

HIGH POINT UNIVERSITY

NORCROSS GRADUATE SCHOOL



Bulletin 2008-2009



Norcross Graduate School HIGH POINT UNIVERSITY



*Welcome to
Norcross Graduate School
at High Point University.
It is where students find
pathways to reaching new
altitudes in their professional
and personal lives.*

Alberta Haynes Herron, Ph.D.
Dean of Norcross Graduate School



A Brief 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 three partially completed buildings, there were nine faculty members, and student enrollment was 122. Today the University has 40 buildings, is attractively landscaped, the full-time faculty numbers 165, and approximately 3,400 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 six 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 Methodist Protestant Church, which is now part of The United Methodist Church, first became active in educational pursuits in North Carolina in the middle of the 19th century. Of the various institutions which it sponsored, the most ambitious was Yadkin College, which operated in Davidson County from 1856 to 1895 but failed because of its isolated rural location.

At the turn of the century, the vision of a church-related college was revived by the Reverend Joseph F. McCulloch of Greensboro, who labored for nearly a quarter-century to make it a reality. The Annual Conference finally voted to proceed in 1921. Shortly afterwards it accepted an offer from the thriving city of High Point to contribute 60 acres of land and \$100,000 to the project. Classes began in September 1924, even as the finishing touches were still being added to the original buildings.

The atmosphere of confidence that attended the birth of the College ended abruptly with the Great Depression. For many years thereafter, the struggle to survive was a severe one. Faculty salaries were eventually in arrears by as much as fifteen years, while students occasionally paid tuition in chickens, pigs, and vegetables. In 1934 the College underwent bankruptcy and reorganization in an effort to reduce its indebtedness. Yet slowly this situation began to improve. By the end of the decade, library and gymnasium facilities had been added, and (with W.P.A. assistance) an athletic stadium was constructed. Financial stability ultimately returned with the liquidation of the debt in 1945.

The postwar decades brought renewed prosperity and rapid growth. Under the influences of the G.I. Bill and the "baby boom" of the 1940s and 1950s, enrollment more than tripled, with a corresponding increase in staff. 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 three times the size of the former facility. The original men's residence hall was replaced in 1987 with a 221-resident facility. The Millis Athletic/Convocation Center was opened in late 1992 and provides facilities for convocations, physical education, athletic, and health activities. 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 announced in October 2007 that it was doubling its investment in academic programs, student life, scholarships and construction of new facilities. The university's board of trustees approved doubling the investment in the university from \$110 to \$225 million over a period of three years. The campus transformation is made possible through gifts, bonds and operating revenues.

High Point University has completed the construction of eight new buildings and two stadiums, the renovation of 16 buildings and the acquisition of 50 acres of land, with the campus now at 140 acres total. And even more buildings are being added, including the Nido R. Qubein School of Communication, Wilson School of Commerce, Multiplex and Brayton School of Education.

HighPointUniversity

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, Georgia 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 for 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 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

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.

High Point University is an equal opportunity 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, gender, sexual orientation, 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.

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GraduateSchoolBulletin

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, and 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, Graduate Enrollment Assistant

Program Directors

- M.B.A.
Dr. Stephanie O. Crofton
(336) 841-4569 / scrofton@highpoint.edu
- Education
Dr. Lisa Carnell
(336) 841-4535 / lcarnell@highpoint.edu
- History
Dr. James Stitt
(336) 841-9292 / jstitt@highpoint.edu
- Nonprofit Management
David Walker
(336) 841-4663 / dwalker@highpoint.edu
- Sport Studies
Dr. Jennifer E. Lukow
(336) 841-9184 / jlukow@highpoint.edu

Admission&Readmission

Graduate admission is required for enrolling in any graduate class. All inquiries, correspondence and materials regarding graduate admission and readmission should be directed to Norcross Graduate School.

Norcross Graduate School
High Point University
833 Montlieu Avenue
High Point, North Carolina 27262-3598
(336) 841-9198 or (800) 345-6993
grad-apps@highpoint.edu

Admission Terms

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

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

Closing Dates for Application Materials

See the program information for closing dates and other issues related to deadlines.

Degree Admission

Degree admission is for students 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 university. 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.

Applying for Admission

1. 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.
2. Once the application form and application fee have been submitted to Norcross Graduate School, the 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.

3. Transcripts. Two official transcripts (including High Point University, if applicable) from each university 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).
4. Resume. A detailed outline of career history, which may be emailed to grad-apps@highpoint.edu.
5. Personal Statement. A 750 to 1,000 word typed Personal Statement, which may be emailed to grad-apps@highpoint.edu. 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.
6. 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.
7. Interview. Programs reserve the right to contact applicants to participate in an interview as part of the application process.
8. Standardized Testing. If required by the program, testing should be completed early to avoid delaying the review for admission.

MBA Program

Graduate Management Admissions Test (GMAT)
www.gmac.com

Use Code ZZG5V04.

