

## Glossary of Academic Terminology

**Academic Advisor:** Member of the faculty or staff who is trained to assist students in planning their degree program. The academic advisor works with students on their academic progress, course selection, career and major options, and navigating the academic process at High Point University.

**Academic Calendar:** High Point University operates under the semester calendar, with 15 weeks of instruction comprising a term. Summer terms vary in length.

**Academic Credential:** The notation on the transcript that represents the completion of a formally recognized academic program.

**Academic Program:** A sequence of credit courses that lead to an academic credential.

**Academic Good Standing:** A student is considered in academic good standing if his or her cumulative grade point average is 2.00 or higher.

**Academic Standing:** At the conclusion of each semester's grade processing, a term and cumulative GPA is calculated for each degree-seeking student. A student's academic standing may be impacted by the term GPA or the cumulative GPA, or both.

**Academic Year:** The period of instruction composed of the fall, spring, and summer semesters. The academic year begins at the start of the fall semester and ends after the last day of the summer semester.

**Academic Probation:** Academic probation indicates that the student's academic performance puts him or her at risk of academic suspension. Academic probation is determined by a graduated cumulative GPA requirement based on student classification; see [Undergraduate Bulletin, p. 48](#).

**Accreditation:** Accreditation is the recognition that an institution maintains standards requisite for its graduates to gain admission to other reputable institutions of higher learning or to achieve credentials for professional practice. The goal of accreditation is to

ensure that education provided by institutions of higher education meets acceptable levels of quality.

### **Admission Status:**

- Freshmen – Students who earned college-level academic credit while still in high school or during the summer following graduation shall be considered freshmen, regardless of the number of credit hours earned for such work.
- Transfers – Except as noted above, students who have completed 24 or more semester hours of college-level work prior to enrollment shall be considered transfer students for purposes of admission.
- Readmits – Undergraduate students who have terminated their enrollment during the course of a semester or who, once enrolled at the University, have not returned for one or more terms, must apply for readmission through the Office of Undergraduate Admissions.

**Advanced Placement (AP) Credit:** Advanced Placement courses are college-level classes in a variety of subjects that students may take while still in high school. Students who complete AP exams with a score of 4 or 5 may earn general education, major, or minor credit at High Point University. An official score report must be received directly from the College Board in order to award credit. AP equivalencies may be [viewed here](#).

**Advisor Registration Hold:** An electronic hold placed on a student's record which is removed after the student has seen his or her advisor. Its removal allows a student to register for classes.

**Apostille:** An apostille is a form of authentication issued to public documents such as birth certificates, court orders, diplomas, and transcripts so that they can be recognized in foreign countries which are members of the 1961 Hague Convention Treaty. Additional information regarding the authentication process may be found at the following link: <http://www.highpoint.edu/registrar/request-an-apostille/>.

**Application for Graduation:** Students who plan to graduate the following May should complete an application for graduation upon completion of 96 credit hours or no later than the beginning of their senior year. The application process triggers the completion of a degree audit, a document which lists courses completed toward the degree and which requirements remain to be completed. Completion of the application ensures that the student will be added to the official Commencement list and will receive all correspondence related to graduation. Contact the Office of the University Registrar at [degreeclearance@highpoint.edu](mailto:degreeclearance@highpoint.edu) to request the application for graduation.

**Audit(or):** Auditing a course allows the student to sit in a class without receiving academic credit. A student auditing a course may participate in classroom discussions but is not required to complete tests, projects, examinations, and papers (unless agreed upon by the student and instructor). The student registers for the course as an auditor, and the

notation “AU” is made on the transcript upon completion of the course. The charge for auditing a course is ½ of the charge for the course on a for-credit basis. A student must select the course audit option by the end of the drop/add period, and no changes may be made after that date.

**Baccalaureate:** A service during Commencement weekend that includes prayers, anthems, and recognition of the graduates, their families and their faith.

**Bulletin/Undergraduate Bulletin:** The official catalog of record which contains academic policies and procedures, course descriptions, major and minor requirements, and other pertinent information of the University. Bulletins are available on our website at: <https://www.highpoint.edu/registrar/undergraduate-bulletins/>

**Census Date:** The census date is a set by the college and typically marks the end of the add/drop period. On this day, the college takes a “snapshot” of all students’ enrollment which becomes the “official enrollment” that is used for both state reporting and financial aid eligibility.

