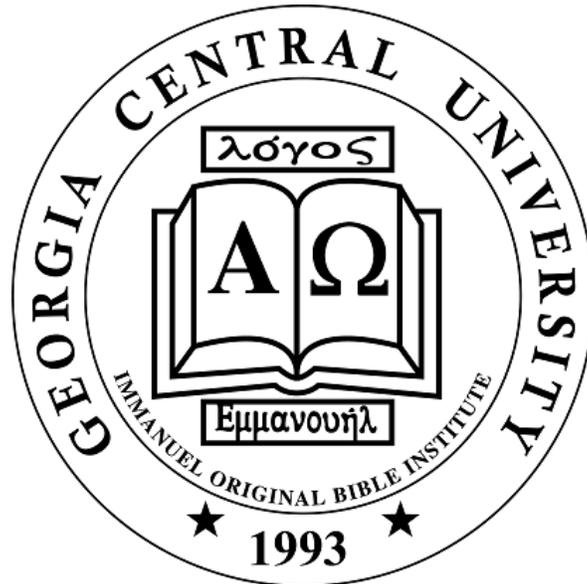


GEORGIA CENTRAL UNIVERSITY



STUDENT HANDBOOK 2017 – 2019

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Approved by the Board of Trustees, January 16, 2018

TABLE OF CONTENTS

PURPOSE OF THIS HANDBOOK	1
WELCOME FROM THE PRESIDENT	3
HISTORY OF THE UNIVERSITY	4
GENERAL INFORMATION	7
Vision	7
Mission	7
Biblical Foundations Statement	7
Objectives	8
Core values	9
Institutional Philosophy	9
Philosophy of Education	9
Statement of Non-Discrimination	10
Accreditation	11
Location	11
Facilities	11
Physical Premises	11
Structural Development	12
Library	12
Learning Research Resources System	13
Resources	13
Computer Lab	14
Academic Tutoring	14
Parking	14
Institutional Requirement (Chapel)	14
GCU Acupuncture and Oriental Medicine Clinic	15
GCU Herbal Medicinary	15
INTRODUCTION TO GEORGIA CENTRAL UNIVERSITY	16
School of Business Management (SBM)	16
School of Christianity (SC)	17
School of Divinity (SD)	21
School of Music (SM)	22
School of Acupuncture and Oriental Medicine (SAOM)	23
School Of Computer Science (SCS)	25
Certificate Programs	28

SPECIAL PROGRAMS AND PROJECTS	30
Internet Resource Project for the Korean American Church	30
Korean American Theology and Ministry Center	30
Immanuel Biblical Language Center	30
Institute of Biblical Geography	30
GCU Press	31
Spiritual Officers Academy	31
Hispanic Program	31
Institute for Mission and Pastoral Compact Training (IMPACT)	31
ADMISSIONS POLICIES AND PROCEDURES	32
Admissions Policies	32
Admissions Procedures	32
FINANCIAL INFORMATION	40
Tuition and Fees	40
Installment Payment Plan	42
Financial Assistance	43
Office of Financial Aid	43
Eligibility for Institutional Scholarship and Aid	44
Types of Financial Assistance	44
Refund Policy	47
ACADEMIC POLICIES AND REGULATIONS	49
Semester/Trimester System	49
Special Summer and Winter Sessions	49
Credit Hours	50
Independent Study	52
Registration and Transfer	52
Academic Advising and Counseling	53
Adding, Dropping, or Changing Classes	53
Attendance	53
Satisfactory Academic Progress	54
Satisfactory Academic Progress Appeals	55
Academic Assessment System (Grading)	56
Incompletes	56
Course Repeat	57
Dismissal	57

Leave of Absence (LOA)	57
Official and Unofficial Withdrawal	58
Maintaining Good Academic Standing	61
Academic Misconduct	62
Readmission	64
Transcripts	65
Transferring of Credits	65
STUDENT INFORMATION	69
Family Educational Rights and Privacy Act (FERPA)	69
Student Grievance Procedure	70
Students with Disabilities or Special Needs	72
Housing Information	73
Office of Career Development	73
Study Abroad	76
University Library	77
Hours of Operations	77
Obtaining a Library Card	77
Circulation Services	78
Circulation Policies	78
Student Government Association (SGA)	79
GCU Student Government Association Mission Statement	79
GCU Student Government Association Rules and Regulations	79
Student Activities	79
GCU Soccer Team	79
Chamber Orchestra	80
GCU Choir	80
GCU Sorority	80
Spiritual Guidance, Student Missions and Outreach	81
UNIVERSITY CODE OF CONDUCT	82
Student Rights and Responsibilities	82
Introduction	82
Definition of Terms	82
University Authority	84
Proscribed Conduct	85
Conflicts of Interest	86
Classroom Standards	86

