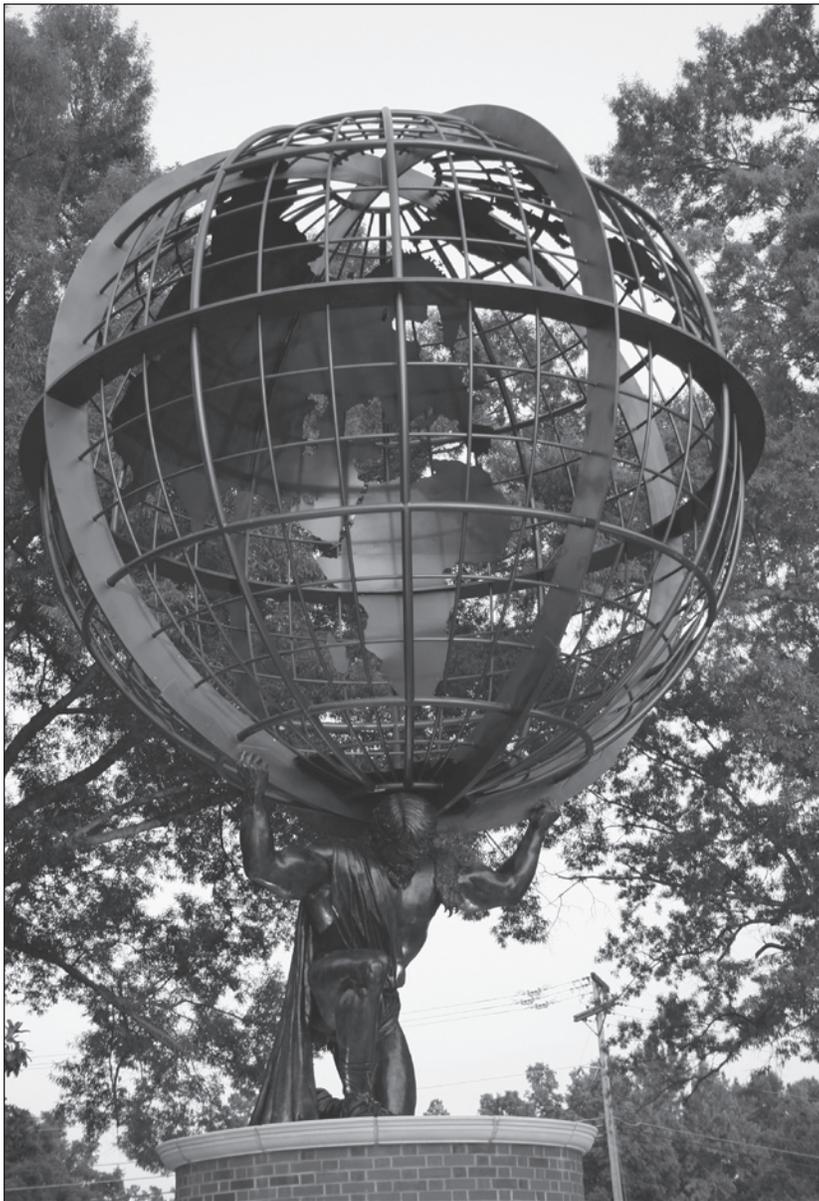
Mission

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 support 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 student enrollment was 122. Today the University has 42 buildings; is attractively landscaped; the faculty numbers 127; and more than 3,200 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. More recent buildings added are: Millis Athletic/Convocation Center (1992) providing facilities for athletics, physical education, and convocations; David Hayworth Hall (1998), a classroom/faculty office facility; Wilson Hall (1998), a student apartment complex; Congdon Hall (2000), an expansion of the science facilities; the Hayworth Fine Arts Center (2002); Norton Hall (2004) which houses the International School of Home Furnishings; Blessing Residence Hall (2006), a 240 private room residence hall; Blessing Residence Hall II (2007), a 210 private room residence hall; Steele Athletic Center (2007) which houses athletic administration and some athletic facilities; Phillips Hall (2007) which houses the Earl N. Phillips Sr. School of Business; and the Slane Wellness/Fitness Center (2007). Under construction: Nido Qubein School of Communication, and Plato Wilson School of Commerce.

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 Arts and Master of Education). In addition, several study abroad programs are available to undergraduate students.

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Graduate School Bulletin

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Graduate School Bulletin

The Graduate School 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 Graduate School policies, procedures, deadlines as well as program requirements and regulations.

Contacts

Norcross Graduate School

(336) 841-9198 or (800) 345-6993 or grad-apps@highpoint.edu

- Dr. Alberta Haynes Herron, Dean
- Reneé Jessup Rogers, Director of Graduate Enrollment
- Linda Mae Hill, Administrative Assistant

Program Directors

- | | | |
|------------------------|--------------------------|--|
| • M.B.A. | Dr. Stephanie O. Crofton | (336) 841-4569 or scrofton@highpoint.edu |
| • Education Programs: | Dr. Christine Allred | (336) 841-9017 or callred@highpoint.edu |
| • History | Dr. James Stitt | (336) 841-9292 or jstitt@highpoint.edu |
| • Nonprofit Management | David Walker | (336) 841-4663 or dwalker@highpoint.edu |
| • Sport Studies | Dr. Jennifer E. Lukow | (336) 841-9184 or jlukow@highpoint.edu |

Services

- | | |
|-------------------------------|---|
| • Bookstore | (336) 841-9221 or bookstor@highpoint.edu |
| • Information Technology | (336) 883-4357 or helpdesk@highpoint.edu |
| • Library | (336) 841-9101 or reference@highpoint.edu |
| • Registrar | (336) 841-9205 |
| • Safety and Security | (336) 841-9111 |
| • Student Financial Services | (336) 841-9230 or (336) 841-9166 |
| • Student Life/Room and Board | (336) 841-9120 |
| • INS Questions | (336) 841-9148 |

Admission & Readmission

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All inquiries, correspondence and materials regarding graduate admission and readmission should be directed to Norcross Graduate School, High Point University, 833 Montlieu Avenue, High Point, North Carolina 27262-3598. Telephone inquiries may be made at (336) 841-9198 or (800) 345-6993. E-mail inquiries may be made at grad-apps@highpoint.edu. Graduate admission is required for registering in a graduate class.

Terms

Admission terms are Fall, Spring, and Summer. All programs do not offer admission every term. See the program sections for information.

Only one admission term can be selected per application. To seek admission in a different term, another application and application fee will be required.

Deadlines

Applications for admission may be accepted as long as both the review committees and applicants can respond appropriately for an admission term. Primary consideration, however, is given to applications completed by a priority deadline: March 15 for Summer, April 15 for Fall and October 15, for Spring. When applying late in an application season, contact Norcross Graduate School for guidance in completing the application process. Applicants are encouraged to complete the application process early for a timely decision.

Degree Admission

Degree admission is for persons who desire to complete the requirements for a High Point University master's degree. Prospective students 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 a regionally accredited college. Further, they should have at least a 3.0 GPA on a 4.0 scale. Among factors evaluated in an admission decision are previous academic performance, professional work experience, professional goals relative to the intended program of study, and, if applicable, test scores. Meeting requirements for admission does not ensure acceptance into a program.

Application for Admission and Application Fee

Begin the process for admission by submitting the application form and application fee online at www.highpoint.edu/apply/gr or by mailing a paper application form and application fee (check, money order or credit card, payable to High Point University) to Norcross Graduate School. The \$50 application fee is nonrefundable and cannot be waived.

Application Materials

Once the application form and application fee have been submitted to Norcross Graduate School, these additional materials can be submitted. An applicant's full name, intended program and admission term should be printed on all application materials. No materials will be returned to or duplicated for applicants or used for a purpose unrelated to graduate admission.

- **Transcripts.** Two official transcripts (including High Point University, if applicable) from each college attended must be provided. For seniors completing requirements for a bachelor's degree, current transcripts should be sent for an early decision; if admitted, final transcripts showing the award of the bachelor's degree will be required before the date of Graduate Orientation. For all work completed in an institution outside the United States, a comprehensive evaluation (showing English translation of courses, grades, GPA, degree equivalency, and more) must be sent directly to Norcross Graduate School from an officially recognized credential evaluation agency, such as World Educational Services (WES).
- **Resume.** A detailed outline of career history is required.
- **Personal Statement.** A 750 to 1,000 word typed Personal Statement is required. The statement describes career reasons for desiring admission to the particular program and how completing the program will assist in meeting the career goals. The Personal Statement may assist the review committee in evaluating the applicant's motivation and aptitude for graduate study.
- **Reference Reports.** Three Reference Reports are required and a form is provided. Evaluators should be professional persons who can address the applicant's potential for graduate study.

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- **Teaching License.** All education programs require applicants to have a current teaching license.
- **Standardized Testing.** Some programs required testing. Testing should be completed early to avoid delaying the review for admission.

Graduate Management Admissions Test (GMAT).
Use code ZZG5V04.
www.gmac.com

Free GMAT Test Prep Software
www.mba.com

Graduate Record Examination (GRE).
Use code 5293.
www.gre.org

Miller Analogies Test (MAT).
Use code 1584.
www.milleranalogies.com

Test of English as a Foreign Language (TOEFL).
Use Code 5293.
www.toefl.org

- **International Student Profile.** This form must be completed by international applicants.
- **Certificate of Financial Support.** International applicants must document the availability of sufficient financial resources to cover educational and living expenses during the pursuit of the degree.
- **Copy of Visa or Green Card.** International applicants who have a visa or green card must submit a copy of the document to the Graduate School.

