High Point Washington
Course Equivalency Approval

Participants’ Information (please type)
Name: ___________________________ HPU ID: ___________________________
Major(s): ________________________ Academic Advisor(s): _______________________

Program Provider: High Point Washington at TWC, Washington, DC
Program Dates (including year): ___________________________

Instructions for the Student
It is your responsibility to investigate and understand how the High Point Washington program affects your degree program(s). By completing this form, you and your academic advisor will be aware of how credits taken in Washington will be awarded by High Point University. Please type or write (in ink) the academic course you want credit for, and your academic advisor have agreed for you to complete at The Washington Center (TWC). In case you are unable to register for a particular academic course, please also provide a few alternatives. For the internship hours, your advisor should also indicate how the hours will be awarded. Then, obtain the appropriate equivalency approval for each course: courses for which you plan to receive major credit, you’ll need the granting department’s chair’s approval; University Core credit, the appropriate academic dean’s approval; Global Studies credit, Dr. Chris Franks, Chair of the GBS Committee; and elective credit, your academic advisor’s approval. When scheduling meetings with each department chair(s), academic dean(s), the GBS Chair, and your academic advisor, you should provide information regarding each course you list (i.e., course title, course description, and syllabus, if available).

Instructions for the Department Chair, GBS Chair, and Academic Dean
The student listed above is requesting HPU equivalency credit for courses which may be taken as part of the High Point Washington program. Please review the supporting documentation (i.e., course description and syllabus, if available) for each course. Please list the HPU course for which the student will receive credit. Then initial in the Department or GBS Chair Approval space. If you feel the course is not worthy of granting HPU credit, even as elective credit, write “No Major Credit” (or other appropriate notation) in the HPU Course Equivalent space and explain to the student that elective credit is subject to the criteria below. Note: You can also indicate “TBD upon review of full syllabus”.

Instructions for the Academic Advisor
The student listed above is planning to take the courses listed below as part of the High Point Washington program. Please initial by each course if the course satisfies a requirement for the student’s degree. Then sign below to acknowledge that you and the student listed above have discussed the selection of theses courses and how they will affect the student’s degree program and progress towards graduation.

Important Information Regarding High Point Washington Credit
• HPU will not award credit for a course which duplicates credit received at HPU for coursework completed prior to TWC participation.
• Credit hours for courses taken at TWC are determined by the HPU Registrar.
• Note that federal financial aid will be dispersed only for courses required for a student’s degree (i.e., general education courses, major courses, and electives necessary to meet graduation requirements).

With approval, the courses below may count towards the student’s major, minor, or core requirements:

<table>
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<tr>
<th>TWC Academic Course (Students will take 1 course but may list options in case a requested course is unavailable)</th>
<th>HPU Course Equivalent</th>
<th>Major, minor, core, elective</th>
<th># of Hours</th>
<th>Department or GBS Chair Approval*</th>
<th>Dean Approval*</th>
<th>Academic Advisor Initials</th>
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TWC Internship Hours (Students will earn 8 hours of internship credit in Summer and 12 hours in Fall/Spring; any unassigned credits will count as general elective credit and count toward graduation)

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<tr>
<th>TWC Internship Hours</th>
<th>HPU Course Equivalent</th>
<th>Major, minor, core, elective</th>
<th># of Hours</th>
<th>Department or GBS Chair Approval*</th>
<th>Dean Approval*</th>
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To be completed by the Academic Advisor
Your signature below acknowledges that you and the student listed above have discussed the selection of these courses and how they will affect the student’s degree program and progress towards graduation and indicates that you approve the proposed awarding of credit.

Academic Advisor’s Signature: ___________________________ Date: ___________________________
*List of Deans, Department Chairs & Area Coordinators for Course Approvals*

**Accounting, Economics & Finance – Dr. George Noxon**  
E-mail: gnoxon@highpoint.edu  
Phone: 336-841-9233  
Office: Wilson School of Commerce 313

**Art, Graphic Design – Mr. Scott Raynor**  
E-mail: sraynor@highpoint.edu  
Phone: 336-841-4671  
Office: Norton Hall 204

**Biology, Environmental Science – Dr. Angela Bauer**  
E-mail: abauer@highpoint.edu  
Phone: 336-841-9501  
Office: Congdon Hall 217

**Business Administration, Management – Dr. Wes Davenport**  
E-mail: sdavenport@highpoint.edu  
Phone: 336-841-9164  
Office: Wilson School of Commerce 325

