



**College**  
*in the*  
**High  
School**

**Instructor  
Guide**  
**2024-2025**

[gonzaga.edu/chs](https://gonzaga.edu/chs)

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# Welcome to Gonzaga University's College in the High School Program

Gonzaga University is committed to the values of a Jesuit education and is proud to offer an opportunity for high school students to experience Gonzaga's exemplary learning community at their own high school. The College in the High School program offers high school students the opportunity to take college classes at their high school, earning college credits and fulfilling high school graduation requirements at the same time.

Gonzaga's College in the High School (CHS) Program offers qualified high school students an opportunity to get a head start on their college career. CHS courses are taught at the high school by teachers who have completed an instructor approval process at Gonzaga University and are considered adjunct faculty by GU. The curriculum is designed to match Gonzaga's on-campus course content, and students earn college credit upon the successful completion of the courses.

## WHAT IS COLLEGE IN THE HIGH SCHOOL

Gonzaga's CHS Program allows high school students to enroll in college-level courses for credit at a reduced tuition rate, prior to high school graduation. As an instructor, you will teach CHS courses at your high school during the regular school day. The rigor of CHS courses will match the rigor of the on-campus university courses. The curriculum is designed to match Gonzaga's on-campus course content, and students earn college credit upon the successful completion of the courses. Tuition for the credits in the CHS Program is greatly reduced.

Credits earned through Gonzaga's CHS Program can be applied to high school graduation requirements and in most cases, also transferred to other colleges and universities. By offering college credit in the high school classes, students are more prepared to succeed in college.

## MISSION STATEMENT

The Gonzaga University College in the High School program promotes academic excellence and improves access to college while providing an exemplary and supportive learning community to both high school teachers and students.

## VISION STATEMENT

Gonzaga's College in the High School program brings Jesuit pedagogy to high school courses emphasizing critical thinking, social justice and academic excellence. Through collaboration, high school and university faculty support one another in effective teaching methods resulting in high school students graduating with college credit and preparation for college-level work.

## BENEFITS OF COLLEGE IN THE HIGH SCHOOL

### College in the High School:

1. Eases students' transition to college by preparing them for the demands of college-level coursework.
2. Exposes students to academically challenging material while in the familiar surroundings of their high school.
3. Allows students to begin earning college credits at a reduced cost.
4. Gives high school teachers an opportunity to collaborate with their university colleagues, sharing the resources and expertise of their discipline.

## STUDENT ELIGIBILITY

Students must have the appropriate academic qualifications to be considered for Gonzaga's CHS Program. Gonzaga University seeks highly motivated and capable high school students who meet the following criteria:

- Students must have the permission of the high school instructor and counselor.
- Students must complete a brief CHS online application to Gonzaga University.
- Students must meet any pre-requisites for courses. The meeting of language pre-requisites is determined by a placement test or the equivalent, which includes verification from the high school language department chair that the student has completed pre-requisite equivalent coursework.

Please note, in a student's senior year, if that student wishes to [apply for admission](#) as an undergraduate, a [Common Application](#) must be submitted by December 1.

## COLLEGE IN THE HIGH SCHOOL INSTRUCTOR ROLES AND RESPONSIBILITIES

### Approved Gonzaga CHS instructors are responsible for:

1. Promoting the CHS course opportunity with their students and parents.
2. Working with a Gonzaga University Faculty Mentor to create a syllabus, based on a CHS syllabus template provided to them by their Faculty Mentor.
3. Working with a Gonzaga CHS Faculty Mentor to select a textbook (if required by the discipline) that reflects current information relevant to the discipline. The high school is responsible for purchasing the course textbooks.
4. Providing information about the Gonzaga CHS opportunity in the course syllabus as well as Gonzaga staff contact information and the CHS website link.
5. Including the Gonzaga Course Learning Outcomes in the syllabus.
6. Ensuring that the courses taught through the Gonzaga CHS program meet the content and rigor requirements and assessment criteria of the same course taught in an on-campus environment.
7. Verifying class rosters of registered Gonzaga CHS students and notifying the CHS office of discrepancies.
8. Reminding CHS students of important deadlines.

9. Supplying Gonzaga content-specific Faculty Mentors with sample graded assessments and current syllabi.
10. Submitting student grades at the end of the course.
11. Attending a content-specific professional development session each year at Gonzaga. Failure to attend the professional development training session may result in lack of eligibility to teach a CHS course in the upcoming academic year.
12. Reminding CHS students to complete their online course evaluation.