Non-degree Admission (Course Enrollment)

Non-degree admission is for prospective students who wish to take courses in a specified area without earning credit toward a High Point University master's degree; this includes High Point University master's degree alumni. Some courses may not be available to students in non-degree status, and consultation with the appropriate program director prior to applying is advised. Students will be allowed to take six semester hours, and in certain programs with the appropriate approval a maximum of 12 semester hours. Admission is not automatic.

These are required application materials: (1) Application for Admission and Application Fee; (2) Resume; (3) Transcripts; and (4) Teaching License, if applicable. See section on application materials for explanation.

While non-degree students may subsequently apply to pursue a degree, there is no assurance they will be admitted to a degree program. Any application to change from non-degree to degree admission must be submitted and reviewed before the end of the term in which the maximum number of program allowed non-degree hours will be completed. If admitted to a degree program, time spent in non-degree status counts toward the maximum time allowed for earning a degree.

Add-On License

Individuals who have been teaching or working in a public or private school setting for at least three years and currently hold a master's degree from a regionally accredited college are eligible to make application to the non-degree program for the Educational Administration Add-On License. Admission is not automatic. These are the required application materials: (1) Application for Admission and Application Fee; (2) Resume; (3) Transcripts; (4) Teaching License; and (5) Principal Recommendation Form, which is provided and must be completed by the principal of the school where the applicant is employed. See section on application materials for explanation.

Use of Application Materials

All application materials become the property of Norcross Graduate School and cannot be forwarded or returned or copied at the request of applicants. For incomplete admission folders, submitted application materials, excluding the application form and application fee, may be maintained for a period of 12 months from the term of original admission. After this period, materials will no longer be available and must be submitted again to seek an admission decision.

Application Status

Applicants will be notified when the application form and application fee are received in the Graduate School Office. The receipt of other required materials may be monitored by directing inquiries to Norcross Graduate School.

Notification of Decisions

Decisions of review committees for "admission" or for "denied admission" are communicated in writing to applicants by the Dean of the Graduate School. Applicants should not contact Program Directors.

- **Admission.** This decision is an offer of admission to become a High Point University graduate student. To

Admission & Readmission

accept an offer of admission, the applicant must sign the offer letter and pay a nonrefundable matriculation deposit. The offer is good for the designated admission term only and is cancelled if it is not accepted. A matriculation deposit cannot be waived and is only good for the term for which it is paid. Any consideration for another term of admission may require repeating the application process.

- Denied Admission. This decision is a refusal of admission. An applicant who is denied admission may submit a new application in a later term. Admission is not guaranteed.

Matriculation Deposit

To accept an offer of admission, a nonrefundable matriculation deposit 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. The matriculation deposit must accompany the signed letter of acceptance of admission and is credited toward the account of the student only for the term of admission for which it was paid.

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 the Graduate School and Program Directors, registration and payment of charges, and other activities designed to prepare graduate students for positive educational experiences.

Time Limitation

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. Additional time is not granted for having started in non-degree status. Requirements for a degree may be completed within two calendar years.
- Extension of Time Limitation. 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

(Application is online at www.highpoint.edu/graduate.) 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 course syllabus and the catalog description for the course) to Norcross Graduate School. An application will not be considered for hours that are not documented on an official transcript that existed in Norcross Graduate School 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 Norcross Graduate School; (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 the Graduate School.

National Board Certification. Teachers who have participated in the National Board Certification process may be eligible to receive three semester hours of graduate credit for completing the process and an additional three semester hours for achieving National Board Certification. For consideration, American Council of Education (ACE) transcripts must be included in application materials and approvals are determined concurrently with the review for admission. If approved, three hours of credit are given for EDU 595 or six hours of credit are given for both EDU 595 and EDU 596.

Expenses, Refunds & Financial Assistance

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Payment of all assessed tuition and fee charges is due at the beginning of each term of enrollment.

Tuition

Tuition charge is the same for credit or audit. Minimum full load is nine hours (three courses per semester).

Tuition is determined by the number of hours of enrollment for a particular term. Most courses are three hours.

- MBA..... \$515 per hour
- Non-MBA \$472 per hour

Nonrefundable Fees

- Application \$50
(admission, readmission, or nondegree to degree)
- Matriculation Deposit \$100/\$200
(U. S. Citizens/Permanent Residents/Others)
- Technology fee \$80/\$40
(each fall and spring / summer)
- Parking \$75/\$40
(first vehicle / each additional vehicle)
- Graduation \$80
- Internship and Seminar I \$100
(EDU 590)
- Clinical Internship in Special Education \$100
(EDU 592)
- Active Graduate Student Status \$772 / \$708
(GRD 599 registration: MBA / Other)
- Product of Learning Continuation..... \$708
(EDU 596a)
- Thesis Continuation \$708
(EDU 599a)
- Thesis Binding (per copy) \$10

Note: Tuition amounts are in effect from June 1 through May 31; a slight tuition increase is expected each June 1. Fees are in addition to tuition. All charges are subject to change without notice.

Room and Board

Contact the Office of Student Life for housing assistance. The University does not offer graduate student housing, but some University housing may be available. All graduate students living in University housing must purchase a University meal plan.

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 Student Financial Services about changes in their financial status.

- 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.

Expenses, Refunds & Financial Assistance

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Financial Assistance

Many graduate students in academic programs use loans to support their graduate education. Information about loans, work-study programs and general student accounts is available in the Office of Student Financial Services.

- Loans. There are low cost loans available to graduate students in academic programs, regardless of need, that will cover the cost of graduate education at High Point University. Even if registration is for one class in a term, loan funds are available. Complete the FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov to get started. For information, contact Student Financial Services.
- Scholarships. The Graduate School awards, when available, a limited number of scholarships to qualified students in the Nonprofit program who have financial need (determined by FAFSA) and a record of high academic performance. Because newly admitted Nonprofit students are considered first for awards, applications for admission should be completed by the April 15 priority deadline. Awards are generally made for an academic year, which begins with the Fall Semester.

Policies

Persons enrolled in the Graduate School 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.

Codes of Conduct

High Point University is an academic community, which seeks to be open, just, disciplined, caring, and celebrative. In support of this goal and with the assistance of the Student Government Association, the University Honor Code and Uniform Conduct Code have been established. For more detailed information, see the *Student Handbook*.

University Honor Code

University students have the right and responsibility to live and learn in an environment free from fraudulence and dishonesty. Therefore, the Student Government Association has developed the High Point University Honor Code, which has been officially adopted in a student referendum and endorsed by the faculty and by the Board of Trustees. The Honor Code affirms 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.

Uniform Conduct Code

Although the University is not a parent, it does expect mature, responsible, adult behaviors both on campus and off. While the University regards each student as a responsible adult, it reserves the right to administer established sanctions, including, but not limited to, dismissal or expulsion from the University, for what the University perceives to be incompatibility with established goals or standards. Furthermore, the University reserves the right to require the withdrawal of any student for behavioral or emotional reasons. In all cases, the University will be guided by principles of

charity, fairness, and reason; and the student will enjoy the right of appeal.

In the event that a student is 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, and neither the University nor any of its officers shall be under any liability for a student's exclusion.

Students are expected to obey municipal, state, and federal laws. Violation of such laws may be referred to appropriate law enforcement agencies, but the University may also impose disciplinary sanctions as described in the Student Handbook.

Appealing Decisions

Students have the right to appeal decisions. An appeal must be initiated before the end of the graduate term immediately following the decision. An appeal must be in writing, must state the grounds for the appeal, and must provide supporting evidence. Any appeal must be based on evidence that a factual or procedural error was made or that some significant piece of information was overlooked. An appeal 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.

Appeal to the Executive Committee. A student may appeal to the Executive Committee of the Faculty a decision of the Vice President for Academic Affairs or the Dean of Students after all other prescribed appeal procedures have been exhausted. The Executive Committee is composed of the President of the University, a minimum of three administrative staff officers, and four faculty members. The decisions of the Executive Committee will be considered final and become effective upon ratification by the President.

- Grading. Students who wish to appeal a grade awarded by a faculty member should discuss the matter first with the faculty member. If a satisfactory conclusion of the question is not reached, a student may appeal the matter to the School Dean/Department Chair. If satisfactory resolution is still not reached, a student may appeal the decision to the Vice President for Academic Affairs. Further appeal to the Executive Committee may be made using the procedures described above.

Policies

- Academic Dismissal. Students who wish to appeal dismissal from the Graduate School for academic reasons must address the appeal in writing to the Dean of the Graduate School who may refer it to the student's Program Director for a recommendation. If satisfactory resolution is not reached, students may appeal the decision to the Vice President for Academic Affairs. Further appeal to the Executive Committee may be made using the procedures described above.
- Dismissal or Expulsion for Conduct Reason. Students who wish to appeal dismissal or expulsion for conduct reason must address the appeal to the Dean of Students. If satisfactory resolution is not reached, a student may appeal the decision to the Executive Committee.

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, and neither the University nor any of its officers shall be under any liability for a student's exclusion.