**Chemistry & Biochemistry – Dr. Brian Augustine**  
E-mail: baugusti@highpoint.edu  
Phone: 336-841-9405  
Office: Congdon Hall 312

**College of Arts and Sciences – Dr. Carole Stoneking**  
E-mail: cstoneki@highpoint.edu  
Phone: 336-841-9168  
Office: Roberts Hall 219

**Communications – Dr. Stefan Hall**  
Media & Popular Culture, Game & Interactive Media Design  
E-mail: shall@highpoint.edu  
Phone: 336-841-9567  
Office: Quebin School of Communications 340

**Communications – Dr. Wilfred Tremblay**  
Strategic Communications & Journalism  
E-mail: wtremblay@highpoint.edu  
Office: Quebin School of Communications 360

**Communications – Dr. Michelle Devlin (Assistant to Dr. Tremblay)**  
E-mail: mdevlin@highpoint.edu  
Office: Quebin School of Communications 361

**Criminal Justice – Dr. Bobby Little**  
E-mail: blittle@highpoint.edu  
Phone: 336-841-4635  
Office: Norcross Hall 104

**Education – Dr. Mariann Tillery**  
E-mail: mtilerry@highpoint.edu  
Phone: 336-841-9286  
Office: School of Education 239

**English – Dr. William Carpenter**  
E-mail: wcarpent@highpoint.edu  
Phone: 336-841-9339  
Office: Norcross Hall 207

**Exercise Science – Dr. Tony Kemerly**  
E-mail: skemerly@highpoint.edu  
Phone: 336-841-4653  
Office: Norcross Hall 217

**French, Italian, German, Russian, Chinese – Dr. Carole Head**  
E-mail: chead@highpoint.edu  
Phone: 336-841-9289  
Office: Wilson School of Commerce 102

**Global Studies – Dr. Chris Franks**  
E-mail: cfranks@highpoint.edu  
Phone: 336-841-4501  
Office: David Hayworth Hall 206

**History – Dr. Rick Schneid**  
E-mail: fchneid@highpoint.edu  
Phone: 336-841-9238  
Office: David Hayworth Hall 129

**Honors Scholars Program – Dr. Mark Toole**  
E-mail: mtoole@highpoint.edu  
Phone: 336-841-9523  
Office: David Hayworth Hall 216

**Human Relations, Anthropology Sociology, Non-Profit Management – Dr. David Bergen**  
E-mail: dbergen@highpoint.edu  
Phone: 336-841-4586  
Office: Norcross Hall 243

**Interior Design – Dr. Jane Nichols**  
E-mail: jnichols@highpoint.edu  
Phone: 336-841-9565  
Office: Norton Hall 206

**Marketing – Dr. Richard Parker**  
E-mail: rparker@highpoint.edu  
Phone: 336-841-4881  
Office: Wilson School of Commerce 338

**Mathematics & Computer Science – Dr. Rob Harger**  
E-mail: rharger@highpoint.edu  
Phone: 336-841-9659  
Office: Congdon Hall 152

**Music – Dr. Marc Foster**  
E-mail: mfoster@highpoint.edu  
Phone: 336-841-4551  
Office: Fine Arts 109

**Physics, Astronomy & Earth Science – Dr. Aaron Titus**  
E-mail: atitus@highpoint.edu  
Phone: 336-841-4668  
Office: Congdon Hall 361

**Political Science & International Relations – Dr. Mark Setzler**  
E-mail: msettler@highpoint.edu  
Phone: 336-841-9018  
Office: Roberts Hall 343

**Psychology – Dr. Greggy Hundt**  
E-mail: ghundt@highpoint.edu  
Phone: 336-841-4631  
Office: School of Education 226

**Religion, Philosophy & Ethics – Dr. Clint Corcoran**  
E-mail: ccorcora@highpoint.edu  
Phone: 336-841-4527  
Office: David Hayworth Hall 220

**Service Learning – Dr. Joe Blosser**  
E-mail: jblosser@highpoint.edu  
Phone: 336-841-9337  
Office: David Hayworth Hall 200B

**Spanish – Dr. Hayden Carron**  
E-mail: hcarron@highpoint.edu  
Phone: 336-841-9016  
Office: Wilson School of Commerce 119

**Theatre & Dance – Mr. Ed Simpson**  
E-mail: esimpson@highpoint.edu  
Phone: 336-841-4548  
Office: Fine Arts 305

**Women & Gender Studies – Dr. Jenn Brandt**  
E-mail: jbrandt@highpoint.edu  
Phone: 336-841-9558  
Office: Norcross Hall 209