## APPROVAL PROCESS FOR HIGH SCHOOL INSTRUCTORS

A high school instructor wishing to be appointed as a CHS instructor at Gonzaga University must:

1. Hold a Master's degree in the field or equivalent. (As determined by department best practices.) Hiring decisions are made by department chairs and the Faculty Program Coordinator.
2. Submit the following documents to Enrollment Management at Gonzaga by July 15:
  - a. New instructor application
  - b. Official transcripts for undergraduate and graduate education
  - c. Curriculum vitae

At the time of hire, the following will be required:

1. A completed new employee packet.
2. Employment authorization - Federal law requires Gonzaga University to verify a new employee's authority to work in the United States before beginning employment. If offer of employment is accepted, proof of citizenship or documentation that establishes employment authorization must be furnished.
3. Successful passage of a background verification check and sexual misconduct review.
4. To attend New Instructor Orientation with the GU Faculty Mentor in summer prior to the next academic year.

## ROSTER VERIFICATION

When the Registrar's Office has completed College in the High School student registration, CHS instructors will receive an email reminder from a Gonzaga University CHS contact advising them to verify their course roster.

At this time, instructors should:

- Inform all registered students of their enrollment status.
- Verify that all students who had applied and registered for the course do, in fact, appear on the course roster.
- Inform the CHS staff of any discrepancies with the roster (missing students, additional students who should not be in the course, etc.).

## CHS INSTRUCTOR NON-COMPLIANCE PROCEDURE

**Gonzaga University has established procedures for instructors including guidelines for non-compliance with expectations.**

College in the High School (CHS) instructor expectations include, but are not limited to, the following:

1. Participating in Gonzaga University's professional development and orientation session activities and ongoing collegial integration to further enhance the instructor's pedagogy and breadth of knowledge in the discipline.
2. Communicating no less than quarterly with their assigned Gonzaga University Faculty Mentor. The CHS Faculty Coordinator will assign mentors based on the courses taught by individual CHS instructors.
3. Determining the eligibility of students to participate in the program. Students must be enrolled in 9<sup>th</sup>-12<sup>th</sup> grades and meet any pre-requisites.
4. Submitting and using a Gonzaga University approved syllabus for CHS courses.
5. Advising CHS students on all policies and procedures required for admission to Gonzaga University and enrollment in CHS courses.
6. Providing Gonzaga's Office of the Registrar a grade for each student within 7 days after the end of each course.

If concerns arise regarding a CHS instructor's compliance with Gonzaga CHS instructor expectations and/or quality of instruction, the following steps will be taken:

1. The CHS Faculty Coordinator will notify the Gonzaga University chair of the department in which the CHS course is normally taught at Gonzaga University, who will communicate with the CHS instructor about any identified performance deficiencies and provide direction on correcting the deficiencies.
2. The department chair will evaluate whether the CHS instructor has made sufficient progress in resolving deficiencies over the course of the CHS instructor's adjunct faculty contract period.
3. The department chair will make recommendations to the dean regarding whether Gonzaga University should offer the CHS instructor a subsequent adjunct faculty contract.
4. The dean will make the determination as to what follow-up is needed, if any, and will make the final determination as to the offer of a subsequent adjunct faculty contract.

## GONZAGA COLLEGE IN THE HIGH SCHOOL COURSE REQUIREMENTS

Gonzaga CHS courses must be college-level in curriculum and assessments in order to meet Gonzaga University's standards for content, quality, and rigor. Gonzaga CHS courses must be similar to courses offered on-campus at Gonzaga in course content, competencies, and learning outcomes. Gonzaga CHS courses are required to use texts and resources that are challenging and in alignment with the course content.

CHS students should receive the course syllabus no later than the second day of the CHS class. The syllabus is to include information about the CHS opportunity for students, the contact information for the CHS staff, the Gonzaga CHS website address, and important program dates (all supplied by the CHS staff). The syllabus should be approved by Gonzaga's Faculty Mentor in the respective content-specific departments a month after the annual professional development workshop. Courses should follow the syllabus that was submitted and approved.

### Assessments

Examples of course assessments (tests, quizzes, labs, writing prompts, projects, etc.) are required at the time of the Faculty Mentor site visit for all Gonzaga CHS courses. Assessments should mirror those utilized in the equivalent on-campus Gonzaga University course(s). Gonzaga CHS courses should incorporate multiple forms of assessments and must include final exams. High school policies allowing certain students exemption from final exams should not apply to CHS courses.