Academic Advisor

Program Directors assign students to academic advisors. To change an academic advisor, students must request their Program Director to submit the approved change to Norcross Graduate School.

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 attempt; 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 may be withdrawn and further registration may be blocked. In addition, the students may forfeit their time limitation for completing degree requirements.

Readmission. 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.



Policies

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.

Enrollment Terms

Classes are offered year round. Enrolling in the Fall, Spring, and Summer is important for completing degree requirements. In addition, the MBA has a special May Session, which requires enrollment.

Degree Completion Terms

Degrees may be completed in the Fall (December), Spring (May), and Summer (August). May Session completers will file for Summer (August) graduation.

Location of Classes

Classes are offered on the campus in High Point, North Carolina. However, in the MBA program some students may have to take classes on both the High Point Campus and the Budd Family Campus in Winston-Salem to complete requirements within a designated time frame.

Class Days and Time

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

Computer Requirement

Each student in the M.B.A. 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 each course instructor 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 requirement 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.

Policies

IN Incomplete Thesis or Product of Learning. This grade is recorded for each registration in a thesis or a product of learning course until the thesis or product of learning is completed. A grade of IN is not considered in the calculation of the GPA.

CR Credit. This grade is awarded to indicate satisfactory completion of certain master's level work: MBA prerequisite courses; education thesis, product of learning, or internship; and Nonprofit practicum. 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 work: MBA prerequisite courses; education thesis, product of learning, or internship; and Nonprofit practicum. 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 Norcross Graduate School prior to the first week of classes or after a published deadline for a particular term.

Graduation

(Application package is online at www.highpoint.edu/graduate.)

It is a student's responsibility to obtain and submit an application for graduation when they are in their final term of graduate enrollment. Completing all courses required in a program does not constitute graduation. Graduation involves an official application process, which must be initiated by the student paying the \$80 graduation fee to Student Financial Services and, then, completing and submitting the Application for Master's Degree Graduation to Norcross Graduate School by the deadline published in the Graduate Calendar.

- **Preparing for Graduation.** The term before intended graduation students should review their graduate transcripts to make sure all requirements are being fulfilled. A student should have no grade of I when applying for graduation.
- **Application Deadline.** The final date for making application for graduation in a particular term is published in the Graduate Calendar. When a deadline is missed, the student must wait until the next term to file an application for graduation, and active graduate student status will be required.
- **Active Student Status.** Registration for credit, no credit, audit, or fee indicates active student status.

Policies

- **Application Term.** Application for graduation must be made in Norcross Graduate School in the term in which all degree requirements will be completed and by the deadline published in the Graduate Calendar.
- **Application for Master's Degree Graduation.** The application for graduation is a downloadable form on the graduate web site (www.highpoint.edu/graduate).
- **Application Fee.** The \$80 graduation fee must be paid to Student Financial Services before the Application for Master's Degree Graduation can be submitted to Norcross Graduate School. Payment of the graduation fee is required of all students who apply for graduation, including students who do not plan to participate in graduation events. The graduation fee for master's degree students is for the rental of academic regalia and other costs related to Commencement.
- **Graduation Clearance Approved.** Students must have: no eligibility for dismissal status; 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 Norcross Graduate School. 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 five year time limitation. The term in which an application is processed and the student is cleared by the Dean of the Graduate School 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.

At the appropriate time, High Point University publishes all information about Commencement and related graduation events on its homepage.

Student Loads

- **Full-time.** Nine hours in each Fall and Spring Semester. Any overload must have the prior approval of the appropriate Program Director. International students are required to maintain full-time status.
- **Part-time.** Any number of graduate semester hours less than a full load.

Withdrawing from the University

Graduate students may voluntarily withdraw from High Point University by completing the withdrawal form, which is available in Norcross Graduate School. 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 Norcross Graduate School.

- The 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 Norcross Graduate School by the last date to withdraw from a High Point University course in the term immediately prior to the intended enrollment in another institution.

Policies

- 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,
 - the 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
 - the student must have an official transcript of course work taken in another institution submitted to Norcross Graduate School. 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 a program requires comprehensive examinations, 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.

Product of Learning

Before enrolling in a product of learning course, students must consult with their Program Director. Students must continually enroll each term until all requirements of the product of learning are completed. The grade of IN is awarded while work is being completed. The grade of CR is awarded when the work is completed satisfactorily.

Thesis

Before enrolling in any thesis course, students must consult with their Program Director. For guidelines about writing a thesis, the Guide for Preparing the Thesis is available in Norcross Graduate School. Students must continually enroll each term until requirements of the thesis are completed. The grade of IN is awarded while work is being completed. The grade of CR is awarded by the Dean of the Graduate School after both the written thesis and the thesis defense requirements have been satisfied.

The thesis manuscript must be approved by a student's Thesis Committee before the thesis defense is scheduled. The thesis manuscript is expected in the Graduate School not later than five days after the thesis defense, have final acceptance into the Graduate School no later than the deadline printed in the Graduate Calendar. Students should complete the thesis manuscript early in the term of expected graduation.

Thesis Defense

A thesis defense should be scheduled only after the written thesis has been approved by the student's Thesis Committee. 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.

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 Budd Family Campus in Winston-Salem. The ID card permits access to University facilities and activities. ID cards are made during Graduate Orientation and, thereafter, in the Safety and Security Office.

Policies

Electronic Access to Information

Students have access to grades, transcripts, online registration and all other information related to academic life through MyStuff, an online service.

Online Registration and Payment

After registering during Graduate Orientation, all other registrations (including dropping and adding) are online and managed through the Office of the Registrar. Payment may also be made online to Student Financial Services.

E-mail Account

Students are provided free High Point University e-mail accounts, which Norcross Graduate School uses as the primary channel of communication to graduate students. Notifications about matters such as the start of web registration, deadlines, events, and closings are generally sent via e-mails.

Information Technology

The Office of Information Technology oversees all campus electronic systems and services including data and voice networks, the campus phone system, Internet access, online student record access (MyStuff *), the campus wide wireless network and online instruction (Blackboard *). Incoming students are provided with a network account (username and password) combination, which permits access to most of the networked computers on either the High Point or Budd Family Campus in Winston-Salem. Other benefits include a university issued e-mail account and nightly backups of all files saved to students' designated server space (O: Drive *). All campus computers provide access to external and internal University electronic resources. Students can also utilize a variety of the latest applications available such as Microsoft Office 2003/2007, SPSS, Architectural Desktop, business simulators and other discipline-specific software.

* MyStuff – Online service designed to provide access to grades, transcripts, online registration and all other activities related to academic life at HPU

* Blackboard – Online service designed for allowing professors to post electronic resources online for any course taught at HPU.

* O: Drive – Server space assigned to students when username/password is created in campus systems. Simply log into a campus computer and click on “My Computer” to access the O: drive.

For access information and e-mail accounts students should visit the Office of Information Technology web site (<http://www.highpoint.edu/IT>) or e-mail (helpdesk@highpoint.edu) or call 336-841-HELP.

Library

Smith Library is the center of learning on the High Point campus. A four story building that is setup for wireless access, Smith Library uses the main floor for the interaction of patrons and librarians, a quiet study area is located on the third floor and the lower level is intended for group study. The building also includes four different public computer labs: one on the main floor, one on the lower level, a technology lab in Media Resources and a campus lab in the Academic Services Center. Smith Library houses over 300,000 volumes and has a wide array of resources that are available to students, staff, and faculty. Aside from a large book collection, Smith Library has thousands of online books and provides access to 25,000 magazine and journal titles both in paper and online. Search the Smith Library holdings online at <http://library.highpoint.edu>. Students can access e-resources from off-campus by using their HPU email username and password. A University ID is required to check out materials from Smith Library

Spring and Fall Semester Hours -

Sunday	1:00 pm - Friday at 1:00 am
Friday	8:00 am - 9:00 pm
Saturday	10:00 am - 7:00 pm

Career Development

Career development services include career counseling, resume critiques, interview preparation, and assistance developing a job search strategy. Access to national online 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

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

Phillips School of Business

The M.B.A. offers a practical, leading edge professional graduate business education that emphasizes data-driven decision-making, communication skills, and global issues. 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 the ACBSP (Association of Collegiate Business Schools and Programs) accreditation. The School of Business is a member of the AACSB (Association to Advance Collegiate Schools of Business). The M.B.A. consists of 11 graduate courses (33 semester hours).

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

Required Standardized Examination: Graduate Management Admissions Test (GMAT). The High Point University GMAT Code is ZZG5V04. The GMAT may be waived for applicants who have a 3.2 cumulative GPA or higher for their bachelor's degree or have at least five years of professional experience or have an earned graduate degree from a regionally accredited college.

Admission Term(s): Fall (August) and Spring (January)

Enrollment Terms: Students enrolled for the M.B.A. degree can expect to attend one May Session and at least one Summer Session in addition to the regular Fall and Spring Semesters.

Program Length: M.B.A. requirements may be completed within a minimum of 21 months if neither prerequisite nor common professional core courses are needed.



Application for Admission: Applicants must have a four-year bachelor's degree from a regionally accredited college, an acceptable GPA (3.0 or higher on a 4-point scale), and acceptable scores on the GMAT (if required). A record of progressive growth and professional responsibilities is desired.