Attendance	87
Responsibility for Notices	87
Special information for International Students	88
Intellectual Property Policy and Respect System	88
Policies on the Appropriate use of Sources	89
CAMPUS SAFETY AND EMERGENCY POLICIES AND PROCEDURES	90
Campus Safety and Security Policy	90
Definitions of Reportable Crimes in the Campus Security Act	91
Alcohol Policy	94
Illegal Drug Policy	94
Sexual Assault	95
Timely Warning	96
Solicitation	97
Personal Mail and Phone Use	97
Equipment and Facilities of the University	97
Security and Confidential Information	98
Personal Appearance and Hygiene	98
Smoking	98
Drug and Alcohol Prevention Policy	98
State & DeKalb Cty Ordinances and Regulations related to Illegal Drugs & Alcohol	103
Policies and Procedures on Sexual Harassment	105
Complaints	106
Resolution	106
STD and Prevention	107
Non-Safety Related Legal Issues	108
Patents and Inventions	108
Use of Computers and Networks	108
System Use	108
Network Administration	109
Conflict of Interest	109
Definitions	109
Emergency and Crisis Procedures	110
AREA INFORMATION	117
CONTACT INFORMATION	125

PURPOSE OF THIS HANDBOOK

The purpose of this Student Handbook is to provide students with information, guidelines and policies that will enhance their adjustment as members of the Georgia Central University community. Students at this institution are expected to abide by the rules and regulations contained in this Handbook and are further expected to conform to all general and specific requirements, to comply with duly constituted authority, and to conduct themselves in accordance with the ideals, educational goals, religious, moral and ethical principles upon which the university was founded. Evidence of inability or unwillingness to adhere to these ideals, goals and principles may lead to warning, reprimand, conduct probation, suspension or dismissal. Breaches of academic integrity are handled by the appropriate officials. Georgia Central University is committed to equality of educational opportunity and does not discriminate against applicants, students or employees based on race, color, national origin, religion, gender, age or disability. Moreover, Georgia Central University values diversity and actively seeks to recruit talented students, faculty and staff from diverse backgrounds.

The Office of Student Affairs serves all GCU students to aid and advise students regarding various issues related to life at GCU, including

- On-campus employment, when available
- Healthcare: GCU does not provide student health insurance, but the OSA can advise students as to how to obtain healthcare, and GCU provides discounted health services at its Oriental Medicine clinic
- Housing: GCU does not provide student housing, but the OSA will advise students as to obtaining housing near the campus, when possible.

Objectives of the Office of Student Affairs

- To provide help to students who need it, in any aspect of student life at GCU
- To initiate counseling or services for students who require them, and to point students in the direction of services
- To treat all students fairly and equitably, regardless of the students' issues or needs.
- To provide for and anticipate student needs, ranging from counseling to employment
- To provide a "safe space" for students in need of help

- To provide its services in the strictest confidence. Students may be sure that any interaction with OSA will be completely private
- To uphold and enforce GCU policies regarding student behavior, sexual harassment, etc.
- To provide aid in submitting a grievance or official complaint regarding GCU (see “Student Grievance Policy” in the *Catalog* or this *Student Handbook*)

WELCOME FROM THE PRESIDENT

Welcome to Georgia Central University!

Our vision is to glorify God by equipping students to proclaim God's Word and to build up the body of Christ through education. To that end, GCU emphasizes spiritual maturity, personal integrity, Biblical competence and professional skills. The foundation of our philosophy of education is the Bible. Our commitment to Jesus Christ is the driving force in achieving our God-given tasks. We are a small university, but vigorously moving ahead with new purpose and objectives to meet the challenges facing us. We are trying to touch and transform the world through quality Christian higher education. GCU is a fundamentally bilingual and bicultural institution, and we are fully sensitive to the tasks of globalization, information technology, and multiculturalism. I invite you to come and experience adventurous, creative, and cross-cultural learning in the School of Christianity, the School of Business, the School of Music, the School of Acupuncture & Oriental Medicine, and the School of Divinity at GCU. You will receive a solid education where academic competency is united with a passion for your profession, and where mature discipleship and personal integrity are emphasized with practical skills. Welcome!

Paul C. Kim, Th.D.

President

Georgia Central University

HISTORY OF THE UNIVERSITY

Georgia Central University began as the Immanuel Original Bible Institute in Alabama in 1993, focusing on studying Biblical languages and on Biblical interpretation. In 1995, the Institute moved to a new location in Alpharetta, a northern metropolitan area of Atlanta, Georgia, and a new name: Georgia School of Theology. In 2002 the Georgia School of Theology was certified to begin issuing I-20 student visas by the United States Citizenship and Immigration Services (USCIS). In the same year, the Georgia School of Theology and what is now Georgia Central University divided into two separate institutions, the former a religiously exempt school and the latter an authorized university.