### Grading Policy

At Gonzaga University, a C is acceptable for transferable work, and a D is considered a passing grade. The grade is calculated based on the combined results of examinations, assignments, class attendance, and general evidence of regular and consistent participation. The calculation for each discipline is specified in the syllabus.

Standard Letter Grade		Quality Points
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+	Poor	1.3
D		1.0
F	Failing	0.0 (computed in GPA)

## Other grades that may appear on transcripts:

**I = Incomplete** Given when a student with a legitimate reason as determined by the instructor, does not complete all the work of the course within the semester that he/she is registered for the course. The faculty member notifies the Registrar's Office with the reason for the "I" (Incomplete) grade, lists the missing material, and assigns a provisional grade that will be assigned thirty (30) calendar days into the following semester (summer sessions are not included). A provisional grade should be what the student would earn if no additional work is submitted. Requests for a date extension beyond the published date for removing incompletes must be approved through the appropriate Deans' Office and sent to the Registrar's Office for processing. Forms for this action can be obtained from the Registrar's Office. If the instructor does not submit an extension or a new grade before the published date or time extension lapses, the provisional grade will be recorded on the student's transcript. If a provisional grade has not been provided, the "I" grade becomes an "F" grade and is recorded on the transcript as an "I/F". Whenever an "I" grade has been assigned, the "I" grade becomes part of the permanent record. i.e. "I/B", etc.

**V = Unofficial Withdrawal** This grade has the same effect as an "F" (fail) on the grade point average (GPA) and is awarded by the instructor for excessive absences or failure to withdraw officially from a course.

**W = Official Withdrawal** No penalties incurred. Not included in the attempted or earned GPA.

## Good Academic Standing, Unsatisfactory Academic Progress, Probation, and Academic Dismissal

Students are on Academic Probation whenever the term and/or cumulative GPA falls below a 2.00. To be in Good Academic Standing with the University, students must maintain a cumulative GPA of 2.00 as determined at the end of every semester, beginning with the completion of the student's second regular (non-summer) semester at Gonzaga University. Good Academic Standing is required for all graduating students, and it may impact a student's ability to receive financial aid, scholarships, or to represent Gonzaga in extra-curricular activities.

Any student on academic probation will have their student status reviewed by the Committee on Academic Standing. The conditions of academic probation are specified in a letter to the student from the Committee. Students are expected to comply with all stipulations made in the letter and any additional requirements placed upon them as a result of academic probation.

Students on academic probation, regardless of their academic standing, may be subject to academic dismissal from the University. A notation of "Academic Dismissal" will appear on transcripts. Dismissed students have an opportunity for appeal. Directions for this process are indicated in the dismissal letter sent to the student.



## **Tuition Rate**

The 2024-2025 tuition for high school students participating in Gonzaga's CHS program is \$89 per credit hour, which is \$267 for a 3-credit semester course or \$356 for a 4-credit semester course.

## **Financial Aid**

Financial aid is not available to CHS students at Gonzaga University. Eligibility for future financial aid will not be affected.

## **GONZAGA COLLEGE IN THE HIGH SCHOOL FACULTY MENTORS AND COURSE OBSERVATIONS**

Each CHS instructor will be assigned a Gonzaga University Faculty Mentor as a resource.

Gonzaga CHS course observations are completed regularly to maintain the integrity of the program. For the instructor that is teaching with CHS for the first time and/or is a new faculty member in the high school, the Faculty Mentor visits each instructor once during their first year and returning instructors at least once every three years. Mentors will observe/note the following during their classroom visit:

1. Gonzaga University approved syllabus is being followed.
2. Level of student engagement.
3. Type of classroom discussion.
4. Classroom environment meets college expectations.
5. Student assessment is aligned to the on-campus course.
6. Course assignments and requirements meet college expectations.
7. In the case of concerns over the quality of instruction, or instructor compliance with Gonzaga CHS expectations, the following steps should be taken to enable the high school and school district to address the concerns:
  - Document the concern on the Site Visit evaluation form with suggested corrective feedback.
  - Discuss the concern with the CHS instructor and set a reasonable time for the CHS instructor to address the concern and correct the issue.
  - Schedule and conduct a follow-up visit or meeting.
  - A site visit will be repeated the following year to verify improvement or correction of any concerns.
  - If the concerns are not corrected within a reasonable time (i.e., one semester), inform the CHS Office so that contact can be made with the high school administrator. A formal notification letter will be sent to the CHS instructor who is in noncompliance with CHS policy and/or procedures.