Required application materials include: (1) application with \$50 nonrefundable application fee; (2) two official transcripts from each college attended (including High Point University); (3) resume; (4) personal statement, topic provided; and (5) three reference reports, form provided. An applicant will be notified if a GMAT report is required before an admission decision can be made. An interview may be required. No application material will be returned to or duplicated for applicants.

Non-degree Admission. A non-degree admission decision is determined by a review of these materials: (1) application with \$50 nonrefundable application fee; (2) official transcripts from each college attended (including High Point University); and (3) resume.

Prerequisite and Common Professional Courses

Prerequisite and common professional courses are offered at the graduate level. When taken after admission, the courses constitute additional semester hours that must be completed beyond those required for the degree. Prerequisite courses are accounting and economics and they are three hours each.

Common professional courses are one hour each and areas include: management, marketing, international business, management information systems, business law, business ethics, statistics, finance, and strategic management.

Needed prerequisite and/or common professional courses are identified during a review for admission and are included in a student's individualized M.B.A. program of study, which accompanies an offer of admission.

Minimum Number of Hours Required for Degree: 33

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 M.B.A. program meet on the main campus in High Point, North Carolina and on the Budd Family Campus in Winston-Salem, North Carolina. Students may need to attend classes at both locations.

Master of Business Administration

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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 number of graduate semester hours specified for the program of study: 36 for admission prior to Fall 2007; or 33 for admission in Fall 2007 or later.
- Minimum cumulative GPA of 3.0 for all graduate hours
- Completion of all requirements within five years of the first enrollment in any graduate class

Program of Study (33 Semester Hours)

ACC 513	Managerial Accounting
BUA 503	Communications for Managers
BUA 531	The Legal and Regulatory Environment of Business
ECO 509	Managerial Economics in a Global Economy
FIN 533	Financial Markets and Corporate Strategy
MGT 502	Leadership and Organizational Behavior
MGT 529	Global Supply Chain and Operations Management
MGT 575	Strategic Management
MIS 540	Information Systems in Practice: Managerial Challenges and Opportunities
MKT 511	Marketing in a Global Economy
PHL 501	Managerial Ethics

M.B.A. Course Descriptions

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

Prerequisite Courses

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.

ACC 500 Principles of Accounting (3) - For students admitted prior to the 2007 Fall Semester

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.*

MBA 500 Foundations of Accounting (3) - For students admitted for the 2007 Fall Semester and later

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. *MBA 500 must be completed before enrolling in ACC 513.*

ECO 501 Elements of Economics (3) - For students admitted prior to the 2007 Fall Semester

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.*

MBA 501 Foundations of Economics (3) - For students admitted for the 2007 Fall Semester and later

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. *MBA 501 must be completed before enrolling in ECO 509.*

BUA 520 Financial Management (3) - For students admitted prior to the 2007 Fall Semester

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 FIN 533 or BUA 534.*

Common Professional Courses (CPC) For students admitted for the 2007 Fall Semester and later

If lacking at admission, these courses may need to be completed at the master's level at High Point University and become additional requirements for the degree.

MBA 502 Foundations of Management (1)
Business foundation course to provide preparatory coursework in management

MBA 503 Foundations of Marketing (1)
Business foundation course to provide preparatory coursework in marketing

**MBA 504 Foundations of International
Marketing (1)**
Business foundation course to provide preparatory coursework in marketing and/or international business

**MBA 505 Foundations of Management Information
Systems (1)**
Business foundation course to provide preparatory coursework in management information systems

**MBA 506 Foundations of Business Law
and Ethics (1)**
Business foundation course to provide preparatory coursework in business law and ethics

M.B.A. Course Descriptions

HIGH POINT UNIVERSITY

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MBA 507 Foundations of Statistics (1)

Business foundation course to provide preparatory coursework in business statistics

MBA 508 Foundations of International Management (1)

Business foundation course to provide preparatory coursework in management and international business

MBA 509 Foundations of Finance (1)

Business foundation course to provide preparatory coursework in finance

MBA 510 Foundations of International Business (1)

Business foundation course to provide preparatory coursework in international business

MBA 511 Foundations of Strategic Management (1)

Business foundation course to provide preparatory coursework in strategic management

Core Courses

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, MBA 500 or undergraduate or graduate equivalent.

ACC 514 Managerial Accounting II (3)

A continuation in the study of managerial accounting topics intended to strengthen skills developed in earlier managerial accounting courses and develop new competencies in advanced managerial areas. This course is designed to further the student's understanding of advanced topics in management accounting. The focus will be on recent developments in the field and on expanding understanding of several topics introduced in ACC 513 Managerial Accounting. Selected topics include activity-based-cost management techniques; strategic cost management; tactical decision making and relevant factor analysis; just-in-time and other inventory

management tools; management accounting in an international environment; transfer pricing (international and multinational businesses); and quality costing. Prerequisite: ACC 513.

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 regulatory 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 503 Communications for Managers (3)

A course intended to improve the communication skills of managers. The course covers interpersonal Communications for Managers; written Communications for Managers including e-mail, memoranda, letters, and reports; and oral presentations to small and large groups. While the course is practical in nature, the student will explore how Communications for Managers can develop or destroy mutual understanding, support, and community. Even though the main emphasis of the course is on improving day-to-day Communications for Managers, the students will also explore issues of communicating to protect their organization's reputation during a crisis.

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.

M.B.A. Course Descriptions

HIGH POINT UNIVERSITY

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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 531 The Legal and Regulatory Environment of Business (3)

The primary purpose of this course is to help managers understand the maze of government regulations. After an introduction to the basics of administrative law, students will cover areas of regulation including labor and employment law, environmental law, securities regulation, and antitrust law. Students will also study intellectual property law and legal issues relating to consumer protection, commercial speech, and the regulation of advertising. (*Formerly Legal and Political Issues in Management*)

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.

ECO 509 Managerial Economics in a Global Economy (3)

A study of how economics helps managers make better decisions. An emphasis is placed on forecasting an organization's sales through tools such as regression analysis. Other topics include how organizations can optimize their production decisions, manage their costs, and respond profitably to regulation and deregulation. Throughout the course, the effects of globalization and global economic policies are discussed. Prerequisites: MBA 501 or undergraduate or graduate equivalent. (*Formerly Managerial Economics*)

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.

FIN 533 Financial Markets and Corporate Strategy (3)

This course integrates capital structure and corporate financial decisions with corporate strategy. It looks at financial decision making with the objective of understanding its relation to corporate strategy. An integral area is the understanding of financial markets and valuation and learning how to carry this understanding to real domestic and global decisions. This course addresses other important issues facing financial managers such as allocating capital for real investments, financing the firm, knowing whether and how to hedge risk, and allocating funds for financial investments. (*Formerly BUA 533 Seminar in Financial Management*)

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.

M.B.A. Course Descriptions

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

MGT 502 Leadership and Organizational Behavior (3)

A course designed to improve leadership skills of managers. Students will explore how to develop a high performing organization through the study of leadership theory and practices, organization culture, motivation, decision-making, and group behavior. *(Formerly BUA 502)*

MGT 529 Global Supply Chain and Operations Management (3)

Operations and supply chain management are the means through which a firm's strategic plans are effectively realized. Typically, the vast bulk of a company's people and assets are engaged in operations of one sort or another. Managing operations means dealing with products and services. This course will sharpen participants' insights to the impact of corporate decisions on operations and supply chain management through data analysis, case studies, and development of a publishable paper. Prerequisites: significant content coverage in statistics. Co-requisite: ECO 509 or MBA 507 or undergraduate or graduate equivalent. *(Formerly BUA 529)*

MGT 575 Strategic Management (3)

This is the capstone course in the MBA program. Strategy development and implementation will be examined. This course will sharpen participants' insights to the complexity of strategy formulation and execution through executive decision making in a global environment, development of business plans, and case studies. Recommended Pre/Co-requisites: ECO 509, FIN 533, MGT 529, and MKT 511. *(Formerly BUA 575)*

MIS 540 Information Systems in Practice: Managerial Challenges and Opportunities (3)

The course addresses contemporary information systems implementation, operations, and management issues. Students will consider how information technology can be used to achieve business goals and leverage information for competitive advantage. *(Formerly Management Information Systems)*

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)

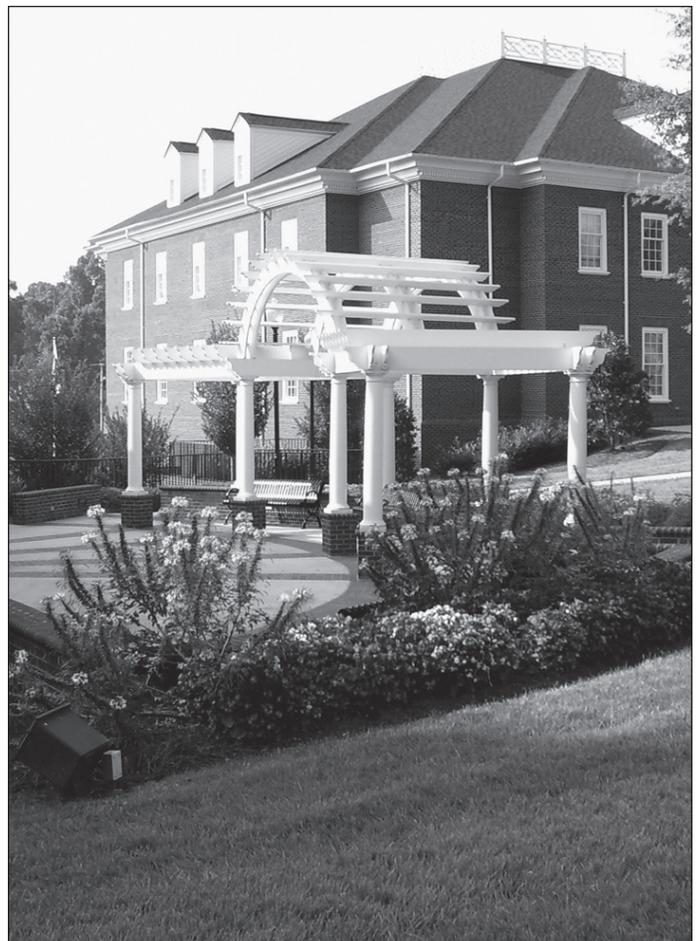
This course examines the roles, responsibilities, tools, and techniques for effective project management. Using a blend of theory and practice, the course will address project organization, project planning, project execution, and project control using current project management tools and methodologies.

