

It is the student's responsibility to investigate and understand how their studies abroad affect their degree program(s) and how credits taken abroad will be received by High Point University. This short guide is designed to supplement the information provided in advising appointments with a study abroad advisor.

## Instructions for the Student

Use the attached Course Equivalency Approvals form to map courses at your host university(ies) to equivalent courses or requirements at HPU. Unless pursuing a certificate program, seek equivalencies for preferred and alternate courses from which you can choose during registration. Complete a separate form for each host university listed on your study abroad application, and submit multiple forms if you want to get more courses approved than one form will allow. Order of courses listed does not matter—this is not a registration form. Do not list courses for more than one host university on the same form.

### Course Mapping, Equivalencies & Approval

On the Course Equivalency Approvals form, list any courses you may want to take while studying abroad, then map them to the HPU equivalent. For example, if you want to take Foundations of Psychology for your Psychology major, the record could look like:

	Course Code	Course Title	Credit Value	Degree Requirement	HPU Approval
Transfer Course	PSY 150	Foundations of Psychology	6 ECTS	MAJOR	<i>Dept. Chair</i>
HPU Equivalent	PSY 2000	Introduction to Psychology	3		

You'll complete the records as follows:

- On the Transfer Course line, list the course in which you would like to enroll at your host institution.
- On the highlighted HPU Equivalent line, list the HPU equivalent course for which you'd like to receive transfer approval.
- Use the Credit Value conversion guide to list the host university credit value and the HPU equivalent credit value (Note: the HPU equivalent credit value may not be 4 credits as it would be if you took the class at HPU. If the class is equivalent to 3 credits at your host university, equate it to 3 credits in this chart).
- Use the Degree Requirement box to explain what requirement you hope to satisfy with the course, using the following:
  - MAJOR** – if the course will satisfy a major requirement
  - MINOR** – if the course will satisfy a minor requirement
  - CORE** – if the course will satisfy a University Core (General Education) requirement
  - ELECTIVE** – if the credits will be used for general electives
- The approval for course equivalencies will come from the department chair or academic dean responsible for the credits in which you are seeking:
  - Courses used to satisfy **major/minor requirements** will require approval from the granting department's chair.
  - Courses used to satisfy **University Core** requirements will require approval from the granting department's chair.
  - Courses used as **general electives** for a student's degree will require the following approvals:
    - Courses where an HPU equivalent course exists must be approved by the granting department's chair.
    - Courses where no HPU equivalent course exists but the content meets the transfer policies of HPU will be listed as "ELE 0000" on the student's transcript. Check with your study abroad advisor for approval.

**Some course equivalencies are pre-approved** by department chairs and can be viewed/downloaded from the Resources tab on the program's brochure in the study abroad portal. If a course you want to take abroad has been pre-approved, note the course and equivalency on your form and write "Pre-Approved" in the HPU Approval box.

Visit <https://www.highpoint.edu/global/planning-for-academics-abroad/> for the credit value conversion chart and a list of HPU department chairs/approvers for course transfer equivalencies.

When scheduling meetings with the department chair(s), academic dean(s), and your academic advisor, you should provide information regarding each course (i.e., course title; course description; and syllabus, if available).

## Equivalencies for Official Certificate Programs

Some partnering universities (e.g., Lorenzo de' Medici) offer pre-approved academic certificates in which applicants can enroll. The sequence of courses in these programs have been approved by HPU faculty and the equivalencies are on file in the Office of Global Education. Students pursuing an official certificate program do not need to obtain new equivalency approvals. Instead, they should select the certificate on the appropriate Course Equivalency Approvals for Certificate Programs form and then obtain only the signatures of their academic advisor and Global Education advisor before submitting with their Application for Study Abroad.

## Instructions for Faculty

The student listed on the attached Course Equivalency Approvals form is requesting HPU equivalency credit for courses taken as part of a study abroad program.

### Department Chairs

Please review the supporting documentation and list the HPU course within your department for which the student will receive credit. Then, initial in the HPU Approval space. *Please verify that information is correct and written in ink before initialing each line.*

Notes:

- **Departmental Electives:** If there is no HPU equivalent course, but you agree to grant elective credit within your department, please designate the level which should be granted using the number scheme “#XXX” where # is the elective level (e.g., a 2000-level English elective would read “ENG 2XXX Elective”). *Your initial is required.*
- **No Credit Awarded:** If you feel the course is not worthy of granting HPU credit in your department, even as elective credit, write “No Departmental Credit” in the HPU Course Equivalent space. *Your initial is required.*

### Academic Advisor

The Course Equivalency Approvals form serves as a contract so students may plan effectively for their academic study abroad. Please review the student's academic plan and discuss with the student how each course listed will affect their degree program.

## Finding Courses Abroad

Students studying abroad should be advancing their HPU degree by enrolling in relevant coursework at their host university.

Studying abroad can be a very academically-enriching experience, especially when students enroll in courses about which they are passionate and can broaden their understanding of their major course of study. Studying courses used to satisfy major and minor requirements often strengthens the student's undergraduate degree, as they are challenged in the classroom with a more global approach to the content. This diversity often can help solidify a student's career plans and improves classroom discussions in future classes taken at HPU.