### **Classifications of Students:**

- Undergraduate Student – A student who is enrolled in undergraduate coursework and who has not been accepted as a graduate student
  - Freshman (1st year student) – A student who has earned fewer than 29 semester hours credit.
  - Sophomore (2nd year student) – A student who has earned at least 29 semester hours credit but fewer than 60 hours credit.
  - Junior (3rd year student) – A student who has earned at least 60 semester hours credit but fewer than 96 semester hours credit.
  - Senior (4th year student) – A student who has earned at least 96 semester hours credit but has not completed his or her bachelor’s degree.
- Graduate Student – A student who possesses at least one bachelor’s degree and who has been accepted into a graduate degree program.

**CLEP:** The College Level Examination Program (CLEP) is administered by the College Board and offers examinations in various subject areas. Successful completion of an examination allows the student to receive college credit for subjects typically taught during the first two years of college. A list of subject area exams and minimum score requirements can be found via our website: <https://www.highpoint.edu/registrar/clep-equivalencies/>

**Commencement:** A ceremony at which academic degrees or diplomas are awarded. Although the University confers degrees three times a year, only two commencement ceremonies are held per academic year, December and May.

**Concentration:** A concentration is an approved set of courses within a major that define a specialty area or specific field of study. Students complete a portion of the core major requirements and then select focused courses to complete the concentration. A concentration must consist of a minimum of 15 credits and ordinarily will not exceed 30 credits.

**Concurrent Enrollment:** High Point University does not allow a student to be enrolled at another institution while taking classes at HPU, unless enrolled in coursework at a member institution of the Greater Greensboro Consortium.

**Corequisite:** Classes that require simultaneous registration, such as science lecture and lab.

**Course:** A particular class, such as ACC 3010, ART 2988, etc. All courses are listed in the High Point University Bulletin, at:

<https://www.highpoint.edu/registrar/undergraduate-bulletins/>

**Course Section:** A unique offering of a particular class, such as ACC 3010 01, ART 2988 02, etc. (the 2-digit code following the course number is the section number). There can be multiple offerings of a course each semester, and they are published in the High Point University Course Schedule, at: <https://myaccount.highpoint.edu/Student>

**Credit:** A unit for measuring progress toward graduation. High Point University operates according to a semester credit hour system and uses the federal definition of the credit hour, along with generally accepted practices in higher education, to determine credit for all coursework. Specifically, one semester credit hour is defined as follows:

- Not less than 50 minutes of classroom (“direct” or “face-to-face”) faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks, or the equivalent amount of work over a different amount of time.

or

- At least an equivalent amount of work (as outlined in item 1 above) for other academic activities deemed appropriate by High Point University, including laboratory work, internships, practica, studio work, and other approved academic work leading to the award of course credit.

**Cross-listed:** A course which is offered under two or more departmental prefixes. A student enrolled in a cross-listed course will receive credit under one prefix only.

**Curriculum:** A complete program of study which leads to a baccalaureate degree.

**Dean's List:** A [published listing](#) of students who earn a 3.5 grade point average or higher during the fall or spring terms. In order to be considered for the Dean's List, a student must complete at least 12 semester hours of coursework each semester other than on a Pass/Fail or Credit/No Credit basis. A student does not qualify for Dean's List if he or she has an incomplete grade for the semester.

**Deferment:** A form sent to a lending institution indicating a student's current enrollment status. Used by the lending institution for the purpose of postponing student loan repayment.

**Degree Audit (Graduation Check):** The purpose of a degree audit is to confirm that a student is on track to graduate by his or her expected term/year. An unofficial degree audit is available on [Student Planning](#).

**Degree Requirements:** In order to satisfy requirements for the Bachelor's Degree, a student must complete the following:

- All General Education Requirements.
- Requirements for the major.
- A minimum of 128 semester hours. Double degrees require at least 160 hours.
- An overall grade point average of 2.00, and a grade point average of 2.00 in courses used to satisfy requirements for the major.

