



ATTENDANCE POLICY AND PROCEDURES

Georgia Christian University requires that all students attend all their classes so that they can receive a quality education that promotes college and career readiness. However, we understand that unforeseen events may cause a student to miss some classes. Therefore, in order to ensure continuous academic progress, students are required to attend at least 75% or 120 hours of a session. Any student who misses more than 25% or 40 hours of a sessions will be permanently dismissed from class and receive a failing grade. Also, a 30-minute tardiness is regarded as a 1-hour absence. This attendance policy is non-negotiable and is strictly enforced by the United States Immigration and Customs Enforcement, which allows university officials to terminate a student's Form I-20 in case of failure to attend class.

In case of an emergency, the student may submit a "Class Absence Excuse Form," available in the Office of Academic Affairs and on the school website (www.gcuniv.edu), and a doctor's note to explain his or her absences. The doctor's note must:

1. Be on a U.S. licensed doctor's letterhead.
2. Include the U.S. licensed doctor's signature.
3. Include a start date and end date of inability to attend class due to illness or medical condition.
4. State that the student was unable to attend Georgia Christian University full-time due to medical illness or injury during the dates specified in the letter

The Office of Academic Affairs may adjust the student's hours if the student adequately documents that the recorded absences are due to medical illness or injury.

Listed below are the procedures for student attendance warning letters.

1. First Warning Letter

A Warning Letter is mailed home after a student has been absent 12 hours. A copy of this letter is kept on file in the Office of Academic Affairs and in the office of the International Student Advisor.

2. Second Warning Letter

A second warning letter is mailed home after a student has been absent 20 hours. A copy of this letter is kept on file in the Office of Academic Affairs and in the office of the International Student Advisor.

3. Third Warning Letter

A third and final warning letter is mailed home after a student has been absent 28 hours. A copy of this letter is kept on file in the Office of Academic Affairs and in the office of the International Student Advisor.

4. Academic Dismissal

After a student has been absent more than 40 hours, a letter is mailed home informing the student of his or her academic dismissal and of the termination of his or her Form I-20. A copy of this letter is kept on file in the Office of Academic Affairs and in the office of the International Student Advisor.