Free GMAT Test Prep Software at www.mba.com

Education, History, Nonprofit Management, and Sport Studies Programs

Graduate Record Examination (GRE)
www.gre.org

Use code 5293.

Education Programs

Miller Analogies Test (MAT)
www.milleranalogies.com

Use code 1584.

Admission&Readmission

9. Teaching License. Education Programs require a current teaching license.
10. International Applicants
 - Student Profile.
 - Certificate of Financial Support. This is documentation of the availability of sufficient financial resources to cover educational and living expenses during the pursuit of the degree.
 - Copy of Visa or Green Card
 - Test of English as a Foreign Language (TOEFL). If required, use Code 5293; www.toefl.org

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 university 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.

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

The Dean of the Graduate School sends written decisions to applicants following reviews by committees. Applicants should not contact Program Directors for decisions.

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

Admission&Readmission

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 as well as activities related to registration, payment of charges, ID cards, books, and parking. Orientation is designed to prepare graduate students for positive educational experiences.

Time Limitation for a 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. The minimum time for earning a degree may be within two calendar years of the first enrollment in any graduate course. Failure to complete requirements within the time limitation may result in loss of opportunity for the degree.

- **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

Transfer of credit is not automatic. Consideration is limited to students in degree programs.

- All programs do not accept transfer credit. Therefore, before applying for transfer of credit, it is a student's responsibility to consult the *Graduate School Bulletin* to determine a program's policy.
- An Application for Transfer of Credit is accessible on the Graduate School web site (www.highpoint.edu/graduate) under Forms.
- It is the student's responsibility to complete and submit an Application for Transfer of Credit with the course syllabus to the Graduate School

- A request for transfer of credit must be finalized during a student's first term of graduate enrollment. There is an exception for National Board Certification credit.
- The maximum credit, which may be transferred into a program, is six semester hours.
- Only one application for the High Point University course believed equivalent to the proposed transfer credit may be submitted, and a maximum of two applications may be considered.
- Courses for transfer of credit must be documented on an official transcript that existed in the Graduate School at the time of the original review for 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.

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 submitted to the Graduate School with an Application for Transfer of Credit for each request. 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

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 per semester. Tuition is determined by the number of hours of enrollment for a particular term.

- MBA courses \$572 per hour
- Non-MBA courses..... \$524 per hour

Nonrefundable Fees

- Application (admission, readmission, or nondegree to degree) \$50
- Matriculation Deposit (U.S. Citizens or Permanent Residents /Others)..... \$100/\$200
- Technology fee \$100 (each fall and spring)
\$50 (summer)
- Parking \$75 (per vehicle)
- Graduation \$80
- EDU 590 and EDU 592
Additional Fee Courses \$100
- GRD 599 Active Graduate
Student Status \$858 (MBA student)
\$786 (Non-MBA student)
Fee course for students who have fulfilled program
registrations but need an active graduate student state to
complete a Graduate School process.
- Continuation Courses \$786
(EDU 590a, EDU 591a, EDU 592a, EDU 593a,
EDU 595a, EDU 596a, EDU 598a, and 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.
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No Refund	After the end of the drop period for the class.
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- **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.
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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.
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No Refund	After the second day of any class in which a student is enrolled.
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- **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.

Financial Assistance

Many graduate students use loans to support their graduate education. These are low cost loans available to graduate students in academic programs, regardless of need, that cover the cost of graduate education at High Point University. Even if registration is for one class in a term, loan funds are available. The FAFSA (Free Application for Federal Student Aid) is required and can be completed at www.fafsa.ed.gov. Loans are managed through Student Financial Services at High Point University.

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.
- **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.

Policies

- **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.

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, some programs offer classes in the May Session.

Degree Completion Terms

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

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.

- 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.

Policies

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

Before graduation can occur there must be official application by the student and verification of the student's completion of the requirements for a degree by the Dean of the Graduate School. Application is made for graduation in August (Summer), December (Fall), or May (Spring). The last date to apply for graduation in a particular term is published in the Graduate School Calendar.

1. By the deadline in the term a student expects to complete all course requirements, a student pays the graduation fee to Student Accounts and submits an application for graduation to the Graduate School. By taking these actions, a student notifies the Graduate School of pending graduation at the end of the term.

- a. An application for graduation is downloadable from the Graduation link at www.highpoint.edu/graduate. Access to the application is from the end of one term to the application deadline in the next term.
 - b. Any audit of completed work should be conducted by the student and the student's advisor or Graduate Program Director prior to final registration.
2. After final grades for the term are recorded in the Office of the Registrar, the Graduate School conducts a review to determine if the student successfully meets all *credit* and *course requirements* and other criteria (i.e., no financial obligation to High Point University and no outstanding Library materials) set by High Point University.
 3. The Dean of the Graduate School responds in writing to each application for graduation, indicating "graduation approved" or "graduation denied".
 - a. Graduation 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.
 - The term for which graduation is approved reflects the date (August, December or May) of graduation. This is the date that appears on the diploma.
 - Prior to the issuance of diplomas, the Registrar can verify degree completion.
 - b. Graduation Denied
 - Students who become academically ineligible in their final terms of enrollment will be dismissed from the Graduate School.
 - When denial is for any reason other than dismissal, students must repeat the application process in the next term if they will still be within their five year time limitation. Active graduate student status will be required when submitting an application.