**Degree Requirements for Multiple Degrees:**

- In order to graduate with two degrees, a student must complete a minimum of 160 semester hours if the degrees are earned concurrently and meet all requirements for both majors.
- If a graduate of High Point University returns to earn a second degree, he or she must complete a minimum of 32 credits beyond those earned for the first degree.
  - The student must apply for admission into a second degree program through the HPU Admissions Office.
  - No additional general education coursework will be required.
  - The student will follow the major requirements as outlined in the catalog of reentry.
  - All coursework must be completed at High Point University.
- A graduate of another college or university seeking to earn a second bachelor's degree at High Point University must meet all general education, major, and minor requirements at HPU. Credits from the first degree will be applied to the requirements at High Point as appropriate, but the general education requirements are not waived for students who have earned a degree elsewhere. A minimum of 32 semester hours credit



must be completed to earn a degree from High Point University (also see double degree vs. double major).

**Degrees with Honor:** Graduating seniors who have completed a minimum of sixty (60) hours of enrolled coursework at High Point University and who have attained the required minimum GPA will be eligible for academic honors. Requirements are as follows:

- Cum Laude – 3.45
- Magna Cum Laude – 3.65
- Summa Cum Laude – 3.85

**Degree-Seeking Student:** A student enrolled in courses for credit and recognized by the institution as seeking a bachelor's or graduate degree.

**Dependent Student:** A student who is dependent on parents or guardian for financial support. As a general rule, if a parent claimed the student as a dependent for tax purposes, that student is considered dependent. (See also Independent Student)

**Diploma:** A student's certification of accomplishment. The student's transcript is considered the official record of a student's degree(s).

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

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

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

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

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

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

**Directed Study:** Enrollment in a regular catalog course without the usual class sessions, using as a substitute individual meetings between the student and instructor. Directed studies are available to students who are within one or two semesters of graduation and who have no alternate means of satisfying degree requirements other than enrolling for an additional semester. An approved Directed Study Application must be submitted to the Office of the University Registrar before the student will be allowed to register for the course.

**Directory Information:** If the student has not restricted access to directory (or public) information, you may release the following:

- Name
- Address
- Telephone number
- HPU E-mail address
- Enrollment status
- Degrees & awards received
- Most recent previous school attended

Students may withhold Directory Information by notifying the University Registrar in writing. Such notification must be given within ten days of the first day of class for a particular term.

**Double Degree vs. Double Major:** A double major is a program of study in which the student earns one degree (one diploma) with two majors. A double major requires completion of at least 128 semester hours, all general education requirements, and all requirements for both majors.

A double degree requires completion of at least 160 semester hours as well as all general education requirements and all requirements for both majors. Students who earn a double degree will receive two diplomas.

The 160-hour requirement applies only to those students earning double degrees concurrently. If a student graduates from High Point University and returns at a later date to complete a second degree, he or she will be required to complete an additional 32 credits beyond those earned for the first degree. He or she will meet the requirements of the second degree in the catalog of re-entry, and all remaining coursework must be completed at High Point University.

**Drop/Add:** The one-week period at the beginning of each semester during which a student may drop or add courses without these courses being shown on the student's academic transcript. Charges are determined at the close of the add period. If a student withdraws from a course after the end of the add period, he or she will receive a grade of W for the course and the course will be shown on the student's academic transcript.

course, whether or not the withdrawal drops the student below full-time status or takes the student out of overload status.

**E-mail as Official Communication for Students:** The *Office of the University Registrar* uses the HPU e-mail system as its official method of communication with **students** in matters relating to: registration, graduation, academic calendars, and general information exchange. This is to ensure that there is one repository for that information. E-mail communication from ***universityregistrar@highpoint.edu*** demands attention, and often a timely response. Students are expected to check e-mail frequently. It is recommended that e-mail be checked daily, but at a minimum, twice per week.

Lastly, when communicating with the *Office of the University Registrar* via e-mail, please use your HPU e-mail account instead of a personal email address (E.g., gmail, yahoo, etc.) since some emails could end up undeliverable in our spam folders.

- General inquiries should be addressed to [registrarsoffice@highpoint.edu](mailto:registrarsoffice@highpoint.edu)
- Graduation- undergraduate specific inquiries should be addressed to [degreeclearance@highpoint.edu](mailto:degreeclearance@highpoint.edu)

This policy is also located on our website located at:  
<https://www.highpoint.edu/registrar/email-communication/>

**Enrollment Verification:** Written confirmation of a student's enrollment status, class, degree awarded, and/or dates of attendance. This information is provided by the Office of the University Registrar and may be in the form of a letter supplied by High Point University (online web form) or a form supplied by the insurance company. Health insurance providers usually request this information on an annual basis.