MKT 511 Marketing in a Global Economy (3)

This course emphasizes development of sound marketing strategies within a global context. Product, promotion, price, and distribution decisions will be examined within the constraints of cultural, political, and economic settings that confront multinational enterprises. *(Formerly BUA 511)*

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.



Master of Education

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

Master of Education in Educational Leadership

School of Education

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.

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

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)

Application for Admission: Applicants must have a four-year bachelor's degree from a regionally accredited college and a K-12 teaching license with a minimum of three years of successful K-12 public/private school experience. A decision for degree admission takes into consideration the applicant's GPA (3.0 or higher on a 4-point scale), performance on the GRE or MAT, completed course work, professional work experience, and personal and professional goals for the degree.

Required application materials include: (1) application with \$50 nonrefundable application fee; (2) two official transcripts from each college attended (including High Point University); (3) resume; (4) personal statement, topic provided; (5) three reference reports, form provided; (6) copy of teaching license; and (7) an official test score report. An interview may be required. No application material will be returned to or duplicated for applicant.

Non-degree Admission. A non-degree admission decision is determined by a review of these materials: (1) application with \$50 nonrefundable application fee; (2) two official transcripts from each college attended (including High Point University); (3) resume; (4) copy of teaching license.

Prerequisite Course: None

Minimum Number of Hours Required for Degree: 36

Class Times and Days: Fall and 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

Master of Education

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

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

License Option. Students who complete the M.Ed. in Educational Leadership along with the following three specialty area courses in the M.Ed. in Special Education with a Concentration in Mental Disabilities program are eligible to add the license for Exceptional Children Program Director upon successful completion of the Educational Leadership: Administration and Supervision Praxis Exam. These three courses may be taken concurrent with the Educational Leadership course of study.

- EDU 553 Assessment and Instructional Planning for Students with Mental Disabilities
- EDU 554 Curriculum Development for Students with Mental Disabilities
- EDU 557 Legal and Ethical Issues in Special Education

Master of Education

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

Master of Education in Elementary Education

School of Education

The 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.

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

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)

Application for Admission: Applicants must have a four-year bachelor's degree from a regionally accredited college and a baccalaureate K-6 teaching license before the end of the first term of graduate enrollment. A decision for degree admission takes into consideration the applicant's GPA (3.0 or higher on a 4-point scale), performance on the GRE or MAT, completed course work, professional work experience, and personal and professional goals for the degree.

Required admission materials include: (1) application with \$50 nonrefundable application fee; (2) two official transcripts from each college attended (including High Point University); (3) resume; (4) personal statement, topic provided; (5) three reference reports, form provided; (6) copy of teaching license; and (7) official test score report. An interview may be required. No applications materials will be returned to or duplicated for applicants.

Non-degree Admission. A non-degree admission decision is determined by a review of these materials: (1) application with \$50 nonrefundable application fee; (2) two official transcripts from each college attended (including High Point University; and (3) resume; (4) copy of teaching license.

Prerequisite Course: None

Comprehensive Exit Exam: Yes

Minimum Number of Hours Required for Degree: 36

Class Times and Days: Fall and 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 scores 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

Master of Education

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

Credit for National Board Certification: Teachers who have participated in the National Board Certification process may be eligible to receive three semester hours of graduate credit for completing the process and an additional three semester hours for achieving National Board Certification. For consideration, American Council on Education (ACE) transcripts must be included in application materials and approvals are determined concurrently with the review of admission. If approved, three hours of credit are given for EDU 595 or six hours of credit are given for both EDU 595 and EDU 596.

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 of one set of courses)

- EDU 595 and EDU 596 Product of Learning
- EDU 598 and EDU 599 Thesis



Master of Education

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

Master of Education in Special Education with a Concentration in Mental Disabilities

School of Education

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

The M.Ed. in Special Education prepares special education teachers to effectively interact with a variety of students with mental disabilities and ranging from ages three to twenty-one years. Completion of the program leads to graduate level licensure in mental disabilities.

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)

Application for Admission: Applicants must have a four-year bachelor's degree from a regionally accredited college and K-12 teaching license in any area of special education before the end of the first term of graduate enrollment. A decision for degree admission takes into consideration the applicant's GPA (3.0 or higher on a 4-point scale), performance on the GRE or MAT, completed course work, professional work experience, and personal and professional goals for the degree.

Required application materials include: (1) application with \$50 nonrefundable application fee; (2) two official transcripts from each college attended (including High Point University); (3) resume; (4) personal statement, topic provided; (5) three reference reports, form provided; (6) copy of teaching license; and (7) official test score report. An interview may be required. No application material will be returned to or duplicated for applicants.

Non-degree Admission. A non-degree admission decision is determined by a review of these materials:

(1) application with \$50 nonrefundable application fee; (2) two official transcripts from each college attended (including High Point University); (3) resume; and (4) copy of teaching license.

Prerequisite Course: None

Comprehensive Exit Exam: Yes

Minimum Number of Hours Required for Degree: 36

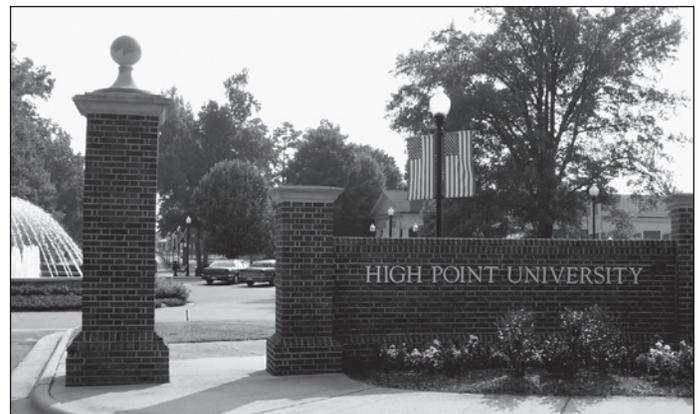
Class Times and Days: Fall/ Spring, 4:00 pm - 7:00 pm Monday, Tuesday, Wednesday, Thursday). Summer, other times and days.

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 scores 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

Credit for National Board Certification: Teachers who have participated in the National Board Certification process may be eligible to receive three semester hours of graduate credit for completing the process and an additional three semester hours for achieving National Board Certification. For consideration, American Council on Education (ACE) transcripts must be included in application materials and approvals are determined concurrently with the review of admission. If approved, three hours of credit are given for EDU 595 or six hours of credit are given for both EDU 595 and EDU 596.



Master of Education

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

Program of Study

Core Courses (12 semester hours)

- EDU 501 Advanced Educational Psychology
- EDU 503 Methods of Educational Research
- EDU 504 Trends and Issues in Education
- EDU 531 Working with Diverse Learners

Instructional Courses (18 semester hours)

- EDU 551 Advanced and Assistive Technology for Special Needs Population
- EDU 553 Assessment and Instructional Planning for Students with Mental Disabilities
- EDU 554 Curriculum Development for Students with Mental Disabilities
- EDU 555 Occupational and Transition Program for Secondary Students with Mental Disabilities
- EDU 556 Instruction of Students with Mental Disabilities
- EDU 557 Legal and Ethical Issues in Special Education
- EDU 558 Multisensory Teaching of Reading to Students with Disabilities

Capstone Experience

(6 semester hours of one set of courses)

- EDU 592 & EDU 593 Clinical Internship in Special Education
- EDU 595 & EDU 596 Product of Learning
- EDU 598 & EDU 599 Thesis

License Option. Students who complete the M.Ed. in Special Education with a Concentration in Mental Disabilities along with the following three specialty area courses in the M.Ed. in Educational Leadership Program are eligible to add the license for Exceptional Children Program Director upon successful completion of the Educational Leadership: Administration and Supervision Praxis Exam. These three courses may be taken concurrent with the Special Education program of study.

- EDU 510 Educational Leadership
- EDU 513 School Budgets, Finance, and Facilities
- EDU 515 Supervision of Instruction

Master of Education

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

Educational Administration Add-On License

School of Education

Individuals who have been teaching or working in a public or private school setting for a minimum of three years and currently hold a master's degree from a regionally accredited college or university are eligible to add on the license in Educational Administration. Once all required courses are completed and the Educational Administration examination is passed, individuals would be eligible for the add-on license.