Commencement

Commencement is the ceremony, which is held in May for all students who graduated in the previous August, December and May terms. It is at Commencement that the students who have received official verification of completion walk across the stage and receive their diplomas. Students who do not graduate cannot participate in Commencement.

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

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.

- 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.

Policies

Thesis

Before enrolling in any thesis course, students must consult with their Program Director. Norcross Graduate School publishes the *Guide to Preparing Theses*, which is available online. The APA manuscript style is recommended for writing a thesis, but a graduate program may use another approved style (e.g., Chicago).

Thesis Defense

A thesis defense should be scheduled only after the written thesis has been approved by the student's Thesis Committee. The student has two attempts to pass the oral defense of the thesis. If the student fails 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.

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 registration, deadlines, events, and closings are generally sent via e-mails.

Bookstore

(336) 841-9221

bookstor@highpoint.edu

Information Technology

(336) 883-4357 / helpdesk@highpoint.edu

Financial Planning

(336) 841-9124

Library

(336) 841-9101 / reference@highpoint.edu

Registrar

(336) 841-9205

Safety and Security

(336) 841-9111

Student Financial Services

(336) 841-9230 / (336) 841-9166

Student Life/Room and Board

(336) 841-9120

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.

Smith Library

Smith Library is the center of learning on the High Point campus. Smith Library houses 310,000 volumes and has a wide array of resources that are available to staff, students, and faculty. Aside from a large in-house book collection, Smith Library also purchases thousands of online books. Access is provided to 29,000 magazine and journal titles both in paper and online. Off campus access to all e-resources are available by using the student's HPU email username and password.

A four story building that is setup for wireless access; Smith Library uses the main floor for the interaction of patrons and librarians. The *Third Floor Quiet Study* area is quite popular and provides a quiet study space for students to work on papers or study for an exam. The *Lower Level Group Study* provides an area where students can work together or collaborate on a project. The building includes four public computer labs: a large lab on the main floor, one on the lower level, a technology lab in Media Resources and a campus lab in the Academic Services Center. Copying and printing of class related items are free. Laptops are available for check-out at the Circulation Desk.

Checking Out Materials. A University ID is required to enter the library and is also required to check out materials from Smith Library. The library includes a host of different materials in many different formats. Search all of the collection online at <http://library.highpoint.edu> (choose "search the catalog"). The library collection includes:

- A collection of books to support the research needs of our students and faculty
- A collection of popular reading materials
- A collection of current movies and music CDs

Research Help. The reference staff at Smith Library is ready to work with students in-person (8am to midnight), via email (reference@highpoint.edu), by phone (841-9101), or with a professor in a library research instruction session. Class research instruction sessions are tailored to the students' needs but most often include an introduction to finding books, finding e-Books, using the library online databases and locating appropriate journals and magazines in the field. Sessions at the library take place in the library instruction lab and sessions at Madison Park take place in one of the computer labs.

Hours. Details about hours are available on the library website.

Information Technology

The Office of Information Technology (IT) 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 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. Log into a campus computer and click on "My Computer" to access the O: drive.

Services

Madison Park Campus. The library at Madison Park is open from 4:30-9:30 p.m. Monday through Thursday. Computer access is available to students in the library for research and printing. The librarian is also available to assist with research. Students have access to all of the database and electronic resources that are found on the library's homepage at <http://library.highpoint.edu>.

Students at Madison Park may request materials found in the Smith Library collections and they will be delivered by the next class night. Students, staff, and faculty have access to thousands of online books via Netlibrary, online journals via the Journal Finder locating aid and can access all of these resources from off-campus using their university email username and password. Items may be placed on reserve at the Madison Park library as well.

Career Development Services

Graduate Students can access information through the Career Development website to assist them in their job search. Resources include: Panther Career Network, which allows students to post their resume for employers and access job postings for HPU students; Vault Online Career Resource Center; NCCC Career Fairs, which include a fall fair of national and local organizations, and a spring information fair composed of non-profit and government agencies; and Electronic Resources, which include a Resume Workshop, Resume Handouts, and other information located on the Career Development website.

Master of Business Administration

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.

Consideration for waiver of GMAT: 3.6 or higher cumulative GPA across all undergraduate institutions attended; or seven years of professional experience; or an earned graduate degree from a regionally accredited college.

Admission Term(s): Fall (August) only

Closing Date for Application Materials: All application materials must be received in the Graduate School by March 30.

Admission Decisions: All applications are reviewed after the closing date for application materials.

Prerequisites: Prerequisite 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.

