

**UNDERGRADUATE GENERAL EDUCATION, GRADUATION, and TRANSFER CREDIT
POLICIES and REQUIREMENTS prior to Fall 2007.**

Students are responsible for satisfying all requirements stated in the catalog in their first year of enrollment at Georgian Court University. This document excerpts the main general education requirements and academic policies from Fall 2003 through Spring 2007. For complete information please consult the appropriate catalog.

The General Education Program (Fall 2003 - Spring 2007)

The curriculum is organized so that the precollegiate preparation and the particular aptitudes, talents and interests of the individual student are considered when the program of general education is planned. Nevertheless, Georgian Court insists that a certain breadth of subject matter is essential for the complete development of the truly liberally educated person.

Reflecting the mission of Georgian Court, the General Education program offers a liberal arts foundation that provides the opportunity to explore a broad spectrum of disciplines. This experience helps students integrate and apply knowledge from multiple perspectives, deepen their understanding of themselves and others in light of the Mercy core values, and develop critical thinking skills requisite for success in life.

General Education requirements are grouped into three clusters: humanities, social sciences, natural sciences and mathematics.

Please Note: Courses approved to fulfill cluster requirements are designated by an asterisk (*) in the catalog.

Cluster I: Humanities (must total at least 27 credits)

All students are required to complete a total of at least nine approved semester courses in the humanities, distributed in the following manner:

Art history or music history:	one semester course
English:	one semester course
Languages:	two semesters of the same language at the elementary level or one semester of an intermediate or higher-level course**
Philosophy:	one semester course
Religious Studies:	one semester course
Electives from above areas:	four semester courses

** A language test is administered to determine placement in an intermediate or higher-level course.

Cluster II: Social Sciences (must total at least 15 credits)

All students are required to complete a total of at least five approved semester courses in the social sciences, distributed among at least two of the following fields:

- anthropology
- economics
- geography
- history
- political science
- psychology
- sociology

Cluster III: Natural Sciences and Mathematics (must total at least 11 credits)

All students are required to complete a total of at least three approved semester courses in natural science or natural science and mathematics. At least eight credits must be earned in semester laboratory courses from the following:

- biology
- chemistry
- physics

integrated science

The remaining credits may be earned in an approved semester course in mathematics or in any natural science listed above.

All students who enter Georgian Court prior to their twenty-fifth birthday are required to complete one semester of an approved physical education course. Any student may take a maximum of four credits of physical education applicable to the baccalaureate degree. Each repeat of a physical education course (up to this maximum number of credits) with a grade of "P" earns credit applicable to the baccalaureate degree.

Students who enter Georgian Court with a declared major will be assigned to a faculty adviser of that major for academic advisement. Students who enter Georgian Court without a declared major field will be advised by the Dean of Advising and Academic Support Services or a designated faculty adviser. Students must declare a major by their fourth semester.

To change majors, students are to notify the department chairpersons of the previous and new majors. Students must also complete the appropriate form and forward it to the Office of the Registrar. With departmental approval, students who can so arrange their schedules may elect a second major. Students majoring in education must also select a liberal arts major.

Graduation Requirements

Georgian Court offers a course of study leading to the degree of Bachelor of Arts (B.A.), Bachelor of Fine Arts (B.F.A.), Bachelor of Science (B.S.) and Bachelor of Social Work (B.S.W.). In addition to the special requirements of the basic program and those of the major field, the following general requirements apply:

1. Credits
Every candidate for either the B.A., B.F.A., B.S. or B.S.W. degree must complete a minimum of 132 credit hours to qualify for graduation.
2. Term of Study
 - a. The expected period of study required of students who enter as freshmen is a minimum of four years.
 - b. Transfer students must be enrolled at Georgian Court during their last two years; they are required to take a minimum of 50 credit hours and at least half of their major courses at Georgian Court.
 - c. Undergraduates who do not graduate within the normal four-year time frame must meet the requirements for graduation as published in the catalog in effect at the time of enrollment at the university or in the program.
 - d. Georgian Court students enrolled in a joint degree program may count, as Georgian Court credits, up to 25 credits taken at the accredited institution affiliated with the joint degree. These credits may be used to partially satisfy the 50-credits-at-Georgian-Court requirement and to entirely satisfy the one half-of-the-major-taken-at-Georgian-Court requirement.
3. Graduation Grade
 - a. A minimum cumulative grade point average of 2.0 (C) must be maintained.
 - b. Unless otherwise indicated for a specific major, a minimum cumulative grade point average of 2.5 must be maintained in the major field.
4. Graduation Application
All students must submit an application for graduation to the Office of the Registrar by the application due date: July 1 for May graduation; February 1 for August graduation; May 1 for December graduation. Receipt of application will result in the preparation of an academic audit. Students must have completed a minimum of 90 total credits in order to submit an application. Late applications are accepted for a limited time. A \$50.00 late fee is applicable to any late

application received once the graduating semester has begun. Please refer to the Registrar webpage for application deadlines.