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

Application for Admission: Applicants must have: (1) master's degree from a regionally accredited college or university; (2) current K-12 teaching license; (3) minimum of three years of teaching or professional educator experience; and a (4) principal's recommendation.

Required application materials include: (1) application with \$50 nonrefundable application fee; (2) two official transcripts for all colleges attended; (3) copy of teaching license; (4) Principal's Recommendation, form provided; and (5) resume. An interview may be required. No application material will be returned to or duplicated for applicants.

Add-On License Requirements

- Receive graduate admission to High Point University for the Educational Administration Add-On License program
- Complete the 21 semester hours in the Educational Administration Add-On License program of study
- Pass the School Leader Licensure Assessment

Program of Study (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



Education Course Descriptions

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

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, emphasizing 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 of 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.

Education Course Descriptions

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

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 551 Advanced and Assistive Technology for Special Needs Populations (3)
Examination of a variety of low and high levels of assistive technology and augmentative communication devices. Building on this knowledge, participants will learn how to enhance instruction, assessment, accommodations, communications, and administrative duties. Collaboration with available community and school resources in conducting assistive technology assessment will be emphasized.

EDU 552 Mathematics in the Elementary School (3)
Review of research relative to math education in grades K-5. Findings will be related to current classroom practices. The North Carolina Standard Course of Study in math will be reviewed and used for the development of materials for the classroom.

EDU 553 Assessment and Instructional Planning for Students with Mental Disabilities (3)
An investigation of the formal and informal assessment strategies used in the diagnosis and instructional planning for individuals with mental disabilities. Emphasis is placed on designing assessment strategies that lead to the implementation of instructional plans within the school and community setting.

EDU 554 Curriculum Development for Students with Mental Disabilities (3)
Students will expand on their knowledge of the North Carolina Standard Course of Study and its extensions by developing skills in the areas of planning and lesson design. Emphasis will be placed on developing and using IEPs, ITPs, and IFSPs within the academic and functional curricula.

EDU 555 Occupational and Transition Programs for Secondary Students with Mental Disabilities (3)
Students will examine the strands and goals of the North Carolina Occupational Course of Study as well as all rules and regulations governing students preparing for and entering the workforce. Students will develop transition plans and discuss methods to involve the student, family, and future employers in meeting the four areas addressed in IDEA.

EDU 556 Instruction of Students with Mental Disabilities (3)
Students will expand on their knowledge of the structure of literacy (reading, writing, speaking, and listening)

and numeracy (mathematical application) and apply that knowledge through demonstration of task analysis, implementation of strategies across the curriculum, and differentiation of instruction (including service learning, community-based instruction, direction instruction, and cooperative learning).

EDU 557 Legal and Ethical Issues in Special Education (3)
An in-depth examination of the historical perspectives of mental retardation including past and current research, theories, and issues related to causation. Relevant legislation will be addressed both historically and currently within the sociopolitical environment. Ethical issues will include self-advocacy, and collaboration among professionals, parents and community.

EDU 558 Multisensory Teaching of Reading to Students with Disabilities (3)
Detailed instruction in the teaching of reading to students with persistent reading problems. Based on the National Reading Panel report of empirical research on the best practices of teaching reading, this course will provide an in-depth study of multisensory strategies.

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 fieldwork is required. Prerequisites: Departmental approval prior to enrollment; and completion of at least 12 graduate hours with grades of A or B. *Additional Required Fee: \$100.*

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 fieldwork 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 592 Clinical Internship in Special Education (3)
Opportunities of practical applications of the legal, programmatic, and instructional issues relevant to the field of special education. The internship is under the supervision of a High Point University faculty member and a licensed public school program facilitator in special education. A minimum of 150 hours in the field is required. Prerequisites: Departmental approval prior to enrollment; and completion of at least 12 graduate hours with grades of A or B. *Additional Required Fee: \$100.*

Education Course Descriptions

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

EDU 593 Clinical Internship in Special Education (3)

Continued opportunities of practical applications of the legal, programmatic, and instructional issues relevant to the field of special education. The internship is under the supervision of a High Point University faculty member and a licensed public school program facilitator in special education. A minimum of 150 hours in the field is required. Prerequisites: EDU 592; 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, which 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, which 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.



Master of Arts in Nonprofit Management

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

Master of Arts in Nonprofit Management

Department of Human Relations, Sociology, and Nonprofit Studies

The graduate curriculum for Nonprofit Management 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.

Degree Offered: Master of Arts (M.A.)

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

The GRE may be waived for applicants who have a 3.2 GPA or higher for their bachelor's degree or have an earned graduate degree from a regionally accredited college.

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

Application for Admission: Applicants must have a four-year bachelor's degree from a regionally accredited college. An admission decision takes into consideration the applicant's GPA (3.0 or higher on a 4-point scale), performance on the GRE (if required), completed course work, professional work experience, and personal and professional goals for the degree.

Required application materials include: (1) application with \$50 nonrefundable application fee; (2) two official transcripts from each college attended (including High Point University); (3) resume; (4) personal statement, topic provided; (5) three reference reports, form provided; and official GRE score report, if required. An interview may be required. No application material will be returned to or duplicated for applicants.

Non-degree Admission. A non-degree admission decision is determined by a review of these materials:

(1) application with \$50 nonrefundable application fee; and (2) two official transcripts from each college attended (including High Point University); (3) resume.

Prerequisite Course: None

Minimum Number of Hours Required for Degree: 36 or 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 program 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	Research Methods
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

HIGH POINT UNIVERSITY

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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 regulatory 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.

Nonprofit Course Descriptions

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

NPO 510 Research Methods (3)

Examination of various research designs and strategies that are salient to nonprofit organizations for investigating community issues and for organizational/program planning and evaluation. Systematic collection of quantitative and qualitative information about activities, characteristics and outcomes are stressed, with a focus on improving program and organizational effectiveness, as well as decision-making. Techniques of data analysis and statistical concepts will be covered, with an emphasis on generating, interpreting and effectively utilizing statistical data and research reports. *(Formerly Evaluation and Assessment)*

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.

Master of Science in Sport Studies

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

Master of Science in Sport Studies

Department of Exercise and Sport Sciences

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)

Application for Admission: Applicants must have a four-year bachelor's degree from a regionally accredited college, an acceptable GPA (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.

Required application materials include: (1) application with \$50 nonrefundable application fee; (2) two official transcripts from each college attended (including High Point University); (3) resume; (4) personal statement, topic provided; (5) three reference reports, form provided. An interview may be required. No application material will be returned to or duplicated for applicants.

Non-degree Admission. A non-degree admission decision is determined by a review of these materials: (1) application with \$50 nonrefundable application fee; and (2) two official transcripts from each college attended (including High Point University); (3) resume.

Prerequisite Course: 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

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

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, cardio-vascular, 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.

Sport Studies Course Descriptions

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

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.

Master of Arts in History

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

Master of Arts in History

History and Political Science Department

The program in history teaches students methods of historical research, analysis, and writing that enable them to achieve the most rigorous academic standards in their work. For students intending to teach, work in public history, prepare for a doctoral program, or pursue academic inquiry for its own sake, the program offers exposure to the latest historiographical debates and the classic texts of historical writing as well as opportunities to investigate a wide array of primary source material.

Degree Offered: Master of Arts (M.A.)

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

Application for Admission: Applicants must have a four-year bachelor's degree from a regionally accredited college. An admission decision takes into consideration the applicant's GPA (3.0 or higher on a 4-point scale), completed course work, professional work experience, and personal and professional goals for the degree.

Required application materials include: (1) application with \$50 nonrefundable application fee; (2) two official transcripts from each college attended (including High Point University); (3) resume; (4) personal statement, topic provided; (5) three reference reports, form provided. An interview may be required. No application material will be returned to or duplicated for applicants.

Non-degree Admission. A non-degree admission decision is determined by a review of these materials: (1) application with \$50 nonrefundable application fee; and (2) two official transcripts from each college attended (including High Point University); (3) resume.

GRE Requirement. An official score report must be submitted to the Program Director before the end of the first term of graduate enrollment.