Transfer of Credit: No transfer hours are accepted. All credit toward the degree must be earned in High Point University courses.

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. Discussion with the Program Director is encouraged prior to applying for non-degree admission. Non-degree application materials include: (1) application with \$50 nonrefundable application fee; (2) official transcripts from each college attended (including High Point University); and (3) resume.

Common Professional Courses: 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 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 very rarely on the Budd Family Campus in Winston-Salem, North Carolina.

Computer Requirement: Each student 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).

Master of Business Administration

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

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.CourseDescriptions

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.

MBA 500 Foundations of Accounting (3)

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

MBA 501 Foundations of Economics (3)

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

Common Professional Courses (CPC)

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

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 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: MBA 500 or undergraduate or graduate equivalent.*

BUA 503 Communications for Managers (3)

This course is designed to examine and improve the communications skills of managers. The course will focus on issues in communication essential to effective leadership in business settings and will include both verbal and nonverbal forms of communication. Special attention is given to crisis communications, reputation management, practical communication principles and theories applicable in real world settings, everyday communications in the modern business environment – including written and oral interactions, the development of critical thinking skills and the development of understanding of language for building and maintaining corporate integrity.

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.

M.B.A.CourseDescriptions

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.

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.

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.

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.

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.

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.

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.

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 in Educational Leadership

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 Point University MAT code 1584.

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

Closing Date for Application Materials: Applications receive primary consideration when completed by the priority deadline: March 15 for Summer; April 15 for Fall; and November 15 for Spring. After a deadline, applications may be accepted as long as both the review committee and applicants can respond appropriately for the admission term.

Admission Decisions: Applications are reviewed as soon as they are completed to give applicants timely admission decisions.

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. Discussion with the Program Director is encouraged prior to applying for non-degree admission. Non-degree application materials include: (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

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.

Computer Requirement: Students should consult with each instructor about any computer requirement.

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 in Educational Leadership

Program of Study

Core Courses (15 semester hours)*

EDU 505	Advanced Instructional Technology for the 21st Century
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 in Elementary 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)

Closing Date for Application Materials: Applications receive primary consideration when completed by the priority deadline: March 15 for Summer; April 15 for Fall; and November 15 for Spring. After a deadline, applications may be accepted as long as both the review committee and applicants can respond appropriately for the admission term.

Admission Decisions: Applications are reviewed as soon as they are completed to give applicants timely admission decisions.

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. Discussion with the Program Director is encouraged prior to applying for non-degree admission. Non-degree application materials include: (1) application with \$50 nonrefundable application fee; (2) 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 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.

Computer Requirement: Students should consult with each instructor about any computer requirement.

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 submitted to the Graduate School with an Application for Transfer of Credit for each request. 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 in Elementary Education

Program of Study

Core Courses (15 semester hours)

EDU 505	Advanced Instructional Technology for the 21st Century
EDU 502	Curriculum Development and Exemplary Instructional Practices
EDU 503	Methods of Educational Research
EDU 504	Trends and Issues in Education
EDU 531	Working with Diverse Learners

Instructional Courses (15 semester hours)

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

Capstone Experience

(6 semester hours of one set of courses)

EDU 595 & EDU 596	Product of Learning
EDU 598 & EDU 599	Thesis

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

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.

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)

Closing Date for Application Materials: Applications receive primary consideration when completed by the priority deadline: March 15 for Summer; April 15 for Fall; and November 15 for Spring. After a deadline, applications may be accepted as long as both the review committee and applicants can respond appropriately for the admission term.

Admission Decisions: Applications are reviewed as soon as they are completed to give applicants timely admission decisions.

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. Discussion with the Program Director is encouraged prior to applying for non-degree admission. Non-degree application materials include: (1) application with \$50 nonrefundable application fee; (2) 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.

Computer Requirement: Students should consult with each instructor about any computer requirement.

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 submitted to the Graduate School with an Application for Transfer of Credit for each request. 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 in Special Education with a Concentration in Mental Disabilities

Program of Study

Core Courses (12 semester hours)

EDU 505	Advanced Instructional Technology for the 21st Century
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

Educational Administration Add-On License

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)

Closing Date for Application Materials: Applications receive primary consideration when completed by the priority deadline: March 15 for Summer; April 15 for Fall; and November 15 for Spring. After a deadline, applications may be accepted as long as both the review committee and applicants can respond appropriately for the admission term.

Admission Decisions: Applications are reviewed as soon as they are completed to give applicants timely admission decisions.

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 (including High Point University); (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

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 505 Advanced Instructional Technology for the 21st Century (3)

A core course that focuses on the integration of technology in the 21st Century classroom and addresses the NETS standards for teachers and administrators. Emphasis will be placed on Web 2.0 strategies including blogs, wikis, and podcasts as well as the creation of webquests, websites, and integrated presentations. The course will also explore the use of assistive technology in creating meaningful learning experiences for all students.