**Enrolled Student:** An enrolled student is any student at High Point University that is registered for at least one course for credit.

**Faculty:** Persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities). They may hold academic rank/titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of those academic ranks. Faculty may also include the president, provost, deans, directors or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or the equivalent) if their principle activity is instruction combined with research and/or public service.

- Adjunct Faculty – Non-tenure track faculty serving in a temporary or auxiliary capacity to teach specific courses on a course-by-course basis.

**Fall Cohort:** The group of students entering in the fall term established for tracking purposes. For the graduation rates component, this includes all students who enter an



institution as full-time, first-time degree undergraduate students during the fall term of a given year.

**FERPA:** The Family Education Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of educational records. It also provides guidelines for the use and release of student educational records. The student is considered the “owner” of his or her academic record and may consent to the release of the academic record to specified third parties. The consent form, Student Consent for Access to Education Records, is available [online](#) and in the Registrar’s Office. Completed forms should be returned to the Registrar’s Office, Roberts Hall, Suite 101 by the student.

**Forgiveness Policy:** Students on academic suspension who return to High Point University after a 4-year absence or after earning an Associate’s Degree may elect the Forgiveness Policy. The Forgiveness Policy allows the student to return to HPU with a clean slate, GPA-wise. Students electing the Forgiveness Policy are subject to the following restrictions:

- All coursework completed at High Point University will be shown on the academic record.
- Grades of C or better will earn credits, but not quality points.
- Grades of C- or below will earn neither credits nor quality points.
- All coursework completed at High Point University will be calculated in determining academic honors.

**Full-Time Equivalent (FTE) Student:** A measurement equal to one student enrolled full-time for one academic year. Total FTE enrollment includes full-time plus the calculated equivalent of the part-time enrollment. The full-time equivalent of the part-time students can be estimated by using different factors depending on the type of institution, institutional control, and level of student.

**Full-time student:** A student enrolled in 12 or more semester hours per semester. Students enrolled in 12-18 credits per semester will pay the comprehensive fee for full time students. An additional charge of \$970 per credit will be added for each hour beyond the 18 credit maximum per semester; this is considered overload status. Charges are determined at the close of the add period. *Please note: Students must be enrolled full-time to receive any type of institutionally-funded financial assistance (For example: merit scholarships; need-based grants; departmental awards; music scholarships, etc.)*

**Grade:** A measure of proficiency earned in a course, given by the course instructor and indicated by a letter on the letter-grade scale.

**Grade-Point Average:** Computed by dividing the number of quality points earned by the GPA hours. Grade point averages are not rounded up at HPU, and only grades earned at High Point University, or member institutions of the Greater Greensboro Consortium are used in calculating the point average at HPU.

**Greater Greensboro Consortium:** High Point University, along with Bennett, Greensboro, and Guilford Colleges, Guilford Technical Community College, Elon University, NC A&T State University, and The University of North Carolina at Greensboro, have entered into a consortium agreement which allows students to enroll in coursework at one of the participating institutions during the regular academic year (fall/spring). Enrollment is on a space-available basis at the host institution, and enrollment for Consortium coursework is included in the student's tuition on his or her home campus. Credit hours and grades are calculated into the student's grade point average at the home institution.

**Headcount Enrollment:** An unduplicated count of students; that is, a count of heads. It is a total of full and part-time student class registrations.

**Hold:** A restriction on registration which prevents the student from adding, dropping, or withdrawing from classes. A hold may be removed only by the office which placed it, and students with a registration hold should contact the appropriate office for information regarding the nature of the hold and the steps necessary for its removal.

**Immunization Requirements:** North Carolina law requires that individuals attending a post-secondary institution receive certain immunizations. Student Health Services is responsible for ensuring that the required immunizations have been received by all new students enrolling at High Point University.

The student shall have 30 calendar days from the start of classes to obtain the required immunizations. Upon the end of this time period the student will not be permitted to continue in attendance unless the required immunizations have been obtained.

**Incomplete Grade:** I (incomplete) is the grade given because the instructor determines that a student is unable to complete the requirements of a course due to illness, emergency, military service, or other reasonable cause. The deadline for completion may not be any longer than the last day of classes of the subsequent regular term (fall or spring) or a grade of "F" will be recorded for the course. The grade of "I" will not be used in the computation of the grade point average unless the grade of "I" converted to an "F". A student cannot graduate with an incomplete grade on his or her transcript.

