



GEORGIA CHRISTIAN UNIVERSITY

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Faculty General Notification

Syllabus

Submit a copy of your syllabus to academic@gcuniv.edu by July 1 for the Fall Semester or December 1 for the Spring Semester. Please include on your syllabus all the information listed in the *GCU Faculty Handbook* (see gcuniv.edu → Downloads → Faculty/Staff forms).

Textbook(s)

Submit the title, author, publisher, and ISBN of textbook(s) you will be using to the Director of the Library (library@gcuniv.edu) by July 1 for Fall Semester or December 1 for Spring Semester. We will request a desk copy from the publisher or purchase a copy to keep in the Reference section of the Library.

Class Cancellation

If you need to cancel a class, please fill out a "Class Cancellation Request" form (see gcuniv.edu → Downloads → Faculty/Staff Forms) and return it to the Office of Academic Affairs at least one week before the date of the class to be canceled, or in case of emergency contact the Dean of Academic Affairs, Dr. Eun Moo Lee, at (academic@gcuniv.edu or 770-220-7929). Faculty members may miss only **one** class per semester. If you must cancel class more than once, you are to find a way(s) to make up the missed class time.

Attendance

A Class Attendance Book is needed for each class meeting. The Attendance Book for each instructor is located at the Registrar's Office every semester. Be sure take roll each class session. It is mandatory that student attendance be tracked. Please use this uniform marking system:

"V" (or "A") for attend, "/" for absent, and "X" for late/tardy

Photocopying

The Office of Academic Affairs will issue copy cards for all instructors for photocopying syllabi and/or class handouts. Please use the photocopiers next to the Office of Academic Affairs or in the Library.

Off-Campus Lecturing

Please submit an "Off-Campus Lecture Application" to the Office of Academic Affairs prior to the class session if a class needs to meet somewhere other than a GCU campus classroom.

Notification of Student Absenteeism

Please notify the Office of Academic Affairs if a student is absent from three class sessions (9 hours for 3 credit courses) at academic@gcuniv.edu.