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

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. To receive credit for enrollment in EDU 590, a student must satisfy all School of Education requirements for the course. Students who need additional time to fulfill course requirements must register for EDU 590a until all requirements are met. *Prerequisites: Departmental approval prior to enrollment and completion of at least 12 graduate hours. Additional Required Fee: \$100.*

EDU 590a Internship and Seminar I Continuation (0)

Required fee course registration for a student who needs additional time to complete EDU 590.

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. To receive credit for enrollment in EDU 591, a student must satisfy all School of Education requirements for the course. Students who need additional time to fulfill course requirements must register for EDU 591a until all requirements are met. *Prerequisites: EDU 590, Departmental approval prior to enrollment, and completion of at least 12 graduate hours.*

EDU 591a Internship and Seminar II Continuation (0)

Required fee course registration for a student who needs additional time to complete EDU 591.

Education Course Descriptions

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. To receive credit for enrollment in EDU 592, a student must satisfy all School of Education requirements for the course. Students who need additional time to fulfill course requirements must register for EDU 592a until all requirements are met. *Prerequisites:* Departmental approval prior to enrollment and completion of at least 12 graduate hours. Additional Required Fee: \$100.

EDU 592a Clinical Internship in Special Education I Continuation (0)

Required fee course registration for a student who needs additional time to complete EDU 592.

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. To receive credit for enrollment in EDU 593, a student must satisfy all School of Education requirements for the course. Students who need additional time to fulfill course requirements must register for EDU 593a until all requirements are met. *Prerequisites:* EDU 592, Departmental approval prior to enrollment, and completion of at least 12 graduate hours.

EDU 593a Clinical Internship in Special Education I Continuation (0)

Required fee course registration for a student who needs additional time to complete EDU 593.

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. To receive credit for enrollment in EDU 595, a student must satisfy all School of Education requirements for the course. Students who need additional time to fulfill course requirements must register for EDU 595a until all requirements are met. *Prerequisites:* Departmental approval prior to enrollment and completion of at least 12 graduate hours.

EDU 595a Product of Learning Continuation (0)

Required fee course registration for a student who needs additional time to complete EDU 595.

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 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 second required enrollment for credit, if pursuing the degree under the product of learning plan. To receive credit for enrollment in EDU 596, a student must satisfy all School of Education requirements for the course. Students who need additional time to fulfill course requirements must register for EDU 596a until all requirements are met. *Prerequisites:* Departmental approval prior to enrollment and completion of at least 12 graduate hours.

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 or special 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. To receive credit for enrollment in EDU 598, a student must satisfy all School of Education requirements for the course. Students who need additional time to fulfill course requirements must register for EDU 598a until all requirements are met. *Prerequisites:* Departmental approval prior to enrollment and completion of at least 12 graduate hours.

EDU 598a Thesis Continuation (0)

Required fee course registration for a student who needs additional time to complete EDU 598.

EDU 599 Thesis (3)

Through collaboration with a faculty member, development and fulfillment of an organized research study relative to an issue in elementary or special 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. To receive credit for enrollment in EDU 599, a student must satisfy all School of Education requirements for the course. Students who need additional time to fulfill course requirements must register for EDU 599a until all requirements are met. *Prerequisites:* EDU 598, Departmental approval prior to enrollment, and completion of at least 12 graduate hours.

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

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)

Closing Date for Application Materials: Applications receive primary consideration when completed by the priority deadline: March 15 for Summer; April 15 for Fall; and November 15 for Spring. After a deadline, applications may be accepted as long as both the review committee and applicants can respond appropriately for the admission term.

Admission Decisions: Applications are reviewed as soon as they are completed to give applicants timely admission decisions.

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. Discussion with the Program Director is encouraged prior to applying for non-degree admission. Non-degree application materials include: (1) application with \$50 nonrefundable application fee; (2) official

transcripts from each college attended (including High Point University); and (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.

Computer Requirement: Students should consult with each instructor about any computer requirement.

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 graduate 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

NonprofitCourseDescriptions

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 constituency communication and expansion. 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 workforce 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 challenges of communicating in modern organizations are also considered.

NPO 509 Strategic Planning (3)

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

NPO 510 Research Methods (3)

Examination of various research designs and strategies that are relevant 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.

NonprofitCourseDescriptions

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 nonprofit strategies and supporting operational processes. Key areas addressed include elements of information architecture, process reengineering, outsourcing, and security issues. Emphasis will be placed on outside reading of nonprofit 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 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 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

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.

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

Required Standardized Examination: The Graduate Record Examination (GRE) is not required for those applicants who meet the minimum GPA requirement. Students with a marginal GPA (below 3.0) are required to complete the GRE; this provides the review committee with more information from which to base its admittance decisions. The High Point University GRE Program Code is 5293.

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

Closing Date for Application Materials: Applications receive primary consideration when completed by the priority deadline: March 15 for Summer; April 15 for Fall; and November 15 for Spring. After a deadline, applications may be accepted as long as both the review committee and applicants can respond appropriately for the admission term.

