

## High Point University Graduate School Policies

- ❖ Candidates enrolled in the High Point University Leadership Academy (HPULA) may not be dual enrolled (enrolled at another university while attending HPU)
- ❖ Candidates enrolled in the HPULA are expected to follow the university calendar regarding the start of classes each semester, deadlines for final grading, and withdrawal deadlines.
- ❖ Candidates enrolled in the HPULA are expected to adhere to the University's Honor and Conduct Codes.
- ❖ Candidates enrolled in the HPULA must follow the Graduate School's policies and procedures when withdrawing from a course.
  - Students can withdraw with a "W" (no instructor approval and no grade attached) until the 10<sup>th</sup> week of class. After the 10<sup>th</sup> week, students can withdraw with instructor approval and a grade of WP (Withdraw Pass) or WF (Withdraw Fail) until the 14<sup>th</sup> week of class.
  - A grade of "W" is assigned to a class for which the withdrawal process was completed during the designated withdrawal period. The official process to withdraw from a class must be completed by the student in the Office of Graduate Operations by the set deadlines.
- ❖ Candidates enrolled in the HPULA may voluntarily withdraw from High Point University by completing the withdrawal form, which is available in the Office of Graduate Operations.
- ❖ Academic Dismissal will occur under the following circumstances:
  - A grade of C is received in two graduate courses
  - A grade of F is received in one graduate course
  - The minimal cumulative GPA of 3.0 is not achieved for the number of credit hours required for the degree.
  - Candidates earning one C+, C or C- will be placed on Academic Warning
- ❖ Candidates enrolled in the M.Ed. program in Educational Leadership have the right to appeal a decision regarding graduate approved policies in grading by following the procedures outlined in the High Point University Norcross Graduate School Bulletin.
- ❖ The University Graduate Bulletin indicates that a master's degree must be completed within five calendar years from the date on which students first enrolled in graduate-level coursework at High Point University. However, candidates enrolled in the High Point Leadership Academy may be granted an extension for course completion beyond the stipulations of the Leadership Academy Grant by permission only. Candidates electing to withdraw from cohort courses during the duration of the program may be permitted to enroll in same course at a later date to complete the degree with the stipulation that all tuition and related fees **will not** be covered by the Leadership Academy

Grant. Any candidate choosing to withdraw from the program of study completely, will be required to schedule a meeting with the Dean of the School of Education.

- ❖ Candidates enrolled in the HPULA must complete an Application to Graduation during the semester in which they plan to complete their degree. Commencement is held once a year, in May.
- ❖ Norcross Graduate School's policies and procedures can be found on their website.  
<http://www.highpoint.edu/graduate/>