5. **Graduation Terms**

The university holds a Commencement ceremony in May of each year, at which May graduates and graduates from the preceding August and December may participate. Only students who have completed all requirements for graduation (including all coursework prior to the Commencement ceremony) are eligible to participate in the ceremony. Students who have completed all requirements for graduation except for a few credits should consult the university's Commencement webpage three months prior to Commencement for the current policy regarding participation in ceremony. The conferral of degrees (graduation) takes place in August, December and May.

Grading System

Academic standing and eligibility for graduation are dependent upon both quality and quantity of work. The grade point average is a numerical index of the ratio of the number of quality points earned to the number of credits received.

A	Numerical equivalent is 95 and above and carries 4 quality points.
A-	Numerical equivalent is 90-94 and carries 3.7 quality points.
B+	Numerical equivalent is 87-89 and carries 3.3 quality points.
B	Numerical equivalent is 83-86 and carries 3 quality points.
B-	Numerical equivalent is 80-82 and carries 2.7 quality points.
C+	Numerical equivalent is 77-79 and carries 2.3 quality points.
C	Numerical equivalent is 73-76 and carries 2 quality points.
C-	Numerical equivalent is 70-72 and carries 1.7 quality points.
D+	Numerical equivalent is 65-69 and carries 1.5 quality points.
D	Numerical equivalent is 60-64 and carries 1 quality point.
F	Numerical equivalent is 59 or below and carries 0 quality points.
W	Indicates that a student withdrew from a course.
INC	Indicates a temporary extension of the semester.
AU	Audit, indicates no credit/no quality points
P	Passing grade, indicates credit/no quality points
S	Satisfactory
U	Unsatisfactory
T	Transfer credit

Class Status

Effective as of fall 2004, for admission to senior status, students shall have completed a minimum of 90 credits; for junior status, 60 credits; and for sophomore status, 30 credits.

Transfer of Credit

Credits are accepted for transfer from regionally accredited institutions. Only courses in which a grade of "C" or higher has been achieved are eligible for transfer. Transfer credits will be counted towards the degree credit total, but will not be included in the Georgian Court grade point average. Previous credits from non-regionally accredited institutions will be considered for acceptance on a case-by-case basis. Students must obtain written permission from the major adviser of their discipline and the registrar to enroll in credit courses in another institution. Official transcripts must be sent to the Office of the Registrar within four weeks of completion of the course(s). "Transfer Credit" forms are available on the Registrar web page at www.georgian.edu.

Effective as of Fall 2003 matriculation, students may transfer a maximum of 82 credits of which no more than 66 credits may transfer from a regionally accredited two-year institution. Credits accepted in transfer become part of the student's permanent record. As such, they cannot be replaced by new transfer courses.

Nondisclosure

Failure to submit complete records of all previous academic experience will result in the student's being denied admission, or in the case of nondisclosure or misrepresentation, the rescinding of previously granted offer of admission which may result in dismissal from the institution.

Credit by Testing

Georgian Court accepts a total of 30 credits from all testing sources combined. However, with the exception of challenge examinations, these are considered equivalent to transfer credit and are in addition to the 50 credits that must be earned at Georgian Court. All Georgian Court students must obtain written approval from the major adviser and the registrar prior to taking any of these examinations. "Transfer Credit" forms are available on the Registrar web page at www.georgian.edu.

College Level Examination Program (CLEP)

A student who achieves a successful score on any approved general area examination or on any subject examinations (excluding foreign languages) may be able to receive college credit. For foreign languages, a maximum of six credits is awarded for achievement of the required score that is equivalent to the intermediate level. No credit is awarded for the elementary level of a language. Georgian Court accepts a total of 30 CLEP credits. To award credit, an official score report must be sent to the Office of the Registrar. CLEP credit is granted only if the related course content has not been previously completed. In order for the CLEP science examination to be accepted for the laboratory science general education requirement, the examination must be taken prior to acceptance to Georgian Court. The CLEP science examinations do not fulfill this requirement if taken after acceptance to Georgian Court.

Other Credit by Testing Options

Students may consider other means of college credit such as DANTES; Excelsior College Examinations (formerly ACT PEP); TECEP examinations, ACE College Credit Recommendations Service (formerly PONSI); and NYU Language Proficiency exams. Students who wish to take a challenge examination for a specific course should contact the department chairperson for consideration.