Admission Decisions: Applications are reviewed often to give applicants timely admission decisions.

Application for Admission: Applicants must have a four-year bachelor's degree from a regionally accredited college and 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, personal and professional goals for the degree, as well as the information provided by references. If a candidate has a GPA that is less than 3.0, a Graduate Record Examination (GRE) score is required.

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. Discussion with the Program Director is encouraged prior to applying for non-degree admission. Non-degree application materials include: (1) application with \$50 nonrefundable application fee; (2) official transcripts from each college attended (including High Point University); and (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.

Computer Requirement: Students should consult with each instructor about any computer requirement.

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
- Completion of all requirements within five years of the first enrollment in any graduate class

Program of Study

Required Courses (6 semester hours)

ESS 503	Research in Sport Studies
ESS 506	Ethics in Sports

Required Practicum Experiences (6 semester hours)

Student must take two of the following courses:

ESS 580	Practicum I: Sport Studies
ESS 581	Practicum II: Sport Studies
ESS 590	Research Practicum I: Sport Studies
ESS 591	Research Practicum II: Sport Studies

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 and Conditioning
ESS 534	Current Research and Trends in Athletic Medicine
ESS 536	Exercise Prescription

Management

ESS 520	Sport Management
ESS 521	Sport Marketing
ESS 522	Facilities and Equipment in Sport
ESS 526	Legal Issues in Sport
ESS 528	Intercollegiate Athletics Administration

Physical Education & Recreation

ESS 500	History and Philosophy of Sport
ESS 525	Supervision, Mentoring and Administration of Sport
ESS 540	Curriculum and Instruction in Physical Education
ESS 550	Professional Opportunities in Public and Private Recreation
ESS 570	Selected Topics in Sport
ESS 585	Sport Sociology

SportStudiesCourseDescriptions

ESS 500 History and Philosophy of Sport (3)

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

ESS 503 Research in Sport Studies (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 Sport (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 (3)

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

ESS 526 Legal Issues in Sport (3)

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

ESS 528 Intercollegiate Athletics Administration (3)

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

ESS 530 Analysis and Management of Athletic Injuries (3)

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

ESS 532 Strength and Conditioning (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 536 Exercise Prescription (3)

This course describes the knowledge, skills and abilities for exercise testing and prescription. Emphasis will be placed on the value and application of exercise testing and prescription in persons with and without chronic disease. Special topics to be addressed include: exercise prescription in children, the elderly, pulmonary patients, cardiac patients and pregnant women.

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.

SportStudiesCourseDescriptions

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 575 Sport Sociology (3)

This course examines the role of sports in the United States and will address the development of a theoretical framework and analysis of research relative to cultural-social influences on sports and conversely the impact of sports on society. The class is designed to mesh the student's personal experiences and current level of knowledge with empirical evidence and sociological theory related to competitive physical activity or sport. Typical and traditional sociological concepts such as race, class, gender, political economy, socialization, and culture will be applied to and illustrated by the various contexts that sports can take.

ESS 580 Practicum I: Sport Studies (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. This course may be taken alone for 3 credits or combined with ESS 581 for a 6 credit hour field experience. If the student is planning to do a 6 credit hour field experience, the student must register for both ESS 580 and ESS 581 for the semester within which the hours will be obtained. Web registration is not available for this course. *Prerequisite: Written permission and a registration form must be obtained from the advisor.*

ESS 581 Practicum II: Sport Studies (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. This course may be taken alone for 3 credits or combined with ESS 580 for a 6 credit hour field experience. If the student is planning to do a 6 credit hour field experience, the student must register for both ESS 580 and ESS 581 for the semester within which the hours will be obtained. Web registration is not available for this course. *Prerequisite: Written permission and a registration form must be obtained from the advisor.*

ESS 590 Research Practicum I: Sport Studies (3)

A supervised research experience on an approved topic that will provide the opportunity for the student to develop the first three chapters of a research thesis/project. This experience will provide the students with the opportunity to gain first-hand experience in the development of research in various areas of sports medicine, exercise science, sport management, or physical education. Web registration is not available for this course. *Prerequisite: Written permission and a registration form must be obtained from the advisor.*

ESS 591 Research Practicum II: Sport Studies (3)

A supervised research experience on an approved topic that will provide the opportunity for the student to implement a research project as well as develop the final two chapters of a thesis/project. This experience will provide the students with the opportunity to gain first-hand experience in the development of research in various areas of sports medicine, exercise science, sport management, or physical education. Web registration is not available for this course. *Prerequisites: Written permission and a registration form must be obtained from the advisor. ESS 590 must be completed before registering for ESS 591.*

Master of Arts in History

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)

Closing Date for Application Materials: Applications receive primary consideration when completed by the priority deadline: March 15 for Summer; April 15 for Fall; and November 15 for Spring. After a deadline, applications may be accepted as long as both the review committee and applicants can respond appropriately for the admission term.