**Independent Student:** In order to meet the criteria for independent status, one of the following must be true:

- 24 years of age or more.
- Married.
- Claiming of a dependent(s), not to include a spouse.
- Veteran status from any branch of the U.S. military.
- Graduate or professional student.
- Ward of the court, or both parents deceased.

**Independent Study:** A unique study experience, combining research and independent learning, defined in an agreement between the student and the sponsoring faculty member. An approved Independent Study Application must be submitted to the Office of the University Registrar before the student will be allowed to register for the course.

**International Student:** The following statuses are classified as being international students. Foreign students with U.S. citizenship will not be classified as international.

- F-I Student Visa
- J-I Student Visa
- H-4 Work Visa
- PA Political Asylum
- GC Green Card (permanent resident but still holding citizenship in another country)
- Dual Dual Citizenship

**Junior Marshals:** At the beginning of the junior year, the thirty-five (35) students with the highest cumulative grade point averages are designated as Junior Marshals for the academic year. All full-time continuing students having junior status and having attended High Point University for a minimum of three semesters are eligible for consideration as Junior Marshals. Junior Marshals assist at Opening Convocation, Honors Day, Baccalaureate, and Commencement.

**Leave of Absence:** Students who wish to leave the University temporarily for academic, medical, religious, or military-service reasons may request a Leave of Absence for a specified period of time. A medical leave will only be granted for the fall or spring term, while other types of leave may be approved for up to one academic year. Students who are requesting a Leave of Absence should initiate the process through the Office of Student Life and must submit the required paperwork no later than the last class day of the semester.

**Letter of Good Standing:** Another name for a Transient Form. This form is required by most colleges/universities who accept a student on a transient basis for a single class or term at their institution. Transient students are not eligible for financial aid at High Point University.

**Letter of Recommendation:** As it pertains to applicants, a letter from your high school counselor or teacher stating why you are qualified to attend HPU. As it pertains to currently enrolled students, a letter from a professor, administrator, or staff member concerning your abilities as related to obtaining scholarships, awards, or employment.

**Major:** A major is a program of study which offers both depth and breadth in a particular academic discipline. Requirements for the major are determined by the academic department offering the major with the approval of the faculty of the University. A major must consist of at least 30 semester hours and will not ordinarily exceed 80 hours.

Requirements for each major are found within the appropriate departmental listing of the Undergraduate Bulletin.

**Minor:** A minor is a program of study which offers less depth and breadth than a major and may either complement the student's major or function as a stand-alone sequence of coursework. A minor must consist of at least 18 semester hours will not ordinarily exceed 25 semester hours.

**Non-Degree-Seeking Student:** Students who are not seeking a degree from High Point University are classified as non-degree students, and may remain so until they have completed a maximum of 27 credits. Non-degree students are not eligible for financial aid.

**Officially Registered:** Students must be officially registered with the University according to published registration deadlines. Officially registered means that the student has been accepted for admission to the University, is eligible to register for classes, and that the course number and section are entered on the student's registration record maintained by the Office of the University Registrar (OUR). The deadline to register for a full-semester class is the fifth business day of the semester. (It is the student's responsibility not to attend a class if he or she is not officially registered.)

**Online Instruction:** Online instruction, also known as e-learning or distance education, differs from traditional education in that students are not required to come to campus, listen to an instructor face-to-face, or go to a site where exams or other activities will be proctored.

**Overload Status:** Enrollment in coursework in excess of 18 hours for fall or spring semester and 9 hours for a summer session. All overloads must be approved by the student's advisor and the appropriate dean on a drop/add form. Deans are listed below:

- College of Arts & Sciences – Mr. Ken Elston, Interim (Norcross 251-B)
- School of Art & Design – Dr. John Turpin (Norton 210)
- School of Business – Dr. Daniel Hall (Phillips 202)
- School of Communication – Dr. Ginny McDermott (NQSC 360)
- School of Education – Dr. Amy Holcombe (SOE 248)
- School of Engineering and Computer Science – Dr. Michael Oudshoorn (Couch 238-B)
- School of Health Sciences – Dr. Kevin Ford, Interim (Norcross 228)
- School of Natural Sciences – Dr. Brian Augustine (Wanek 408)
- School of Nursing – Dr. Racquel Ingram (Parkway Commons)