Policy for Credit for Prior Learning for Undergraduate Coursework

If a Georgian Court course (e.g., BU454) has been created by a department specifically to award credit for portfolios, it is not subject to the procedures described below because the department reserves the right to create separate criteria for its own courses/degree programs.

A matriculating student may earn up to 30 credits from a combination of Georgian Court challenge examinations and portfolio assessment. Credits earned by taking Georgian Court-graded challenge examinations and portfolios are Georgian Court credits, but no more than 15 such credits can be counted toward the 50 Georgian Court credits required for graduation. A matriculating student cannot take a challenge examination or submit a portfolio until at least 12 credits of "regular" Georgian Court course work has been earned. Students cannot attempt to earn challenge examination/portfolio prior learning credits during their semester of graduation. The department chairperson and school dean will determine if a challenge exam/portfolio assessment option can be taken for a particular course. Challenge examinations/portfolio assessments, in other words, may be offered upon request by a student, if the department chairperson and the dean approve.

These credits are in addition to the number that students may earn by taking the CLEP, DANTES, etc. exams, which are not Georgian Court credit.

Academic Year

Georgian Court University's Academic Year begins on August 1 and extends through July 31. Any class beginning during a particular academic year is considered to be part of that academic year, regardless of when the class ends.

Honors at Fall Convocation

Dean's Scholars—At the opening convocation of the academic year, public recognition is given to all students in the sophomore, junior and senior classes whose academic record of the previous year, including the previous year's summer sessions, merited a 3.6 grade point average.

Part-time, matriculating students are eligible for recognition when they complete any multiple of 24 or more credits since the last time they were recognized at Fall Convocation, and merit a 3.6 grade point average.

Who's Who—Seniors who have demonstrated high academic scholarship, have participated and shown leadership in academic and extracurricular activities, and who, through their service to Georgian Court, have shown potential as future leaders in education, government, business, civic affairs and the professions may be nominated to Who's Who in American Universities and Colleges.

Sigma Phi Sigma—The Mercy Honor Society elects as members, women who demonstrate allegiance to the Mercy ideal through fidelity and service to others.

St. Catherine's Medal—Kappa Gamma Pi, the National Catholic College Graduate Honor Society, offers the St. Catherine's Medal to honor a sophomore or junior who represents the high ideals of a Catholic college education. The recipient is selected by the Georgian Court faculty and/or peers, on the basis of leadership and service to Georgian Court.

Other Awards—Other awards from academic disciplines, organizations and/or individuals are presented at Fall Convocation.

Honors at the Senior Awards Ceremony

Departmental Awards—Awards are granted to seniors in recognition of outstanding ability and achievement in their major field. To qualify for these awards, students must maintain a grade point average of 3.6 in the major field and be recommended by appropriate faculty.

The Kingdon Gould, Jr., Award—This monetary award is bestowed on the senior, who, by vote of peers, has contributed outstanding service to Georgian Court during the student's years at Georgian Court.

Kappa Gamma Pi—Kappa Gamma Pi, the National Catholic College Graduate Honor Society, aims to set high standards for the maintenance of Catholic educational ideals. Seniors graduating with scholastic distinction, outstanding service and leadership are eligible for membership.

Other Awards—Other awards presented by departments, individuals, families, organizations, associations, institutions and other groups are given to seniors who have demonstrated outstanding achievement in various aspects of college life.

Honors at Graduation

Degree Honors—At least 66 credits must be earned at Georgian Court University in order for a student to be eligible for degree honors. (Only credits taken at Georgian Court, a minimum of 66, will be used in this evaluation.) The bachelor's degree is awarded with honors to students who meet the following minimum requirements: 3.6 cumulative grade point average (CGPA)—cum laude, 3.75 CGPA—magna cum laude and 3.9 CGPA—summa cum laude.

University Honors—Students who have completed the University Honors Program will earn the designation of "University Honors" on their transcripts.

President's Scholar—Students who have completed a minimum of 120 credits at Georgian Court University and who maintained a cumulative grade point average of at least 3.6 will be eligible for the President's Scholar designation. Only credits taken at Georgian Court, a minimum of 120, will be used in this evaluation.

Academic Excellence Awards—These awards are presented to two members of the senior class (one Women's College; one Evening Division) who have attained the highest grade point average for four years.

Julia Blake Alumnae Award—The Julia Blake Alumnae Award is presented to the senior who has best displayed outstanding loyalty and service during the student's college years.