Admission Decisions: Applications are reviewed as soon as they are completed to give applicants timely admission decisions.

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. Discussion with the Program Director is encouraged prior to applying for non-degree admission. Non-degree application materials include: (1) application with \$50 nonrefundable application fee; (2) official transcripts from each college attended (including High Point University); and (3) resume.

Required Standardized Examination: An official Graduate Record Examination (GRE) score report must be submitted to the Program Director before the end of the first term of graduate enrollment. The High Point University GRE code is 5293.

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: 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

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

Major Fields	Reading Seminars	Writing Seminars
United States	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 572

Minor Fields	Seminars
Asian History	HST 548, HST 568
European History	HST 542, HST 544, HST 546, HST 560, HST 561, HST 562
Military History	HST 547, HST 565
Non-Western World History	HST 548, HST 549, HST 550, HST 568, HST 570, HST 572
United States History	HST 526, HST 527, HST 528, HST 530, HST 531, HST 532, HST 533, HST 534, HST 536, HST 541, HST 551, HST 552, HST 553, HST 554, HST 555

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 Europe
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

HistoryCourseDescriptions

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 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.

HistoryCourseDescriptions

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 598a Thesis Continuation (0)

Required fee registration for students who need additional time to satisfy the requirements for HST 598.

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.*

Administrative Staff

Nido R. Qubein, 2005, *President*. B.S., M.B.A., LL.D.

Andy Bills, 2005, *Vice President of Enrollment*. B.A.

Dennis G. Carroll, 1988, *Vice President and Dean of Academic Affairs*. B.A., M.A., Ed.D.

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

Christopher H. Dudley, 1999, *Vice President of Administration and Community Relations*. B.S., M.S.

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

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

Gail C. Tuttle, 1985, *Vice President for Student Life*. B. Bus. Ad.

Norcross Graduate School

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, *Graduate Enrollment 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, *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.

Jane C. Bowser, 2007, *Assistant Professor of Education*. B.S., High Point University; M.S., University of North Carolina at Chapel Hill; Ed.D., University of North Carolina at Greensboro.

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, *Associate Professor of Economics*. B.A., Converse College; M.S., Ph.D., Auburn University.

Christine W. Cugliari, 2007, *Assistant Professor of Nonprofit Management*. B.A., Marietta College; M.B.A., Ashland University; Ph.D., The Ohio State University.

Shaun W. Davenport, 2008, *Assistant Professor of Business Management*. B.A., Auburn University; M.A., East Carolina 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.

Vernon T. Farrington, 2008, *Assistant Professor of Education*. B.S., Appalachian State University; M.S. North Carolina A&T State University; Ph.D., University of North Carolina at Greensboro.

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.

Alfred C. Greenfield, Jr., 2008, *Assistant Professor of Accounting*. B.S., Ph.D., Virginia Commonwealth 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.

Bryan M. Hertweck, 2005, *Assistant Professor of Information Systems*. B.S., M.S., Ph.D., Virginia Polytechnic Institute and State University.

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

Renzo R. Honores, 2008, *Assistant Professor of History*. Licentiate in Law, Master in Civil Law, Pontificia Universidad Catolica del Peru; Ph.D., Florida International University.

Lisa C. Horne, 2006, *Associate Professor of Education*. B.A. Elon College; M.Ed., Ed.D., University of North Carolina at Greensboro.

Fuchun Jin, 2007, *Associate Professor of Economics*. B.S., University of Science and Technology of China; M.A., Ph.D., The Ohio State University.

Dustin N. Johnson, 2007, *Assistant Professor of Education*. B.S., University of North Carolina at Greensboro; M.S., Appalachian State University; Ed.D., University of North Carolina at Chapel Hill.

Samuel A. Kemerly, 2001, *Associate 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.

Staff&Faculty

Steven A. Lifland, 1998, *Associate Professor of Finance*. B.S., M.B.A., Ph.D., Old Dominion University.

Deborah J. Linville, 2008, *Assistant Professor of Education*. B.S., University of North Carolina at Greensboro; M.Ed., Salem College; Ph.D., University of North Carolina at Greensboro.

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.

Jennifer E. Lukow, 2006, *Associate Professor of Sport Management*. B.A., Lynchburg College; M.S., Indiana State University; Ph.D., Indiana University.

Michael J. McCully, 1993, *Associate Professor of Economics*. B.A., Austin College; M.A., Ph.D., University of Notre Dame.

Richard D. Parker, 2008, *Associate Professor of Business*. B.A., M.P.A., Ph.D., University of Alabama.

Rick L. Proctor, 1988, *Professor of Sports Medicine*. B.S., High Point College; M.A., University of North Carolina at Chapel Hill; Ed.D., University of North Carolina at Greensboro.

Kimberly A. Reich, 2008, *Assistant Professor of Exercise Science*. B.A., Indiana University; M.S., Southern Connecticut State University; M.A.M., Carnegie Mellon University.