While some universities offer a wide range of courses, it is common that many only offer a narrow field of study. Where available, students are able to select courses to satisfy requirements for their major, minor, general education requirements, or electives. A brief academic overview is provided on each program's brochure at <https://hpu-global-education.via-trm.com/visitor-programs>.

### A note on General Education Courses

Finding courses abroad to satisfy University Core requirements at HPU can be challenging. Generally, most higher education systems do not include general education study for undergraduate students, as students study only subjects in their major course of study. Because of this, study abroad students may only be able to study courses within one discipline or faculty (e.g., School of Business).

If the university permits students to enroll in subjects across disciplines, it is important to understand that local students enrolled in the given class are studying the subject for their major, not for a general education requirement. The thought that taking general education classes abroad will be easier than taking major-specific courses is a common misconception, as these courses are designed to satisfy major requirements at that institution.

A student's academic success abroad is of top importance. Enrolling in coursework about which the student is passionate can help the student navigate cultural stressors. A relevant topic with diverse classroom discussions can provide a better grasp of the local culture and norms.

**Participant's Information** *(please print and complete in ink; pencil marking will not be accepted)*

Name: \_\_\_\_\_ HPU ID: \_\_\_\_\_

Major(s): \_\_\_\_\_ Academic Advisor: \_\_\_\_\_

Please initial beside each clause regarding transfer of credit. If you have questions regarding any of the clauses, please contact your study abroad advisor before signing your agreement of the HPU transfer policies and procedures below.

**Transfer of Credit for Academic Study Abroad**

- \_\_\_\_\_ HPU will award transfer credit only for courses completed abroad at an accredited institution and reflected on an official transcript.
- \_\_\_\_\_ HPU will award transfer credit only for courses completed abroad earning the U.S. equivalent grade of "C" or better.
- \_\_\_\_\_ HPU will award a credit value to transferred courses equivalent to the credits earned in the course abroad, even if the HPU-equivalent course is valued at four credits (i.e., a three-credit class from another institution will be awarded only three credits at HPU).
- \_\_\_\_\_ HPU will not award transfer credit for a course taken abroad which duplicates credit received at HPU for coursework completed prior to the experience abroad.
- \_\_\_\_\_ The School of Humanities and Behavioral Sciences will not award transfer credit for a foreign language course taken abroad which is lower than, or duplicates, credit received at HPU for coursework completed prior to the experience abroad.
- \_\_\_\_\_ The School of Humanities and Behavioral Sciences will not award transfer credit for a personal enrichment or vocational skills course (e.g., culinary arts or wine tasting) that falls outside of the traditional liberal arts and sciences disciplines. Major-specific courses with partial personal enrichment or vocational skills content to be transferred to other schools and colleges require dean approval.
- \_\_\_\_\_ The School of Humanities and Behavioral Sciences will not award General Education (Core) credit for a course taken abroad earning less than three (3) U.S. credits.
- \_\_\_\_\_ The School of Humanities and Behavioral Sciences will waive the Global Studies requirement for students who have completed an academic course of study (whether affiliated, unaffiliated, or HPU-taught) outside of the U.S. lasting at least four (4) weeks in length, conducted through an accredited institution, and bearing at least three (3) credits recognized by High Point University. No additional credit is awarded simply for studying abroad.
- \_\_\_\_\_ Students are not permitted to be dually enrolled at two or more institutions where a formal affiliation (fee-paying, bilateral exchange, or hybrid) agreement does not exist. As such, students on hiatus cannot concurrently take courses from HPU.
- \_\_\_\_\_ Federal financial aid will be dispersed only for courses required for a student's degree (i.e., General Education (Core) courses, major courses, and electives necessary to meet graduation requirements).
- \_\_\_\_\_ Official transcripts can take up to one semester to arrive and be processed by HPU. Registration times for the following semester's study could be affected if credits are not received within a reasonable time to be processed before enrollment begins.
- \_\_\_\_\_ Official transcripts from a study abroad program required for application to another institution/program must be requested from the host university by the student. HPU is unable to forward processed official transcripts.

**Student Acknowledgement**

*By signing below I acknowledge that I have read and understand the above information regarding transfer of credit.*

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This page is to be completed only by students pursuing an official Interior Design Certificate program.

**Participant's Information** *(please print and complete in ink; pencil marking will not be accepted)*

Name: \_\_\_\_\_ HPU ID: \_\_\_\_\_

Host University: Lorenzo de' Medici Term: \_\_\_\_\_ Year: \_\_\_\_\_

Mark the certificate which you plan to pursue. Each certificate is worth 15 credits. You will be enrolled in all five core courses. Substitutions are not permitted. Do not complete Page 6: Course Equivalency Approvals for Credit Transfer.