In 2003, Georgia Central was authorized by the Georgia Nonpublic Postsecondary Education Commission (GNPEC) to grant non-degree certificates and Bachelor's, Master's, and Doctorate degrees.

In 2004, Georgia Central University moved to a campus in Lilburn, and expanded the campus in 2005. Also in 2005, GNPEC authorized GCU's Master of Science degree program in Oriental Medicine.

In 2009, GCU was approved for Candidate Status by TRACS and put forth its best efforts to achieve ever-higher educational goals.

In 2011, Georgia Central University was granted a provisional certification to participate in the Title IV Federal Student Financial Aid Program by the Atlanta School Participation Team of the US Department of Education. Also in 2011, GCU acquired and moved to a new campus site at 6789 Peachtree Industrial Blvd., Atlanta, GA 30360, to facilitate growing demand and the need for a new educational environment.

In 2012, GCU School of Divinity became an associate member school of the Association of Theological Schools (ATS). In November 2012, GCU became a fully-accredited member of TRACS.

In 2013, the State Council of Higher Education for Virginia (SCHEV) authorized a GCU teaching site in Virginia.

In 2014, the School of Divinity was granted candidacy for accredited membership by ATS. In October, GCU installed Dr. Young Ihl Chang, former President of the Presbyterian University and Theological Seminary in Korea, as its second President. The Founder and first President, Dr. Paul C. Kim, was installed as the University Chancellor.

In 2015, Dr. Chang resigned his position to concentrate on academic and spiritual matters. Dr. Paul C. Kim was installed as the third President. A new PhD in Intercultural Studies program was approved by GNPEC.

In January 2016, GCU exchanged a MOU with Africa Theological Seminary in Kitale, Kenya to extend its educational mission in partnering with theological schools in mission fields. In March 2016, GCU was approved to open a teaching site in the State of New Jersey.

In May 2016, GCU's PhD in Intercultural Studies program was approved by TRACS. In August 2016, GCU obtained approval to open a teaching site in Sunnyvale, California.

In May 2017, GCU was endorsed by the Korean American Presbyterian Church (KAPC). In June 2017, School of Divinity was granted full accreditation from ATS.

In July 2017, the State of Georgia and GNPEC approved GCU's institutional name change request, so the University changed its name to Georgia Central University. The purpose of the institutional name change is to expand God's kingdom and be more inclusive by going beyond the Christian world.

In October 2017, ATS approve GCU's institutional named change request, so the School of Divinity changed its name to Georgia Central University School of Divinity.

In November 2017, GCU's extension site in Hackensack, New Jersey, was approved by ATS.

In December 2017, GCU voluntarily withdrew its membership from TRACS.

In January 2018, GCU's extension site in Brea, California, was approved by ATS.

In February 2018, GCU's Comprehensive Distance Education was approved by ATS.

In extending its vision of advancement of God's kingdom through Christian higher education, GCU's strategic planning has led to reaching out to the world with educational and missionary endeavors in Korea, China, Hong Kong, the Philippines, Nicaragua, Ukraine, and Kenya.

GCU has exchanged Memoranda of Understanding (MOUs) with sister institutions for mutual growth and academic advancement in Korea and other countries, including Honam Theological University & Seminary (2010), Handong Global University (2012), Youngnam Theological University & Seminary (2012), Daejeon Theological University (2012), Seoul Jangshin University (2013), Galilee College in the Bahamas (2013), ATEA Institute for International Studies (2014), Korea Baptist Church Development Board (2014), the Cyber Remote Theological Seminary (2014), and Ukrainian Evangelical Seminary in Kiev, Ukraine (June 2014), and Africa Theological Seminary in Kitale, Kenya (2016).

GCU offers our heartfelt appreciation, glory and praise to our Lord Jesus Christ for establishing and raising Georgia Central University. The history of GCU has seen the rise of Christian leaders armed with a biblical worldview and teaching the Word of God.

GENERAL INFORMATION

VISION

The vision of GCU is to glorify God by equipping students who will proclaim God's Word, to build up the body of Christ through education, and to advance God's kingdom by reaching out to the globe. GCU seeks to maintain an appropriate balance between training for academics and professionalism.

MISSION

GCU's mission is to educate qualified students to become global leaders with biblical principles, and to equip them with competent knowledge, skills and Christian Worldview to serve the church, communities, societies, the nation, and the world through excellent Christian higher education. GCU serves its commitment to meet the educational needs of the multiethnic student body coming from diverse socioeconomic backgrounds.