Paul B. Ringel, 2005, *Assistant Professor of History*. A.B., Princeton University; J.D., Boston College; Ph.D., Brandeis University.

Suryadiptra Roy, 2008, *Assistant Professor of Economics*. B.Sc., Calcutta University; M.A., Delhi School of Economics; M.A., Ph.D., West Virginia University.

Fredrick C. Schneid, 1994, *Professor of History*. B.A., State University of New York at Binghamton; M.A., Ph.D., Purdue University.

George L. Simpson, Jr., 1993, *Professor of History*. B.A., Waynesburg College; M.S., Troy State University; Ph.D., West Virginia University.

Michael A. Smith, 2005, *Associate Professor of Information Systems*. B.S., M.S., Ph.D., Georgia Institute of Technology.

James W. Stitt, 1969, *Professor of History*. A.B., High Point College; A.M., Ph.D., University of South Carolina.

Mariann W. Tillery, 1991, *Professor of Education*. B.A., University of North Carolina at Greensboro; M.S., Ph.D. North Carolina State University.

David F. Walker, 2004, *Associate Professor and Director of the MA 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.

GraduateCalendar2008-2009

Fall 2008

Aug	18 (M)	Orientation and Registration for New Graduate Students
	25 (M)	Monday classes begin.
	26 (T)	Tuesday classes begin.
	27 (W)	Wednesday classes begin.
	27 (W)	Last date to Drop/Add Monday classes
	28 (Th)	Thursday classes begin.
	28 (Th)	Last date to Drop/Add Tuesday classes
	29 (F)	Last date to Drop/Add Wednesday classes
	30 (Sa)	Saturday classes begin.
Sept	01 (M)	Last date to Drop/Add Thursday classes
	01 (M)	Labor Day (no graduate classes). Administrative offices are open.
	02 (T)	Last date to Drop/Add Saturday classes
	05 (F)	Last date to apply for Graduation in December 2008
Oct	20-25 (M-Sa)	Fall break (no classes). Administrative offices are open.
	31 (F)	Last date to Withdraw from Fall classes with "W" grade
Nov	07 (F)	Last date to deliver copies of Final Thesis to the Graduate School for Graduation in December 2008
	26-29 (W-Sa)	Thanksgiving holidays (no classes)
Dec	13 (Sa)	Final examinations (Saturday classes)
	15 (M)	Final examinations (Monday classes)
	16 (T)	Final examinations (Tuesday classes)
	17 (W)	Final examinations (Wednesday classes)
	18 (Th)	Final examinations (Thursday classes)

Spring 2009

Jan	07 (W)	Orientation and Registration for New Graduate Students
	12 (M)	Monday classes begin.
	13 (T)	Tuesday classes begin.
	14 (W)	Wednesday classes begin.
	14 (W)	Last date to Drop/Add Monday classes
	15 (Th)	Thursday classes begin.
	15 (Th)	Last date to Drop/Add Tuesday classes
	16 (F)	Last date to Drop/Add Wednesday classes
	17 (Sa)	Saturday classes begin.
	19 (M)	Last date to Drop/Add Thursday classes
	19 (M)	Martin Luther King Holiday (no classes). Administrative offices are open.
	20 (T)	Last date to Drop/Add Saturday classes
	23 (F)	Last date to apply for Graduation in May 2009
Mar	09-14 (M-Sa)	Spring break (no classes). Administrative offices are open.
	20 (F)	Last date to Withdraw from Spring classes with "W" grade
Apr	03 (F)	Last date to deliver copies of Final Thesis to the Graduate School for Graduation in May 2009
	13 (M)	Easter Monday (no classes)
May	02 (Sa)	Final examinations (Saturday classes)
	04 (M)	Final examinations (Monday classes)
	05 (T)	Final examinations (Tuesday classes)
	06 (W)	Final examinations (Wednesday classes)
	07 (Th)	Final examinations (Thursday classes)
	08 (F)	Baccalaureate
	09 (Sa)	Commencement

GraduateCalendar2008-2009

May Term 2009

May	11 (M)	May classes begin.
	12 (T)	Last date to Drop/Add May classes
	18 (M)	Last date to Withdrawal from May classes with “W” grade
	28 (Th)	May classes end.

Summer 2009 (SUG)

June	03 (W)	Orientation and Registration for New Graduate Students (All Programs)
	08 (M)	SUG (M/W) classes begin.
	09 (T)	SUG (T/Th) classes begin.
	10 (W)	Last date to Drop/Add M/W classes for SUG
	11 (Th)	Last date to Drop/Add T/Th classes for SUG
	12 (F)	Last date to apply for Graduation in August 2009 (All Programs)
	19 (F)	Last date to deliver copies of Final Thesis to the Graduate School for Graduation in August 2009
July	02 (Th)	Last date to Withdrawal from SUG classes with “W” grade.
	29 (W)	SUG Final examinations - M/W classes
	30 (Th)	SUG Final examinations – T/Th classes

Summer 2009 (SG1 and SG2) – 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.

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