**Part-time Student:** A student enrolled in coursework totaling 1-11 hours per term.

**Pass/Fail (Ungraded Course Option):** Students in their sophomore through senior years may elect to take a limited number of graded courses on an ungraded or Pass/Fail basis. No Pass/Fail course may be used to meet any general education, major, or minor requirement, and no more than one ungraded course may be taken in any one semester

(excluding mandatory P/F courses). The student must elect the Pass/Fail designation by the last day of drop/add, and may not change back to a letter grade after this date. A grade of Pass is equivalent to a grade of D- or better. A failing grade will affect the grade point average.

**Prerequisite:** A course which the student must have satisfactorily completed prior to registering for the desired course.

**Quality Points:** A numerical point system that coincides with a letter grade equivalent. Total quality points earned, divided by the GPA hours, will equal your grade-point average.

**Race/Ethnicity:** Categories developed by the Office of Management and Budget (OMB) that are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. The designations are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens.

- American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American – A person having origins in any of the black racial groups of Africa.
- Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Native Hawaiian or other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Race/Ethnicity Unknown – The category used to report students or employees whose race/ethnicity is unknown.

**Registration:** A step-by-step process for enrolling in coursework at High Point University. Continuing students and students who have taken a leave of absence may register in advance for the next semester's classes during a period designated by the University and posted on the academic calendar. Incoming freshmen and transfer students may register in advance for fall semester classes by attending one of the early registration events sponsored by the Office of Admissions. Dates for early registration are posted on the admissions website.

**Repeat Policy:** Students may repeat only those courses in which a grade of C- or lower was earned. A course may be repeated only once without incurring additional hours attempted, and the higher of the two grades will be used in calculating the gpa. Both the



original grade for the course and the repeat grade will be shown on the transcript. Any course repeated more than once will incur additional hours attempted in the calculation of the grade point average. Students wishing to replace a grade must repeat the course at High Point University. If a failing grade is received due to an Honor Code violation, the stipulations shown above do not apply, and any subsequent course repeat will incur additional hours attempted in the calculation of the grade point average. Students who receive VA benefits or federal financial aid must comply with additional guidelines for repeating courses. Contact Ms. Ashley Darr (veteran's benefits) or the Office of Student Financial Planning (federal financial aid) for additional information.

**Semester:** A semester is made up of 14 weeks of instruction plus a final exam week during the fall and the spring of each academic year.

**Semester Hour:** A unit for measuring progress toward graduation. High Point University operates according to a semester credit hour system and uses the federal definition of the credit hour, along with generally accepted practices in higher education, to determine credit for all coursework. Specifically, one semester credit hour is defined as follows:

- Not less than 50 minutes of classroom ("direct" or "face-to-face") faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks, or the equivalent amount of work over a different amount of time
- or
- At least an equivalent amount of work (as outlined in item 1 above) for other academic activities deemed appropriate by High Point University, including laboratory work, internships, practica, studio work, and other approved academic work leading to the award of course credit.

**SEVIS – Student and Exchange Visitor Information System:** A government, computerized system that maintains and manages data about foreign students and exchange visitors during their stay in the United States. It is part of the Student and Exchange Visitor Program (SEVP). This program is now managed by the U.S. Immigration and Customs Enforcement (ICE). More information may be [found here](#).

**SIS:** Student Information system; the online database of student information.

**Student Planning:** HPU's online self-service tool which allows students to create a roadmap for degree completion through course registration, creation of a course plan, and monitoring their progress toward graduation.

**Study Abroad:** Any geographic location not in the aggregate United States, which includes the 50 states, the District of Columbia, and the outlying areas. The Office of Global

Education offers students the opportunity to earn credit while studying in another country. Details may be found at <http://www.highpoint.edu/global/>.

**Syllabus:** A description, table of contents or outline of course content, requirements, textbooks, and assignments, provided by the instructor to his or her students. Syllabi from previous years may be obtained from the Smith Library.

**Title IV Institution:** An institution that has a written agreement with the Secretary of Education which allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the Leveraging Educational Assistance Partnership {LEAP} and the National Early Intervention Scholarship and Partnership {NEISP} programs).