### **Other responsibilities as a CHS Faculty Mentor include:**

1. Attend and provide discipline specific best practices at the professional development meeting.
2. Verify CHS instructor attendance to professional development training with the Enrollment

- Management office, to ensure accurate tracking of participation.
3. Provide course syllabi templates, of all approved courses, to high school instructors and the CHS office. Ensure that the high school CHS syllabus mirrors the on-campus syllabus.
  4. Provide academic support to high school instructors when requested.
  5. Assist the CHS Gonzaga contact in the accreditation process by supplying required documentation as requested.
  6. Attend relevant CHS meetings.
  7. Provide departmental qualification and expected competencies for all new teaching applicants.
  8. Review the academic credentials of High School teachers recommended to teach the CHS Program courses to ensure the instructors meet the requirements to act as an adjunct instructor and to deliver college content.

### Current Gonzaga University CHS Faculty Mentors

Faculty Mentors	Title	Discipline
Monica Bartlett, Ph.D.	Department Chair & Professor	Psychology
Ryan Herzog, Ph.D.	Associate Professor	Economics
Kristina Morehouse, M.S.	Senior Lecturer	Communications
David Oosterhuis, Ph.D.	Department Chair & Associate Professor	World Languages
Arturo García Osorio, M.A.	Lecturer	World Languages
Gina Sprint, Ph.D.	Department Chair & Professor	Computer Science

## COLLEGE IN THE HIGH SCHOOL INSTRUCTOR RESOURCES

### Course Evaluations

At the end of each CHS course, CHS students are asked to complete an online course evaluation. Course evaluations are emailed to students by the Office of the Registrar three weeks prior to the last day of classes and closes the Sunday prior to the last day of classes, which is the same schedule as on-campus courses, and CHS instructors are responsible for encouraging all enrolled students to complete the course evaluation. Instructors are emailed from the Office of the Registrar with instructions on how to access their individual course evaluation results. Results are not made available until after the grades are submitted.

### University Libraries

All Gonzaga University CHS instructors are welcome to use the University library. The Gonzaga University Foley Library facilitates the pursuit of knowledge and creativity through user-focused services and collections in an inviting, collaborative, and innovative learning environment. To use

any of the library materials, instructors are required to present their Gonzaga Campus Card. Simply visit [here](#) to begin.

### **Campus ID Cards**

All Gonzaga University CHS instructors are eligible to receive a Gonzaga ZagCard, which will provide access to the Foley Library and the John J. Hemmingson Center. Any additional access to campus resources, including athletic tickets, residence halls, and additional campus buildings, is not available for adjunct instructors.

The ZagCard is Gonzaga's official identification card and identifies all members of the Gonzaga community. Instructors can contact the [Campus Card Office](#) to be issued their ZagCard once they have received their Gonzaga ID number.

## **SUPPORTING YOUR STUDENTS THROUGH THE APPLICATION AND REGISTRATION PROCESS**

### **Step 1: Student Application**

CHS instructors will receive a link to an online application before the start of each registration period. Instructors are asked to email the application link to interested and approved students, who may choose to complete the application to the CHS program. Submitting an application to the program does not commit students to actually enrolling in the CHS course and there is no fee to apply.

Students will be notified of an admission decision via the email address provided in the application.

### **Step 2: Student Registration**

Accepted students, who have received approval from their high school teacher and/or counselor, will be registered for classes by Gonzaga University. Once registration for Gonzaga's CHS course is completed, students will receive a confirmation email from Gonzaga University. Students who wish to register after the registration deadline must contact the [Registrar's Office](#) to file a late registration appeal.

### **Logging Into ZAGWEB**

Once students receive their acceptance email, students will be asked to sign in to [Zagweb](#) and Zagmail accounts with Gonzaga University. After receiving their [username](#) - which will be provided via email - the student should visit [zagmail.gonzaga.edu](mailto:zagmail.gonzaga.edu), enter their Zagmail email address at the prompt, click next, and then select "Forgot my password" on the following screen. A verification email will be sent to their personal email account to reset their password and be able to login.

### **Withdrawing from Classes**

As College in the High School students, although still in high school, they are beginning their official college transcript, regardless of where they attend college in the future. Grades earned in CHS courses will be part of their records throughout their college career. It is important to consider their readiness to enroll in and successfully complete CHS courses. Please remind students to be

especially aware of drop dates and procedures to avoid a transcript with a negative grade.

