

# Georgian Court University Course Ahead

*For High School Students to  
Earn College Credits*



**GEORGIAN COURT UNIVERSITY**  
THE MERCY UNIVERSITY OF NEW JERSEY

The Course Ahead program allows high-achieving high school juniors and seniors capable of meeting an increased challenge the opportunity to earn college credit through special high school courses.

Georgian Court University has evaluated select courses in participating high schools and has approved the faculty, syllabi, and textbooks for college credit.

## Policies & Procedures

### Fees and Payment

The nonrefundable fee for each Course Ahead class is \$222. Payment should be made by check to Georgian Court University. Do not make checks payable to your high school unless instructed to do so.

### Course Withdrawal

If you choose to withdraw from a course, you must notify your high school Course Ahead advisor and the Course Ahead coordinator at Georgian Court University within the first two weeks of high school classes.

### Grading

The grades you receive for Course Ahead classes are recorded on official Georgian Court University transcripts and adhere to the university system.

## Grades are reported as follows:

Grade	Numerical Equivalent
A	95 and above
A-	90–94
B+	87–89
B	83–86
B-	80–82
C+	77–79
C	73–76
C-	70–72
D+	65–69
D	60–64
F	59 or below
INC	Incomplete
W	Withdrew

## Student Responsibilities

- A Course Ahead application is to be completed and submitted to the high school guidance department by the stipulated date, which must be within the first two weeks of the academic semester.
- A high school transcript must be requested and submitted with application.
- The student must earn a grade of C or better in order to remain in the program.
- The student pays a tuition fee of \$222 for each course.
- It is the responsibility of the student to check that credits for Course Ahead courses are acceptable for transfer to individual institutions.
- To request a GCU transcript, fill out the transcript request form and submit to the Office of the Registrar with a \$12 check.

## High School Responsibilities

- Only highly qualified juniors and seniors should be recommended to participate.
- The high school faculty member must be approved by the GCU department chair and possess a master's degree in the discipline in which she/he would be instructing.
- A course outline must be prepared that adheres to the departmental course syllabus. It is preferential to use a GCU textbook, however, an alternate textbook may be used. Submit outline and text to the GCU academic department chair for approval.
- A GCU faculty member from the appropriate academic department will visit the class during the semester to observe.
- The high school instructor will submit grade reports to the Course Ahead coordinator at the end of the course.

## University Responsibilities

- High school applicants for Course Ahead will be considered on the basis of their instructor/counselor's recommendation and their academic record.
- GCU department chairs will evaluate the syllabus, text, and credentials submitted by the high school instructor.
- A faculty member from the appropriate academic department will visit the Course Ahead class during the semester to observe.
- Depending upon the course, 3 or 4 university credits will be awarded upon the student's successful completion.
- Students participating in Course Ahead will have an official transcript maintained by Georgian Court University.
- No credits will be awarded to students in retrospect.

# **GEORGIAN COURT UNIVERSITY**

**THE MERCY UNIVERSITY OF NEW JERSEY**

Course Ahead Program  
Office of Admissions  
900 Lakewood Avenue  
Lakewood, NJ 08701-2697  
732.987.2700 • Fax: 732.987.2084  
www.georgian.edu/hs\_programs

<b>FOR OFFICE USE ONLY</b>
ADM: _____
Student ID #: _____

## **Course Ahead Application**

Please complete, sign, and submit this application and \$222 per Course Ahead course (check payable to Georgian Court University) to the Office of Admissions at Georgian Court University. Request a copy of your official high school transcript to be sent to the Office of Admissions. Upon receipt of these documents, we will review your application and register you for your Course Ahead classes. After the student is admitted and the course begins, the tuition fee is non-refundable. If payment is not remitted by the announced deadline, the student will be automatically withdrawn.

### **Please print and complete the entire application.**

Name \_\_\_\_\_  Male  Female  
First Middle Initial Last

Mailing Address \_\_\_\_\_  
Street Address  
City State Zip Code

Parent/Legal Guardian Name \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

High School \_\_\_\_\_ School Phone Number \_\_\_\_\_

Year of Graduation \_\_\_\_\_ Guidance Counselor \_\_\_\_\_

When do you plan to participate in Course Ahead?  Fall  Spring of Year \_\_\_\_\_

Course # and Title	Instructor	Credits
_____	_____	_____
_____	_____	_____

*I am aware of the procedures and responsibilities associated with the Course Ahead program.*

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Instructor Signature Date

\_\_\_\_\_  
Guidance Counselor Signature Date

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