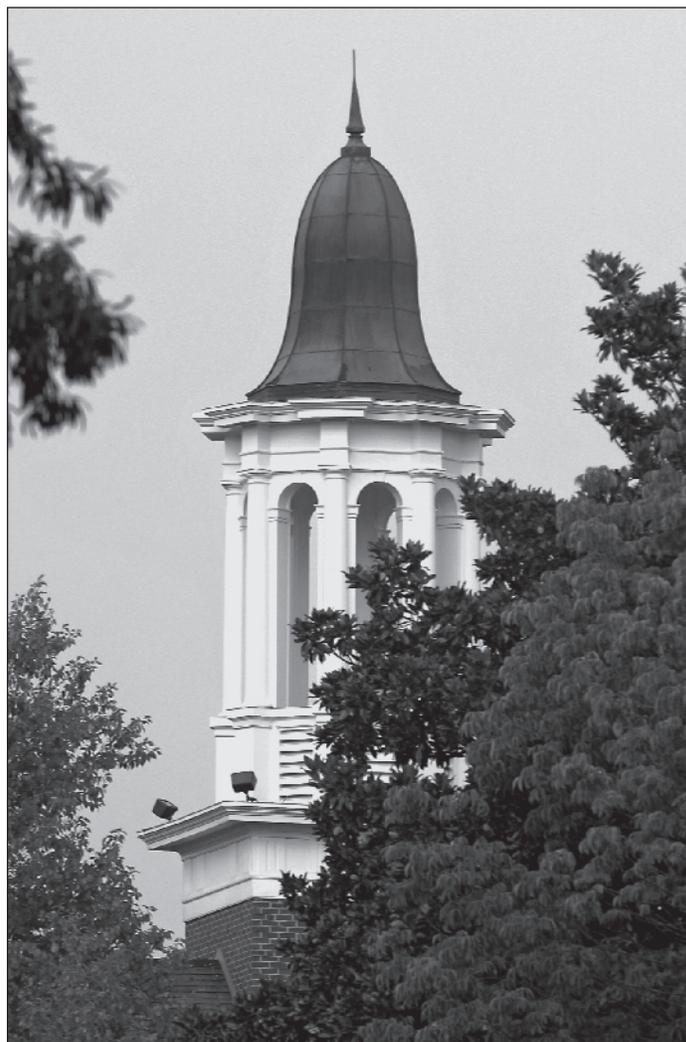
Prerequisite Course: Undergraduate, three-semester hour course in Historiography (HIST 208). When acceptable undergraduate course work in Historiography has not been completed, student must take the course at the undergraduate level and it will not count toward the degree. However, the review committee may request an interview with an applicant to determine if prior course work and experience are acceptable substitutions for Historiography.

Thesis Requirement: Yes.

Minimum Number of Hours Required for Degree: 33

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

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



Master of Arts in History

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

Major and Minor: Students must complete both a major (12 semester hours) and a minor (6 semester hours).

Fields	Reading Seminars	Writing Seminars
North America	HST 526, HST 572, HST 528, HST 530, HST 531, HST 532, HST 533, HST 534, HST 536, HST 541	HST 551, HST 552, HST 553, HST 555
Europe	HST 542, HST 544, HST 546, HST 547	HST 560, HST 561, HST 562, HST 565
Non-Western World	HST 548, HST 549, HST 550	HST 568, HST 570, HST 527

Program of Study

Required (3 semester hours)

HST 508 Historiography

Reading Seminars (12 semester hours)

HST 526 Early American History
 HST 527 US Cultural and Intellectual History
 HST 528 Revolutionary America
 HST 530 North Carolina History
 HST 531 US Women's History
 HST 532 Religion in American History
 HST 533 US Legal History
 HST 534 Nineteenth Century US
 HST 536 Twentieth Century US History
 HST 541 US Diplomatic
 HST 542 Early Modern Europe
 HST 544 Modern Europe
 HST 546 Modern Britain
 HST 547 Military History
 HST 548 Modern East Asia
 HST 549 Modern Middle East
 HST 550 Colonial Africa

Writing Seminars (6 semester hours)

HST 551 US Religious History
 HST 552 Southern US History
 HST 553 Early US History
 HST 554 Nineteenth Century US History
 HST 555 Twentieth Century US History
 HST 560 Early Modern.
 HST 561 Revolutionary Europe
 HST 562 Modern Europe
 HST 565 Military History
 HST 568 Modern Asian
 HST 570 Colonial African
 HST 572 Modern Middle East History

Electives (6 semester hours)

Additional History courses
 HST 590 Independent Study

Thesis (6 semester hours)

HST 598 Thesis
 HST 599 Thesis

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 33 graduate semester hours, which includes both a major and a minor
- 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

History Course Descriptions

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

HST 508 Historiography (3)

Historiography is a history of historical writing from earliest time to the present with a focus on the last three hundred years. The focus of the class will be on how modern understanding of historical interpretation and the creation thereof is a product of the parameters created by the various seminal interpretations established previously. *Prerequisite: HST 208 or its equivalent.*

HST 526 Early American History (3)

Studies of the interactions of Europeans, Indians, and Africans in the Atlantic world and the development of colonies that would produce the United States. Study recent arguments and key topics in the field with exploration of various methods historians use to discover new worlds and developments resulting from the meeting of peoples.

HST 527 US Cultural and Intellectual History (3)

The thinkers, inventors, and dreamers who shaped the idiosyncratic character of America will be the subjects of the readings in this class. Focus will be given to recent interpretations and how they challenge the shibboleths of the canon in the discourse.

HST 528 Revolutionary America (3)

Readings exploring the social changes of the eighteenth century, imperial crisis, war, and the creation of the American republic.

HST 530 North Carolina History (3)

Selected readings in topics in North Carolina's history. Attention will be given to the entire scope of the state's history, with emphasis on readings addressing economic and social development from the early colonial period to the present.

HST 531 US Women's History (3)

Varying topics in the history of American women, including changing roles in family and public life, diversity of experience across lines of race, ethnicity and class, the emergence of feminism, and post-feminist experience in the late 20th century.

HST 532 Religion in American History (3)

Selected topics in the history of religious beliefs, practices, movements, and practitioners, and their influence in American culture. Selected books and articles read will explore prominent discoveries, methodologies, and arguments that have shaped contemporary interpretations and accumulated historiography.

HST 533 US Legal History (3)

Reference will be made to constitutional history but the chief focus of this class will be the challenging aspects of the legal traditions of the United States. Included within this will be the role law has played in the social and political transformation of the United States.

HST 534 Nineteenth Century US History (3)

Selected topics in the thorough transformation of US society during the nineteenth century/ will be chosen to reveal pathos and dignity in the events underpinning these changes. Political, military, cultural, and economic issues will all command attention.

HST 536 Twentieth Century US History (3)

The US emerges to become the dominant world military power and economic engine in the twentieth century. The texts selected will address how these changes came to be and how these changes transformed the United States politically, socially, and militarily.

HST 541 US Diplomatic History (3)

The history of US diplomats and diplomatic activities will be the measurement used to select the readings for this class. The particular challenges presented by the twentieth century will receive predominant attention.

HST 542 Early Modern Europe (3)

The course will examine the development and evolution of the dynastic state and society from the 17th through 18th centuries. Themes will include absolutism, the military revolution, the scientific revolution, the enlightenment, and explore economic, social and cultural challenges.

HST 544 Modern Europe (3)

The course will examine the development and evolution of European politics, economics, society and culture from the 19th century through the end of the Second World War.

HST 546 Modern Britain (3)

Readings on topics from the middle of the nineteenth century though the 1960s will be selected to reveal a portion of the characteristics of Britain as a world power and its adjustment back from that position. In particular, the political and economic transformations will be selected for closest study.

HST 547 Military History (3)

The course will explore the evolution and development of modern military thought from theory to practice. Themes will include the military revolution, neo-classical warfare, French Revolutionary and Napoleonic warfare, war in the industrial ages, and the age of total war.

HST 548 Modern East Asia (3)

This course examines the transformation of East Asian societies in the 19th and 20th centuries. Based on the readings of both translated primary and secondary sources, this course aims to deepen the students' understanding of the complex process of modernization of China and Japan. It will help the students to appreciate East Asian cultures in the age of globalization. The students will conduct research under the direction of the instructor and participate in discussion on a regular basis.

History Course Descriptions

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

HST 549 Modern Middle East (3)

Directed intensive readings, writing, and discussions on selected topics and areas in Middle East history with emphasis on the period after 1798.

HST 550 Colonial Africa (3)

Directed intensive readings, writing, and discussions on selected topics and areas in African history with emphasis on Eastern and Southern Africa.

HST 551 US Religious History (3)

Research and writing of salient topics in US religious history.

HST 552 Southern US History (3)

Research and writing on selected topics in the economic, social and political history of the southeastern United States.

HST 553 Early US History (3)

Studies of topics in the history of early American and the revolutionary era.

HST 554 Nineteenth Century US History (3)

The topic for the seminar will change over time selected from the social, cultural, political, military, and economic transformations of nineteenth century America.

HST 555 Twentieth Century US History (3)

Research and writing on selected topics in the history of the United States from 1900 to the end of the 20th century.

HST 560 Early Modern Europe (3)

The course will explore in detail the nature and evolution of the dynastic state and European society, economic, culture and military through a semester-long research and writing project.

HST 561 Revolutionary Europe (3)

The course will explore in detail the origin, course and impact of European revolutions on politics, society, economics, cultural and military through a semester-long research and writing project.

HST 562 Modern Europe (3)

The course will examine European revolutions on politics, society, economics, cultural and military from the 19th century through the end of the Second World War through a semester-long research and writing project.

HST 565 Military History (3)

The course will explore the evolution and development of military thought from the 16th century to the present through a semester-long research and writing project.

HST 568 Modern Asian History (3)

This course covers the history of modern Asia. Students will conduct research and summarize their research in a thirty-five page paper. The instructor may change the focus of this course each time its is offered. The areas of study include: Meiji Japan, Nineteenth-Century China and the People's Republic of China, etc.

HST 570 Colonial African History (3)

Directed advance writing based on primary sources from selected topics in African history with an emphasis on Eastern and Southern Africa.

HST 572 Modern Middle East History (3)

Directed advance writing based on primary sources from selected topics in Middle East history with an emphasis on the period after 1798.