BIBLICAL FOUNDATIONS STATEMENT

Georgia Central University (GCU) is a Christ-centered institution of higher learning that is unwavering in its belief that the following doctrinal statements are foundational to the educational and spiritual growth of each GCU trustee, faculty, student, and staff member:

- The Bible is the divinely inspired Word of God. It is accurate, without error, reliable, and authoritative. The sixty-six Old and New Testament canonical books are infallible.
- There is one eternal, transcendent, omnipotent, personal God that exists as the Trinity. Three persons, the Father, The Son, and the Holy Spirit.
- God, the Father, is the first person of the Trinity. He is the infinite Spirit sovereign. He is eternal, immutable, and unchangeable in all His attributes. He exists without any time or space limitation.
- Jesus Christ is a person in the Godhead. He is the Son of God. He is the perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one

divine-human person since His unique incarnation by miraculous conception and virgin birth.

- The third person of the Godhead who convicts, illuminates, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him is the Holy Spirit. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.
- The biblical record is the full historicity and perspicuity of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.
- Jesus Christ became the substitutionary and redemptive sacrifice for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.
- The gift that comes from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ, to be received only through personal faith in His person and work is Salvation.
- There will be a future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His Eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments.
- There was a special creation of the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.
- Satan exists as a personal, malevolent being who acts as tempter and accuser.
- Heaven and Hell. Two distinct, different, and real places. Hell is the place of eternal punishment, where all who die outside of Christ are confined in conscious torment for eternity.

OBJECTIVES

- To nurture everyone's gift for Christian ministry, leadership in society, and service to the world
- To promote and encourage academic excellence, critical reflection, and involvement in community service
- To integrate cultural differences into effective academic development.

CORE VALUES

- God First, as the owner, creator and sustainer
- Excellence in Teaching, Research, Scholarship and Management
- Respect for Diverse Societies and to Fight for Justice
- Commitment to Life-Long Learning and Teaching
- Effective Career Development Opportunities

INSTITUTIONAL PHILOSOPHY

Georgia Central University emphasizes and believes in the Triune God: eternal, transcendent, omnipotent, and personal. God the Father, the first person of the Divine Trinity, is infinite, sovereign, and unchangeable in all his attributes. GCU believes in a sinless humanity and the absolute, full deity of Christ Jesus, indissolubly united in one divine-human person since his unique incarnation by miraculous conception and virgin birth. The Holy Spirit, the Third Person of the Trinity, resides among us always.

GCU believes that the Bible is the Word of God, and as such, it is our only infallible rule of faith and practice. We believe in the plenary, verbal inspiration of the Scriptures by the Holy Spirit; thus, we affirm the inerrancy of the original manuscripts whose objective truth is our responsibility to interpret in accordance with the principles of Scriptures and to proclaim in accordance with the imperatives of the Gospel. GCU emphasizes and believes that the universe is God's creation and his handiwork. We believe that God created human beings in His own image.

PHILOSOPHY OF EDUCATION

Georgia Central University believes that God calls each individual to prepare intellectually and spiritually to share Jesus Christ throughout the world. The University affirms that curriculum is designed to reflect the Spirit of Christ. All academic programs are:

- Christ-centered;
- Based on the Bible;
- Academically relevant to degree programs that are meeting the needs of the world;

- Pursuing academic excellence;
- Taught by faculty who are Christians and comply with the institution's doctrinal beliefs;
- Taught by faculty who are dedicated to quality higher education;
- Taught by faculty who are academically credentialed;
- Taught in an environment conducive to academic and spiritual growth;
- Designed to integrate academic training with Christian commitment; and
- Based on Christian belief in God's mission for the world.

STATEMENT OF NON-DISCRIMINATION

Georgia Central University does not discriminate against race and national origin in accordance with Title VI of the Civil Rights Act of 1964. Georgia Central University does not discriminate against age according to the Age Discrimination Act of 1975. Neither does GCU discriminate against sex, in accordance with Title IX of the Education Amendments of 1972.

GCU does not discriminate against any individual or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, parental status, marital status, age, disability, citizenship, or veteran status in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.

Harassment, whether verbal, physical, or visual, that is based on any of these characteristics, is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would sense is an intimidating, hostile, or offensive environment.

While GCU is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

Please note that while GCU does not discriminate against disability or religion, as a Christian educational institution, GCU requires all students to study Christianity and attend worship services regardless of their religion.

ACCREDITATION

GCU School of Divinity is accredited by the Commission on Accrediting of the Association of Theological Schools [ATS (www.ats.edu) 10 Summit Park Drive, Pittsburgh, PA 15275-1110; Phone: 412-788-6505; email: communications@ats.edu].

ATS is recognized by the United States Secretary of Education and CHEA.

LOCATION

Georgia Central University is located in the city of Atlanta, Georgia. Atlanta's population is approximately 3.5 million, some fifty thousand of whom are Korean-American. Atlanta has been ranked as one of the best places to do business and one of the most livable cities in the world. Metro Atlanta boasts beautiful residential areas, parks and playgrounds, fine schools and universities, and growing churches. The city also supports a wide variety of cultural activities as well as various sports. In 1996, the twenty-sixth Summer Olympic Games were held in Atlanta.