Students who decide, after registering for a CHS class, that they no longer want to be enrolled in the class for Gonzaga University credit, must either drop or withdraw by the specified deadlines. To receive a full tuition refund, registered students must drop a course by the [course drop deadline](#).

If a student chooses to withdraw from a course after the course drop deadline, they must do so by the [withdrawal deadline](#), by contacting the Registrar's Office at [registrar@gonzaga.edu](mailto:registrar@gonzaga.edu) and CHS office at [chs@gonzaga.edu](mailto:chs@gonzaga.edu) with a request to withdraw. In the email, they should include their name, Gonzaga ID #, and course name. It is important to officially drop a class to avoid an "F" on the transcript. Students withdrawing from a course by the withdrawal deadline will receive a W (withdrawal) on their college transcript, which will not affect their GPA. It should be noted that, if the course drop deadline has passed, students will not receive a tuition refund.

### **Student Transcripts and Transfer Credit**

Credit earned for courses taken through Gonzaga's CHS Program is recorded on an official Gonzaga University transcript. These credits are generally transferable to other accredited colleges and universities across the nation. However, the receiving institution will always make the final decision on the transferability of courses.

Students are encouraged to consult with any institution they are considering inquiring directly regarding their policy for accepting transfer credit.

To request a copy of official transcripts, students should follow the directions outlined [here](#) and below.

Students may request an official transcript of college credits from Gonzaga University's [Office of the Registrar](#). You can order your transcript directly from the [National Student Clearinghouse](#) and have it sent to the school(s) of your choice. You will need to request your Gonzaga University transcript separately from your high school transcript.

## **ACCESS AND ACCOMMODATION POLICY FOR STUDENTS**

Gonzaga University seeks to provide equal access for persons with disabilities to include students, employees and the public, to all educational programs, employment, activities, events, and services which it operates, consistent with applicable federal and state laws and Gonzaga policies.

This policy is based on the Americans with Disabilities Act and amendments, the Rehabilitation Act, and the Washington State Law Against Discrimination (RCW Ch. 49.60 as Related to Disabilities), and Gonzaga's mission.

Reasonable accommodations, academic adjustments, and public access will be provided to persons with disabilities to ensure they are provided an equal opportunity to participate in or benefit from any Gonzaga program, activity, event, or service.

Gonzaga provides reasonable accommodations to persons with temporary disabilities.

This policy applies to all students with disabilities. Gonzaga's goals are to provide access and accommodations for equivalent academic and non-academic experiences and learning opportunities for students and student workers with disabilities, while maintaining academic integrity and standards.

All disability accommodations are determined on an individual basis. The Disability Access office determines appropriate accommodations by reviewing documentation, considering the environment, interviewing the student and deciding if the requested accommodation is reasonable. Read the [Process for Securing Accommodations](#).

Additional information is available on Gonzaga's [Access & Accommodation Policy for Students](#) website. Gonzaga has an established procedure for addressing conflicts concerning disability access and accommodation: [Conflict Resolution and Grievance Procedure](#).

### **Disability Access contact information:**

509-313-4134 (Phone)

509-313-5523 (FAX)

[disability@gonzaga.edu](mailto:disability@gonzaga.edu)

Web: [www.gonzaga.edu/disabilityaccess](http://www.gonzaga.edu/disabilityaccess)

Location: Foley Center Library, room 208

## **FERPA**

### **Student's Right to Privacy and Access to Records**

CHS students are considered Gonzaga University students in every way as related to their academic record. The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records.

**Education Records:** Any record maintained by Gonzaga that contains information that is personally identifiable to a student (in whatever format or medium) is considered to be an education record with some narrowly defined exceptions to include the following:

- Sole possession records or private notes held by a school official that are not accessible or released to other personnel.
- Law enforcement or campus security records created and maintained by a law enforcement agency for a law enforcement purpose.
- Employment records of an individual who is employed by the institution unless the employment is contingent on student status.
- Medical/psychological treatment records.
- Alumni records created after the student has graduated or left the institution.

**Student Rights:** At Gonzaga, FERPA rights belong to the student who is in attendance beginning with his/her first day of class regardless of age. The definition of a student applies to all students

including continuing education students, students auditing a class, distance education students, and former students.

FERPA affords students the following basic rights in respect to their education record:

- Right to inspect and review their education record maintained by the school.
- Right to request an amendment to the record that the student believes are inaccurate or misleading.
- Right to consent to disclosure of personally identifiable information.
- Right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements of FERPA.

**Challenging the Content of Education Records:** A student who wishes to challenge information in their records must submit, in writing, a request for a hearing to the appropriate office maintaining the record, listing the specific information in question and the reasons for the challenge.

