

Your Pathway to a High Point University Undergraduate Degree

This communication is being sent to potential candidates of HPU students who are on track to earn the 128 hours required for graduation. Receipt of commencement mailings does not guarantee that a student will complete graduation requirements or be eligible to participate in commencement.

Usage Agreement for Student Planning

Student Planning is a course planning tool.

- Using Student Planning does not guarantee graduation. Students must fulfill all declared program requirements and comply with University policies for successful degree completion.
- Student Planning does not register students for courses, and it does not guarantee registration in the courses a student includes in his or her plan.
- A student's plans, comments, responses, and notes can be viewed by that student's advisor(s).
- While every effort has been made to ensure the accuracy of information in Student Planning, final responsibility for meeting graduation requirements resides with the student.

Academic Advisors are the most reliable source of information for timely graduation. Please contact your advisor with any questions about the information presented in Student Planning.

Are you ready to graduate? It is the responsibility of the student to monitor progress toward and to assure completion of all graduation requirements.

To be considered for graduation, undergraduates must:

- Earn at least 128 semester hours
- Double major, at least 128 semester hours required
- Double degree, at least 160 semester hours required if earned concurrently
- Earn an overall 2.0 GPA
- Earn an overall 2.0 GPA in major and minor (in the courses used to meet major requirements)
- Meet all the major and minor requirements from your catalog
- Meet all general education requirements from catalog of entry or graduation year
- Complete the last 32 hours of coursework through HPU
- At least one-third of the coursework required for the major and one-half of the coursework required for the minor must be completed at HPU, unless departmental standards are higher
- Students are not eligible to graduate with an incomplete grade (I) on their academic transcript

Each student must apply for graduation

Once 96 semester hours are completed, it is time to apply. (application included at end of this document)

The HPU Application for Graduation is a required form that notifies the University of a student's intention to fulfill his/her degree requirements. Upon receipt of the application, a copy of the degree audit will be forwarded to the Department Chair for his/her approval and a copy will be given to the student by the department. Each applicant is strongly urged to discuss major requirements with his or her advisor after the University Registrar has completed the degree audit.

Why apply?

So we know you plan to graduate, and confirm your requirements have been met

So we know the name you want on your diploma

So we know all your major(s), minor(s), concentration(s) etc.

So you may order a cap/gown from the bookstore

So departments who plan graduation events/activities can invite you to attend

Graduation honors

Minimum of 60 hours of enrolled course work from HPU

3.45 Cum Laude

3.65 Magna Cum Laude

3.85 Summa Cum Laude

Honors Program participants may qualify for All University Honors, Departmental Honors & Honor Societies

Walkers Policy for Commencement

High Point University holds its annual commencement ceremony at the end of each spring semester. Students approved to graduate are strongly encouraged to participate in commencement for the conferring of the degree.

Students who do not meet graduation requirements in May will be allowed to participate (walk) in commencement provided they meet the criteria listed below:

- **Have two or fewer courses (8 semester hours or less) to complete.**
- **Have at least a 2.0 cumulative grade point average.**

Students may walk if they have an outstanding balance (library fee not paid, tuition payment due, etc.). However, diplomas will be withheld until balance is paid in full.

Names of walkers and graduates will be printed in the commencement program and there will be no special notation in the program differentiating walkers from actual graduates of the University.

A student may participate in only **one** commencement ceremony. If, after declaring an intention to walk, the student does not participate in the ceremony **and** fails to notify the Office of the University Registrar at least **four days** prior to the commencement date, the student is ineligible to participate in any subsequent commencement ceremony.

All participants will receive a diploma cover at the ceremony. A letter will be inserted in the diploma cover instructing graduates to proceed to the Slane Center **after the ceremony** to pick up your diploma. If you are a walker, your diploma will be mailed to your permanent home address once all degree requirements have been met.

All graduation requirements and all financial obligations must be satisfied in order to receive a diploma.

Notes:

- If an Honor Council case is pending for a student, the Provost and the Office of Student Life will make the decision regarding the student's eligibility for participation in commencement.
- Your gpa (grade point average) is frozen at the time of graduation. No additional coursework may be taken, at HPU or elsewhere, to improve the undergraduate gpa.

Diploma Name Policy

The diploma name is determined by the student by submitting an Application for Graduation to the Office of the University Registrar. HPU reserves the right to review and deny any request deemed inappropriate. A candidate for degree may choose to change his/her diploma name prior to Commencement by submitting a Change of Information Form along with supporting legal documentation (driver's license, marriage certificate, passport, etc.) by fax, email, or in-person. If proper legal documentation has not been provided before the diploma is produced, the diploma name will revert to the name submitted by the student via the Application for Graduation.

Candidates for degree should confirm their name read at commencement via Marching Order on the High Point University graduation webpage. (You will be sent a link to Marching Order in early February) Some abbreviation and expansion is acceptable (e.g., updating diploma name to "John Mark Student" from "John M. Student). When updating diploma name:

- Do not update diploma name using all capital letters
- Add a period (.) after the middle initial

The Office of the University Registrar will correct any diploma name that has been entered in all capital letters, is missing the period after the middle initial. Students can appeal these corrections by contacting the Office of the University Registrar at 336-841-9029.

The graduate will be responsible for the cost of a new diploma if a diploma name change request is received after the diploma has been printed.

International Students

It is strongly recommended for international students to match the name printed on their diploma to the exact name as it appears on their passport for visa, insurance, and other official verification purposes. Various international governments and verification agencies will not accept a student's diploma as an official document if the name does not match the name on the University record and passport.

Your Responsibility

**Ultimately, it is the student's responsibility to meet all the requirements and deadlines.
Waivers/substitutions must be submitted to the Office of the University Registrar.**

Don't just think you are ok - know you are ok.

Office of the University Registrar: 336-841-9029

www.highpoint.edu/registrar

Student Accounts: 336-841-9259

Financial Planning: 336-841-9124

Library: 336-841-9102

Student Life: 336-841-9231

University Bookstore: 336-841-9221