Atlanta is also the business capital of the Southeast US. Its banks, offices, hospitals, and industries provide numerous employment opportunities for citizens. The city is full of trees and beautiful flowers, and has a mild climate throughout the year. Located approximately forty miles from the school is the Atlanta/Hartsfield International Airport, one of the world's busiest airports.

GCU also maintains external teaching sites in Herndon, VA and in Sunnyvale, CA. Contact details for these sites may be found at the end of this Catalog or on the GCU website (gcuniv.edu). Please note that these sites are **not** branch campuses, and students can only complete certain courses there (up to a maximum of 49% of a degree program), and cannot complete a full degree program at the sites. For more details, please contact GCU Office of Admissions.

FACILITIES

Physical Premises and Finances

The Library collection is housed in a building separate from the main campus building, but close at hand and easily accessible. The President, in consultation with the Board of Trustees, is responsible for purchasing or leasing additional buildings as well as for repairing, renovating, and replacing facilities should such need arise. The annual budget supports maintaining and operating the physical premises of the school. The president oversees the whole process of maintaining the GCU facilities, the annual budget, and funding resources, donations, and tuition.

Structural Development Plan

During the years of its operation, GCU has tried its best to develop and improve the educational environment for students and the research atmosphere for faculty and staff. GCU currently houses more than 20 classrooms, several audition halls, and research facilities where faculty members can meet their students and engage in academic work. While this is enough room for our current needs, GCU is still acting vigorously to acquire more and better facilities to guarantee an exceptional environment for students and faculty.

GCU expanded its library and classrooms to meet demand from students and faculty members during the academic year of 2011-2012, through purchasing land and office space in Atlanta. Further development plans include acquiring additional classroom facilities in nearby cities for better commuting opportunities.

Library

GCU has made every effort to create a viable library for study and research. So far, approximately thirty thousand books and reference works have been purchased, collected, or donated. Regular book purchases, suggested by faculty members, are made, as well as institutional purchases from annual conferences such as those of the Society of Biblical Literature and the Association of American Religion.

GCU is currently joining GALILEO (Georgia Library Learning Online), a University of Georgia initiative to provide access to databases of periodicals and scholarly journals. Special arrangements with institutions such as Emory Divinity School, Columbia Seminary, and the International Theological Center are being pursued to provide more sources of information for doctoral students. The Library Director and staff, along with the Library Committee, strive to continually improve library facilities and the library collection.

Learning Research Resources System

GCU's Learning Resource System, comprised of its library facilities, computer labs, and academic tutoring services, is available to support and help students. The GCU Library provides information services and biblical resources to support the scholarly and information needs of the GCU community. It shares resources with those outside the University by maintaining an excellent collection of print and non-print resources, by providing instruction on and assistance with library use, and by creating an academic atmosphere fostering learning and intellectual inquiry. There are some 40,000 printed titles in the GCU Library, and the number is ever-growing. These are closely tied to the GCU curriculum and support the subject areas covered by GCU's academic programs. Many books are written in Korean for our students' convenience and to promote cultural integration.

The GCU Library has joined the Christian Library Consortium (CLC) and the American Theological Library Association (ATLA) in an effort to develop library resources and to meet the information and research needs of its students and faculty.

Resources

In addition to the physical collection, the GCU Library also has access to several online information resources:

- Theological Research Exchange Network (TREN): Access to TREN is available through—the GCU library. TREN is an online database of over 20,808 theological thesis/dissertation titles.
- Partnership with Homan Theological University, Kwangju, Korea: GCU has entered into an agreement for e-book and e-journal access with its sister institution, Honam Theological University. Through this partnership, the Library currently has access to 53,563 volumes of English-language and 10,399 volumes of Korean-language e-books.
- The GCU Library also provides online access to these web-based resources:
 - RISS International (Research Information Sharing Service): A searchable database with the full texts of more than a million Korean-language theses and dissertations.
 - The National Assembly Library of the Republic of Korea
 - The National Library of Korea
- The Library contains several digital and software-based resources, including:
 - The New Interpreter's Bible (Complete with twelve-volume commentary)

- Bible Works (Software for biblical exegesis and research)
 - EarMaster 5 Beginner to Advanced (ESOL practice audio)
 - Norton Recorded Anthology of Western Music (Volumes 1 and 2)
 - Music: An Appreciation (music study audiobooks)
 - The GCU Thesis Manual is also available in digital format in the Library.
- Access to the EBSCOhost Religion *eBook Collection*, *Anthropology Plus*, and *ATLA Religion Database with ATLASerials*.

Computer Labs

There are 40 computers on campus that students may use for school activities and assignments.

Academic Tutoring

Individual tutoring and guidance is available to assist students with general education research and assignments. Mr. Alain Gallie, Director of ESOL, is the Academic Success Coordinator at Georgia Central University, and is available to help students with study skills, time management, test-taking strategies and assignments. Students may contact him at agallie@gcuniv.edu or at 770-220-7908 to schedule an appointment.