**CERTIFICATE: Sustainable Furniture Design** (15 Credits)

	LdM Course	HPU Equivalency	Credit Value	HPU Approval
<input checked="" type="checkbox"/>	Sustainable Design	INT 3240. Global Issues in the Built Environment	3	Pre-Approved
<input checked="" type="checkbox"/>	Furniture Design	INT 3285. Studio V: Special Topics	3	Pre-Approved
<input checked="" type="checkbox"/>	Concepts and Strategies for Design	INT 3000. Interior Design Elective	3	Pre-Approved
<input checked="" type="checkbox"/>	Exhibit Design	INT 3000. Interior Design Elective	3	Pre-Approved
<input checked="" type="checkbox"/>	The Built Environment of Florence	INT 3000. Interior Design Elective	3	Pre-Approved

**CERTIFICATE: Sustainable Product Design** (15 Credits)

	LdM Course	HPU Equivalency	Credit Value	HPU Approval
<input checked="" type="checkbox"/>	Sustainable Design	INT 3240. Global Issues in the Built Environment	3	Pre-Approved
<input checked="" type="checkbox"/>	Lighting Design	INT 3285. Studio V: Special Topics	3	Pre-Approved
<input checked="" type="checkbox"/>	Product Design II	INT 3000. Interior Design Elective	3	Pre-Approved
<input checked="" type="checkbox"/>	Exhibit Design	INT 3000. Interior Design Elective	3	Pre-Approved
<input checked="" type="checkbox"/>	The Built Environment of Florence	INT 3000. Interior Design Elective	3	Pre-Approved

**LEARNING AGREEMENT**

*The above courses and their affect on this student's degree program have been discussed between the student and their academic advisor. The recommended credit value equivalencies have been discussed between the student and their study abroad advisor. This information is to be used as a guideline. The transfer of credit is determined only after review of the student's transcript.*

Student Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Global Education: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Course Planning  
 Course Equivalency Approvals for Certificate Programs

This page is to be completed only by students pursuing an official Fashion Merchandising Certificate program.

**Participant's Information** *(please print and complete in ink; pencil marking will not be accepted)*

Name: \_\_\_\_\_ HPU ID: \_\_\_\_\_

Host University: Lorenzo de' Medici Term: \_\_\_\_\_ Year: \_\_\_\_\_

Mark the certificate which you plan to pursue. Each certificate is worth 15 credits. Select the elective(s) you'll take alongside the marked core courses. Substitutions are not permitted. Do not complete Page 6: Course Equivalency Approvals for Credit Transfer.

**CERTIFICATE: Fashion Design** *(15 Credits. Choose one elective course from the list.)*

	LdM Course	HPU Equivalency	Credit Value	HPU Approval
<input checked="" type="checkbox"/>	Fashion illustration I	VMD 3200. Special Topics	3	Pre-Approved
<input checked="" type="checkbox"/>	CAD for Fashion Design	VMD 3000. Elective	3	Pre-Approved
<input checked="" type="checkbox"/>	Construction Techniques	VMD 3000. Elective	3	Pre-Approved
<input checked="" type="checkbox"/>	Knitwear I	VMD 3000. Elective	3	Pre-Approved
<input type="checkbox"/>	Product Development	VMD 3000. Elective	3	Pre-Approved
<input type="checkbox"/>	Trend Forecasting	VMD 3000. Elective	3	Pre-Approved

**CERTIFICATE: Visual Communication for Fashion** *(15 Credits. Choose two elective courses from the list.)*

	LdM Course	HPU Equivalency	Credit Value	HPU Approval
<input checked="" type="checkbox"/>	Fashion Communication	MKT 3180. Marketing Communication	3	Pre-Approved
<input checked="" type="checkbox"/>	Fashion Illustration I	VMD 3200. Special Topics	3	Pre-Approved
<input checked="" type="checkbox"/>	Principles of Fashion Photography	VMD 3000. Elective	3	Pre-Approved
<input type="checkbox"/>	Fashion Styling	VMD 3000. Elective	3	Pre-Approved
<input type="checkbox"/>	History of Italian Fashion*	VMD 2235. History of Fashion and Visual Merchandising	3	Pre-Approved
<input type="checkbox"/>	Introduction to the Fashion Industry**	FMD 1100. Introduction to Fashion Merchandising	3	Pre-Approved
<input type="checkbox"/>	Retail Management	VMD 3000. Elective	3	Pre-Approved
<input type="checkbox"/>	Trend Forecasting	VMD 3000. Elective	3	Pre-Approved

\* Students planning to take History of Italian Fashion should not take VMD 2235 History of Fashion and Merchandising at HPU.

\*\* Students planning to take Introduction to the Fashion Industry should not take FMD 1100 Introduction to Fashion Merchandising at HPU.

**LEARNING AGREEMENT**

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Student Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Global Education: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Course Planning  
 Course Equivalency Approvals for Credit Transfer

**Participant's Information** (please print and complete in ink; pencil marking will not be accepted)

Name: \_\_\_\_\_ HPU ID: \_\_\_\_\_

Host University: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

	Course Code	Course Title	Credit Value	Degree Requirement	HPU Approval
Transfer Course					
HPU Equivalent					
Transfer Course					
HPU Equivalent					
Transfer Course					
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Student Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Global Education: \_\_\_\_\_ Date: \_\_\_\_\_