

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 to equivalent courses or requirements at HPU. Seek equivalencies for both your preferred and alternate courses. Complete a separate form for each host university listed on your study abroad application. Do not list courses for more than one host university on the same form.

Course Mapping, Equivalencies & Approval

1. On the Transfer Course line, list the course in which you would like to enroll at your host institution.
2. On the highlighted HPU equivalent line, list the HPU equivalent course for which you'd like to receive transfer approval.
3. Use the credit value conversion guide to list the host university credit value and the HPU equivalent credit value.
4. List which degree requirement you hope to satisfy with the course, using the following codes:
 - a. **MAJOR** – if the course will satisfy a major requirement
 - b. **MINOR** – if the course will satisfy a minor requirement
 - c. **CORE** – if the course will satisfy a University Core (General Education) requirement
 - d. **ELECTIVE** – if the credits will be used for general electives

		Course Code	Course Title	Credit Value	Degree Requirement	HPU Approval
Sample	Transfer Course	PSY 150	Introduction to Psychology	6 ECTS	MAJOR	<i>Dept. Chair Dean, A & S</i>
	HPU Equivalent	PSY 2000	Introduction to Psychology	3		

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 or minor requirements** will require approval from the granting department's chair. A current list of department chairs can be downloaded from <http://www.highpoint.edu/studyabroad/application/>.
- Courses used to satisfy **University Core** requirements will require the following approvals:
 - University Core courses from the College of Arts & Sciences must be approved by the granting department's chair and the Dean of the College of Arts & Sciences. (*Includes courses from Biology, Chemistry, English, Earth Science, Environmental Science, History, Mathematics, Music, Philosophy, Physics, Political Science, Psychology, Religion, Sociology, Theatre, and World Languages.*)
 - University Core courses from the School of Art & Design must be approved by the granting department's chair.
 - University Core courses from the School of Business must be approved by 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 not require equivalency approval and will be listed as "ELE 0000" on the student's transcript.

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).

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, other universities offer only a narrow field of study. Where available, students are able to select courses to satisfy requirements for their major, minor, general education requirements, or general electives. A brief academic overview is provided on each program’s website at www.highpoint.edu/studyabroad.

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 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.