Parking

Parking is allowed for registered students, staffs and faculty members only on campus. Non-registered automobiles will be towed away at the owner's expense. Due to limited spaces available for parking, some restriction may apply without prior notice, and GCU considers highly of carpooling for commuting.

INSTITUTIONAL REQUIREMENT (CHAPEL)

GCU opts for worship experience as an Institutional Requirement for the purpose of enhancing spiritual growth. Worship is the spiritual center of University life. To satisfy the Institutional Requirement (IR), worship services are held three times a week, on Monday, Tuesday, and Saturday, throughout the academic year. All students are required to attend one of these three. All students are also welcome to join Bible study in consultation with the Chaplain, and to participate in all the worship services.

The chaplain, in cooperation with faculty and students, leads chapel services. The chaplain is also involved in conducting Commencements, Graduations, and Easter Week and Thanksgiving Week celebrations. Students have formed several musical groups to enrich services. The chapel choir is open to all students. Music majors may receive class credit for being members of the choir.

Failure to complete the Institutional Requirement will result in a grade of F being posted for the IR. Therefore, all students who do not meet the Institutional Requirement (i.e., those who miss more than 3 sessions) will be subject to academic dismissal. If a student fails the IR, he or she should enroll in and pay for a make-up session during the subsequent Summer or Winter semester.

GCU ACUPUNCTURE AND ORIENTAL MEDICINE CLINIC

Clinic location: 5390 Peachtree Ind. Blvd Norcross GA 30071

Clinic Hours: Monday – Friday, 9:30 am - 6:30 pm

Treatment Appointment: Tel: [\(470\)299-4520](tel:(470)299-4520), Email: gcuclinic@gmail.com

The GCU Acupuncture and Oriental Clinic offers Acupuncture and Massage treatments as well as herbal consultation services. Our most affordable services are provided by students who are advancing their study and practice of Chinese medicine.

For patient seeking practitioners with a greater degree of experience, we also offer treatments by faculty, all of whom have years of practice experience.

GCU Herbal Medicinary

In Conjunction with GCU'S Clinics, our herbal medicinary serves both patients and practitioners by providing high quality herbal and nutritional supplements. Custom herbal formulas are individually tailored to address our patient's health challenges. We also carry a wide variety of patent formulas, in pill, gradual and tincture forms.

INTRODUCTION TO GEORGIA CENTRAL UNIVERSITY

The University's educational program consists of six major schools: Business Management, Christianity, Divinity, Music, Acupuncture & Oriental Medicine, and Computer Science; and three certificate programs: ESOL, Theological Studies, and Computer Science (Networking).

SCHOOL OF BUSINESS MANAGEMENT (SBM)

Mission

SBM's goal is to produce business leaders who glorify God's Kingdom, as a part of the overall mission of GCU. We teach business techniques and, at the same time, we teach how business can be used to glorify God. Our mission is to educate and train our students to glorify God through all aspects of business. GCU's School of Business is unlike others; we emphasize all aspects of business decisions from a Christian perspective, in accordance with GCU's institutional mission and vision. GCU aims at providing a biblically-valid, Christ-centered education, and the School of Business aids this mission by educating businesspeople who are able to use their skills to advance the Kingdom of God with ethical, morally- sound business practices.

Degree Programs

The School of Business offers a Bachelor of Arts in Business Administration degree and a Master of Business Administration (MBA) degree. The MBA is to provide training and skills for students interested in understanding the working nature of business in a competitive environment.

Objectives

The students understand and are familiar with:

- Christian principles with business and managements, to be able to identify ethical dilemmas and apply Christian values to resolve those dilemmas, while taking into consideration the impact on God's world.
- The relevant economic and financial issues of the current market system and forecast future markets logically
- Techniques to maximize the potential of electronic communications and the internet in

- business, inside and outside of corporate organizations
- The importance of both human and material resources and the required skills for resource management
 - Demonstrating foundational knowledge in each of the primary functional areas of business.
 - Being able to solve unstructured business problems

Learning Outcomes

Graduates of the business administration program will be able to

- Assess legal, regulatory, and political ramifications of ethical issues concerning the business environment;
- Make ethical and moral choices based on a biblical worldview;
- Communicate effectively in written and oral presentations;
- Apply technology to acquire and use data as a strategic resource;
- Identify preferred leadership behavior, attitudes, and styles to effectively manage an organization in a dynamic global environment;
- Use current economic and financial models and theories for analyzing data and forecasting as it relates to the organization, industry, and global forces;
- Analyze business opportunities to develop strategic solutions to organizational goals and objectives; and
- Apply knowledge to practical experiences.

