



GEORGIA
CENTRAL UNIVERSITY

6789 Peachtree Industrial Blvd., Atlanta, GA 30360
Tel) 770-279-0507 Fax) 770-220-7930
www.gcuniv.edu academic@gcuniv.edu

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.

Student Course Evaluations (End of the Semester)

Course Evaluations & Outcome Assessments will be found at GCU-SIS at gcuniv.edu. Course evaluations may be announced to the students at the appropriate time. Instructions for course assessments will be given out before the end of the semester/trimester.

Submission of Final Grades

Final grades should be reported on GCU-SIS by the academic due date. Instructions for academic records will be provided before the end of the semester. If a student's grade is "F" (Fail) or "I" (Incomplete), please notify the student. A student whose grade is "I" should make up the class and receive a corrected grade within four weeks from the final day of the semester. Student and instructor should sign an "Academic Record Correction Request" form and the student should submit it to the Registrar's Office. An "I" grade will become a "F" if a student does not make up the class within the given time period.

Please note: Grades for graduating students are due within three days of the student having completed the final exam.

Contact	Office of Academic Affairs/Registrar Vice President	770-220-7906/7 OR academic@gcuniv.edu 770-220-7925 joysong@gcuniv.edu
----------------	--	---

(Please sign below, make a photocopy for your records, and submit this form to the Office of Academic Affairs.)

I, _____, have read, understand, and will comply with above notifications.

Name of School: _____ Title: _____

Signature: _____ Date: _____

+++++

Please provide the information below for direct deposit of payroll (***Office of Business Affairs***)

Name: _____

Address: _____

Bank Routing Number: _____

Account Number: _____