Hearings will be conducted by a university official who has no direct interest in the outcome of the hearing.

Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge.

The hearing officer will render a decision, in writing, noting the reason and summarizing all evidence presented within a reasonable time frame after the challenge is filed.

Should the hearing be in favor of the student, the record shall be amended accordingly. Should the request be denied, an appeal may be made in writing, and submitted to the University Registrar within 10 days of the student's notification of the decision of the hearing officer. The appeal shall be heard by an appeals board of three senior University officials and a decision rendered, in writing, within a reasonable period of time.

All Gonzaga University students, including College in the High School students, receive an email notifying them of their FERPA rights. Further details regarding FERPA can be found on Gonzaga's webpage, [FERPA Information](#).

## ACADEMIC INTEGRITY

As a Gonzaga University student, all CHS students are expected to adhere to the university's Academic Integrity policy. Gonzaga University is committed to supporting and protecting academic integrity in all aspects of what we do. Our Academic Integrity Policy was developed with that commitment in mind. We encourage all students, faculty and staff to familiarize themselves with the policy.

The institution's mission statement expresses Gonzaga University's self-understanding through its Catholic, Jesuit and humanistic heritage and identity. These spiritual and intellectual traditions are expressed in the ideals of reflective and critical thought, ethical discernment, innovation, and commitment to social justice. The ideals imply a deeply held, rigorously maintained, and clearly articulated standard of academic integrity.

We believe that a commitment to academic integrity contributes, not only to a campus climate of trust and community, but also to individual integrity, honesty and well-being. Conversely, violations of academic integrity are detrimental to both the community and to the individual.

Gonzaga University believes that a commitment to academic integrity contributes, not only to a campus climate of trust and community, but also to individual integrity, honesty and well-being. Conversely, violations of academic integrity are detrimental to both the community and to the individual. This belief entails just sanctions for violations of these ideals, the details of which are contained herein. Just sanctions require that all students and faculty be aware both of the sanctions, and of the policies that they enforce. Therefore, the University publishes the AIP in its catalogues; students are informed of the policy as part of the student handbook; advisors are encouraged to discuss the AIP with their advisees; and all faculty members should indicate on each course syllabus how the University policy applies to their course and they are strongly encouraged to discuss academic integrity and honesty in their classrooms. Documents and resources which guide the faculty's work with students are available through the Center for Student Academic Success (CSAS) and the Center for Teaching and Advising (CTA).

**Acknowledgment of the Policy** All members of the Gonzaga community are expected to adhere to principles of honesty and integrity in their academic endeavors. While students will not be asked to affirm their understanding of this policy, it is the expectation that students be familiar with this policy and the potential sanctions for violations of this policy. As with all other University policies, by virtue of enrollment every student at Gonzaga University (with the exception of Law students) abides by the policy outlined herein. Under no circumstances shall ignorance of this policy serve as a defense against any violations.

For more information about Gonzaga University's Academic Integrity policy and resources, including due process for students, visit the [Academic Integrity](#) webpage.

## CHS IMPORTANT DATES

CHS Fall Semester 2024 Dates	
August 28, 2024	Application opens
September 20, 2024	Last day to <b>apply</b> to Gonzaga’s College in the High School Program
September 23-27, 2024	Gonzaga completes registration for CHS classes and students receive a confirmation email
September 30, 2024	Billing statements available to view and pay
October 4, 2024	Registration deadline: Appeals must be filed through the Registrar’s Office for any late registrations after this date
October 4, 2024	College in the High School tuition due & last day to drop fall courses and receive a tuition refund
December 2, 2024	Last day to withdraw from a course, no tuition refund, and a W on transcript ( <i>will not affect GPA</i> )
January 24, 2025	Last day of classes
CHS Spring Semester 2025 Dates	
November 12, 2024	Application opens
January 6, 2025	Last day to <b>apply</b> to Gonzaga’s College in the High School Program
January 27-31, 2025	Gonzaga completes registration for CHS classes and students receive a confirmation email.
February 3, 2025	Registration deadline: Appeals must be filed through the Registrar’s Office for any late registrations after this date
February 5, 2024	Billing statements available to view and pay
February 14, 2025	College in the High School tuition due & last day to drop spring courses and receive a tuition refund
April 25, 2025	Last day to withdraw from a course, no tuition refund, and a W on transcript ( <i>will not affect GPA</i> )
June 13, 2025	Last day of classes

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