SCHOOL OF CHRISTIANITY (SC)

Mission

The goal of the School of Christianity is to prepare undergraduate and graduate students as lay leaders or vocational ministers for educational leadership in local churches, linked to the GCU's vision to glory God by equipping them with biblical principles and Christian worldview. The School stresses a basic understanding of the Bible, and the formation of a Christian worldview based on that understanding. All educational curriculum in SC contribute to the building up of the Body in local churches and community and empowering them to become global leaders, one of the GCU core vision.

The purpose of the Master of Arts in Theological Studies (MATS) is to explore a Christian faith in terms of theological perspectives and attempt to understand the human condition, examining relevant and meaningful career choices in ministry from a theological perspective by the study of various theological disciplines, focused knowledge in a specific discipline, or interdisciplinary knowledge. The purpose of the PhD in Intercultural Studies program is to equip students for the vocations of teaching and research in theological schools, colleges, and universities, or for the academic study of missional and ministerial practice.

Degree Programs

The school of Christianity has two levels: undergraduate level and graduate level programs. Undergraduate in SC offers two programs: Bachelor of Arts in Theological Studies (BATS) and Bachelor of Arts in Christian Education (BACE). The BATS program concentrates on Biblical competency, personal integrity and integration of theoretical and practical learning; and the BACE Bachelor of Arts in Christian Education (BACE) program equips students with personal integrity and provides an integration of theoretical and practical learning specially designed for educators.

The Graduate level in SC offers two programs: Master of Arts in Theological Studies and Ph.D. in Intercultural Studies. The MATS program provides an understanding of theological disciplines for further graduate study or for general educational purposes; the PhD program provides foundations in theory as the basis for original research and writing to advance missiological understanding and effective leadership, with a deep understanding of human diversity, contextual realities and cultural change in ways that inform redemptive gospel-centered ministry in the contemporary world.

Objectives

Undergraduate students in SC will be prepared to:

- Demonstrate Christian faith and worldview in an understanding of modern society and its culture.
- Prove knowledge of the Bible and Christian theology, and Church history
- Enhance the ability to carry out the ministries of the local church.
- Demonstrate the ability to understand the counseling principles and techniques required to meet individual needs.

- Apply appropriate hermeneutics of the Bible to a lifelong pattern of spiritual growth and personal development

MATS graduates will be prepared to:

- Utilize a deep knowledge of the Bible and its historical and cultural background in their ministries and their personal lives.
- Interpret various theological discourses and hermeneutics in various contexts through teaching, preaching, and writing.
- Critically reflect upon their lives in the light of theological knowledge and biblical understanding.

Ph.D. in ICS students will be prepared to:

- Explore and clarify the biblical foundations of Christian mission based on the Bible in the context of Globalization.
- Acquire advanced academic knowledge of the discipline, research methods and theories in your field of study.
- Explore mission theologies in both Western and non-Western mission fields.
- Critically reflect on the learning, teaching and researching dimensions of theological scholarship in the church and academic communities.
- Integrate a comprehensive interdisciplinary knowledge of appropriate scholarly literature to your area of study, including applicable skills.
- Engage in scholarly research around an appropriate question, problem, or opportunity.
- Establish strategic plans for ministerial success with a fresh perspective of postmodern and globalization, along with analytical tools to excel in planning, forecasting, setting objectives and determining courses of action that are compatible with cultural issues and dynamics.

Learning Outcomes

Undergraduate students will be able to

- Identify the basic contents of all books of the Old and New Testaments.
- Analyze the biblical text in original language study (either Greek or Hebrew) using biblical and theological research tools with discernment of quality sources for valuable written reports or sermons.

- Explain the major doctrines of Christianity from an evangelical perspective, including their biblical basis and canonical progression, historical development, diverse perspectives, and contemporary relevance.
- Describe a personal relationship with God in a maturing Christian faith and practice, and demonstrate leadership ability by examining additional theological issues as they relate to doctrine, life, and ministry.
- Apply the biblical teaching for Christian faith and practice, and for biblical-theological research, through advanced principles of sound interpretation.

MATS graduates will be able to

- Examine biblical texts using inductive, literary, and theological approaches in order to interpret the Bible as Christian Scripture.
- Identify the central doctrines of Christian theology and the foundations of Christian ethics, and elucidate their historical development.
- Reflect theologically in a manner that is faithful to the past and responsive to the present and future.
- Demonstrate mastery of the craft of scholarly research and writing.
- Exercise a critical, historically-rooted approach to theology that includes reading primary texts in their historical context, assessing them critically, and identifying the social, cultural, and personal lens through which they interpret the tradition.

Ph.D. in ICS graduates will be able to

- Demonstrate an advanced knowledge of the discipline and research methodologies appropriate to their chosen field of study.
- Demonstrate an ability to articulate mission theologies with both Western and non-Western Christian perspectives
- Demonstrate an ability to discern and meet various contemporary challenges and needs in a cross-cultural mission field and/or in their everyday life settings.
- Demonstrate an ability to engage in learning, doing research, collaborating, and teaching in academic and ministerial settings
- Demonstrate an ability to integrate a comprehensive interdisciplinary knowledge of scholarly literature and skills applicable to their chosen field of study
- Demonstrate an ability to write a scholarly research work in their chosen field of study.