HST 590 Independent Study (3)

This course is for degree-seeking students who desire to conduct preliminary research before enrolling in HST 598.

HST 598 Thesis (3)

Through collaboration with designated faculty, a student develops an organized research study relative to a topic in history. A student must demonstrate foreign language competency sufficient to conduct research for the intended topic of the thesis to the Program Director. This is the first required enrollment for credit. Prerequisites: Program Director's approval prior to enrollment; and completion of at least 18 semester hours of graduate history courses, which must include HST 508 and two writing seminars.

HST 599 Thesis (3)

Through collaboration with designated faculty, a student continues to develop an organized research study relative to a topic in history. Upon completion of the study, the student will defend the research in an oral presentation. This is the second required enrollment for credit. Prerequisite: HST 598.

HST 599a Thesis Continuation (0)

Required fee registration when additional time is needed to complete any thesis requirement. Prerequisites: HST 598 and HST 599.

Staff & Faculty

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

Administrative Staff

Nido Qubein, 2005, President. B.A., M.B.A., LL.D.

Dennis G. Carroll, 1988, Vice President for Academic Affairs. B.A., M.A., Ed.D.

Donald A. Scarborough, 2000, Vice President for Institutional Advancement. B.A., M.A.Ed., Ed.D.

William H. Duncan, 2005, Vice President for Financial Affairs. B.A.

Christopher Dudley, 1999, Vice President for Community Relations. B.S., M.S.

Andy Bills, 2005, Vice President for Enrollment. B.A.

Wellington DeSouza, 2001, Vice President for Information Technology. B.S., M.S.

Graduate School Staff

Alberta Haynes Herron, 1991, Dean of Norcross Graduate School, B.A., M.A., Ph.D.

Reneé Jessup Rogers, 2003, Director of Graduate Enrollment, B.S., M.B.A.

Linda Mae Hill, 2006, Administrative Assistant, B.A.

Faculty

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

Thomas W. Albritton, Jr., 1989, Associate Professor of English. B.A., M.A. (Wake Forest University), Ph.D. (Florida State University).

Christine L. Allred, 2000, Associate Professor of Education. B.M.Ed. (East Carolina University), M.Ed. (Appalachian State University), Ph.D. (University of North Carolina at Greensboro).

Martha C. Bell, 1997, Associate Professor of Physical Education. B.S., M.S., Ph.D. (University of Georgia).

Dennis G. Carroll, 1988, Professor of Education. B.A. (High Point College), M.A. (Wake Forest University), Ed.D. (University of North Carolina at Greensboro).

Kathleen S. Carter, 1989, Professor of History. B.A., (Allegheny College), M.A., Ph.D., (Duke University).

Michael R. Collins, 1994, Associate Professor of Information Systems. B.S. (Indiana University). M.B.A. (University of Nevada at Las Vegas), Ph.D. (University of Arkansas at Fayetteville).

Stephanie O. Crofton, 2001, Assistant Professor of Economics, B.A. (Converse College), M.S., Ph.D. (Auburn University).

Peng Deng, 1990, Professor of History. M.A., (Sichuan University), Ph.D., (Washington State University).

Joe K. Ellenburg, 1988, Associate Professor of Physical Education. B.S. (Carson-Newman College), M.Ed. (University of North Carolina at Chapel Hill), Ed.D. (University of Alabama).

Gerald T. Fox, 1993, Associate Professor of Economics. B.S. (Brigham Young University), Ph.D. (University of Utah).

Marion H. Gibson, 1980, Associate Professor of Physical Education. A.B. (High Point College), M.Ed. (North Carolina A&T State University), Ed.D. (Nova Southeastern University).

Carole A. Head, 1978, Professor of Modern Foreign Languages. B.A. (University of Oklahoma), M.A., Ph.D. (University of North Carolina at Chapel Hill).

Alberta Haynes Herron, 1991, Professor of Psychology. B.A. (Rollins College), M.A., Ph.D. (George Peabody College).

Beth Holder, 2005, Associate Professor of Special Education. B.S. (Greensboro College), M.Ed., Ph.D. (University of North Carolina at Greensboro).

Lisa C. Horne, 2006, Associate Professor of Education. B.A. (Elon College), MEd., Ed.D. (University of North Carolina at Greensboro).

Samuel A. Kemerly, 2001, Assistant Professor of Exercise Science. B.S. (McNeese State University), M.S. (Louisiana Tech University), Ph.D. (University of Mississippi).

Barbara B. Leonard, 1988, Professor of Education. B.S. (Wake Forest University), M.Ed., Ed.D. (University of North Carolina at Greensboro).

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Staff & Faculty

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

Ann B. Little, 2000, Assistant Professor of Marketing. B.S. (University of North Carolina at Chapel Hill), M.B.A. (Western Carolina University), D.B.A. (Cleveland State University).

David W. Little, 1995, Associate Professor of Management. B.S. (United States Military Academy), M.B.A. (Western Carolina University), Ph.D. (Capella University).

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David F. Walker, 2004, Associate Professor and Director of the Graduate 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).

Marlon L. Winters, 1992, Jefferson-Pilot Professor of Business. A.A. (Western Piedmont Community College), B.S. (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 2007-2008

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

Fall 2007

Aug	13 (M)	Orientation and Registration for New Graduate Students	
	20 (M)	Monday classes begin.	
	21 (T)	Tuesday classes begin.	
	22 (W)	Wednesday classes begin.	
	22 (W)	Drop/Add Deadline – Monday classes	
	23 (Th)	Thursday classes begin.	
	23 (Th)	Drop/Add Deadline – Tuesday classes	
	24 (F)	Drop/Add Deadline – Wednesday classes	
	25 (Sa)	Saturday classes begin.	
	27 (M)	Drop/Add Deadline – Thursday classes	
	28 (T)	Drop/Add Deadline – Saturday classes	
	Sept	03 (M)	Labor Day holiday (no graduate classes). Administrative offices are open.
		07 (F)	Graduation Application Deadline – December 2007 Completion
Oct	13-20 (M-Sa)	Fall break (no classes). Administrative offices are open.	
	26 (F)	Withdrawal from Class Deadline – Fall 2007	
Nov	09 (F)	Delivery of Final Thesis Copies Deadline – December 2007 Completion	
	21-24 (W-Sa)	Thanksgiving holidays (no classes)	
Dec	08 (Sa)	Final examinations (Saturday classes)	
	10 (M)	Final examinations (Monday classes)	
	11 (T)	Final examinations (Tuesday classes)	
	12 (W)	Final examinations (Wednesday classes)	
	13 (Th)	Final examinations (Thursday classes)	

Spring 2008

Jan	02 (W)	Orientation and Registration for New Graduate Students	
	07 (M)	Monday classes begin.	
	08 (T)	Tuesday classes begin.	
	09 (W)	Wednesday classes begin.	
	09 (W)	Drop/Add Deadline – Monday classes	
	10 (Th)	Thursday classes begin.	
	10 (Th)	Drop/Add Deadline – Tuesday classes	
	11 (F)	Drop/Add Deadline – Wednesday classes	
	12 (Sa)	Saturday classes begin.	
	14 (M)	Drop/Add Deadline – Thursday classes	
	15 (T)	Drop/Add Deadline – Saturday classes	
	18 (F)	Graduation Application Deadline – May 2008 Completion	
	21 (M)	Martin Luther King Holiday (no classes). Administrative offices are open.	
	Mar	03-08 (M-Sa)	Spring break (no classes). Administrative offices are open.
		14 (F)	Withdrawal from Class Deadline for Spring 2008
21 (F)		Good Friday (no classes)	
Apr	04 (F)	Delivery of Final Thesis Copies Deadline – May 2008 Completion	
	26 (Sa)	Final examinations (Saturday classes)	
	28 (M)	Final examinations (Monday classes)	
	29 (T)	Final examinations (Tuesday classes)	
	30 (W)	Final examinations (Wednesday classes)	
May	01 (Th)	Final examination (Thursday classes)	
	02 (F)	Baccalaureate	
	03 (Sa)	Commencement	

Graduate Calendar 2007-2008

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL

May Session 2008 - MBA

May	05 (M)	May class begins.
	06 (T)	Drop/Add Deadline – May class
	12 (M)	May Withdrawal from Class Deadline

Summer 2008

June	04 (W)	Orientation and Registration for New Graduate Students (All Programs)
	09 (M)	Summer Graduate (M/W) classes begin.
	10 (T)	Summer Graduate (T/Th) classes begin.
	11 (W)	Drop/Add Deadline – Summer Graduate (M/W) classes
	12 (Th)	Drop/Add Deadline – Summer Graduate (T/Th) classes
	13 (F)	Graduation Application Deadline - August 2008 Completion (All Programs)
	20 (F)	Delivery of Final Thesis Copies Deadline – August 2008 Completion
July	03 (Th)	Summer Graduate Withdrawal from Class Deadline.
	04 (F)	Independence Day holiday (no classes). Offices are closed.
	30 (W)	Summer Graduate Final examinations – M/W classes
	31 (Th)	Summer Graduate Final examinations – T/Th classes

Summer 2008 – Education Programs

Contact the School of Education for the start date of Summer Graduate Education classes.

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

Norcross Graduate School
HIGH POINT UNIVERSITY

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