**Transcript:** An official record of courses completed and grades earned by an individual student. Transcripts are considered unofficial when printed on plain paper and handed to the student. Transcripts are official only when mailed in a University envelope directly to another educational institution/prospective employer and postmarked by the HPU post office, or when transmitted electronically via a secure server.

**Transfer Credit:** Credit will be awarded for work completed at any regionally accredited college or university, provided that the coursework is compatible with the curriculum at High Point University.

- A maximum of 64 semester hours may be awarded from a two-year or community college.
- A maximum of 80 semester hours may be transferred from a senior institution or from a combination of coursework at two-year and four-year schools.
- Credits accepted by transfer will be shown on the High Point University transcript but will not be calculated into the student's grade point average at HPU. A grade of C or better is required for a student to earn transfer credit.
- Students who transfer to High Point University with the A.A. or A.S. degree and a minimum 2.000 grade point average (4.00 scale) from a North Carolina community college will receive up to 64 hours of transfer credit.
  - All lower division (1000/2000-level) general education requirements will be considered complete with the exception of the modern foreign language requirement. Students who complete an acceptable modern foreign language course as part of their requirements for the Associate Degree will satisfy this requirement at High Point University as well.
  - Students who transfer to HPU under this agreement will be required to complete the University's upper-division diversity, integrative, and experiential learning requirement.
  - The University's general education requirements remain in effect for all students not participating in the articulation agreement. The transcripts of students who transfer before completing the degree will be evaluated on a course-by-course basis,

and transfer students who do not complete the A.A. or A.S. degree must meet all general education requirements in effect at HPU.

**Transient Form:** Another name for a **Letter of Good Standing**. This form is required by most colleges/universities who accept a student on a transient basis for a single class or term at their institution. This form is available in the Office of the University Registrar.

**Veteran's Benefits:** High Point University supports student veterans and veterans' dependents in applying for and managing their VA education benefits/GI Bill®. Students and/or parents with questions regarding veterans' benefits should contact Ashley Darr, VA Certifying Official, at [adarr@highpoint.edu](mailto:adarr@highpoint.edu).

**Wait Listing:** Waitlisting is a process where a student can "wait in line" electronically through Student Planning for classes that have met their set maximum enrollment (closed). Being on a waitlist does not guarantee enrollment in the class.

- Waitlisting is available for selected classes only; not all courses have the waitlist option.
- The student's position on a waitlist is on a first-come, first-served basis.
- Registration from a waitlist is not automatic. The student should check his or her email daily for notification of availability. Once received, the student must register within 24 hours or lose his or her position on the waitlist.

**Walkers Policy:** High Point University holds a commencement ceremony at the end of each fall and spring semester. Students approved to graduate are strongly encouraged to participate in commencement for the conferring of the degree. Students who do not meet graduation requirements in May or December will be allowed to participate in commencement provided that they meet the following criteria:

- Have two or fewer courses (8 semester hours or less) yet to complete.
- Have at least a 2.00 cumulative grade point average.

Names of walkers will be printed in the commencement program, and there will be no special notation in the program differentiating walkers from actual graduates of the University. Walkers names will not be listed in the Latin honors section of the program. Further information regarding the walker's policy may found on the University Registrar's page of the High Point University website.

**Withdrawal:** The term used for dropping a course(s) after the university-designated add/drop period. There are two types of withdrawals at High Point University, selective withdrawal and withdrawal from the University.

- Selective withdrawal refers to withdrawal from a specific course or courses. The student may choose to withdraw selectively up until the end of the ninth week of

classes during the regular academic year. This process is initiated in the Office of the University Registrar and the student will receive a grade of W for those courses in which he or she has selectively withdrawn. The selective withdrawal process does not apply to those courses in which the student has been removed for inadequate class attendance.

- Withdrawal from the University allows a student to withdraw from all courses in which he or she is currently enrolled and receive a final grade of W, with the exception of those courses in which a grade of FA or FH has been earned. The process for withdrawal from the University is initiated in the Office of Student Life and the required paperwork must be submitted no later than the last class day of the semester. Since students who withdraw from the University in this manner will be unable to complete their required coursework for the semester, including exams, there will be no letter grades assigned during the semester of withdrawal, except as noted above.
- Students planning to transfer should complete the withdrawal process and indicate that they intend to complete the semester and withdraw after grades are entered.

Last updated: 8/8/2023

*Danny K. Brooks, AVP/University Registrar*



HIGH POINT UNIVERSITY