SCHOOL OF DIVINITY (SD)**Mission**

The mission of the School of Divinity is to educate and train students for ministerial, educational, and missionary leadership for Christ and His Kingdom through rigorous programs of theological studies and personal and spiritual disciplines. It seeks in particular to serve Korean/Korean-American churches and the global Christian community in general. The School's goal is therefore entirely consistent with the University's Vision and Mission Statement, especially as they relate to ministry and mission to historically-underserved and multiethnic communities.

Degree Programs

The School of Divinity focuses on its three Masters and one Doctoral degree program: Master of Arts in Christian Education (MACE), Master of Arts in Mission Studies and World Christianity (MAMSWC), Master of Divinity (MDiv), and Doctor of Ministry (DMin). The MACE program is designed to equip and prepare students to become competent leaders in the educational ministries of churches; the MAMSWC program is designed to integrate studies in both academic and practical theology with modern mission studies, with a concentration in either urban or global studies; the MDiv program is designed to educate and train those who seek to serve as ordained ministers, evangelists, missionaries, and other ministry leaders; and the DMin program is designed to educate experienced ministers who are seeking to enhance their ministries with advanced theological understanding and research.

Objectives

The School creates graduates who are expected to:

- Be faithful interpreters of the Bible, informed by contemporary biblical scholarship in the area of biblical studies, and of the Christian faith and practice, informed by Reformed-evangelical theological heritage and history;
- Be responsible communicators in diverse social and cultural contexts, informed by ethnic/cultural studies from biblical, missionary, and educational perspectives;
- Be truthful disciples of Christ, regularly practicing spiritual disciplines and demonstrating spiritual maturity in personal and public realms;
- Be competent and efficient ministerial leaders in the church and/or other settings.

Learning Outcomes

- *Interpret Scripture.* Students will interpret scripture effectively, using a wide variety of approaches informed by an understanding of biblical history, the social and cultural realities of ancient Israel and the early church, and the interpreter's own context.
- *Comprehension of History and Culture.* Students will demonstrate an understanding of the life and thought of the Christian community in its historical expressions and of the interrelations between Christianity and global culture.
- *Theological and Ethical Reflection.* Students will be able to engage in constructive theological and ethical reflection, informed by an understanding of the content of the Christian faith in its historical and contemporary articulations, as well as current Christian thinking on philosophical, scientific, political and cultural developments.
- *Leadership Roles.* Students will demonstrate the capacity to function successfully and effectively in the various roles of ordained leadership, evidencing critical awareness of the social context of their ministry and the capacity to have an impact on that context.
- *Spiritual Formation.* Students will demonstrate familiarity with and appreciation for the church's spiritual tradition and the disciplines of prayer and devotion, and exhibit a capacity to evaluate specific instances of spiritual practice from a theological standpoint.

SCHOOL OF MUSIC (SM)**Mission**

The School of Music is designed to allow students to pursue their passion for music and achieve the mission of GCU, which is to glorify God in all creations. These programs emphasize artistic creativity, professional knowledge, and technical ability, while building students' character through a strong footing in biblical values. The School of Music provides advanced training in music through our distinguished faculty and educates its students to be excellent musicians who are able to play dynamic roles as performers, composers, music scholars, and music educators in the community and the church.

Degree Programs

The School of Music focuses on three degree programs: Bachelor of Arts in Music (BAM), Master of Arts in Music (MAM), and Doctor of Musical Arts (DMA). The Bachelor of Arts in Music degree concentrates on music within the context of a liberal arts program. This allows the student the opportunity to pursue music studies as well as a liberal arts education. The Master of

Arts in Music degree is intended to allow talented musicians who have completed an undergraduate degree in music to pursue intensive graduate studies in performance.

Objectives

The School of Music will prepare students to:

- Understand the vision and mission of educating students with a Christian worldview rooted in biblical principles.
- Be held to a high standard of technical ability and artistry in music.
- Develop specialized skills and knowledge for piano, organ, voice, other instruments, composition, choral conducting, and church music or contemporary Christian music.
- Analyze and appraise the role of music and its impact on society within a variety of cultures and historical periods.
- Navigate their career successfully, as a performer or teacher, in a manner that is consistent with Christian principles.
- Pursue higher education in music, if desired.

Learning Outcomes

- Articulate a Christian worldview as it applies to music and the arts.
- Develop their musicianship as it relates to their chosen performance medium, demonstrated through both juried and public performance.
- Demonstrate musical competence, including historical, theoretical, and analytical expertise; as illustrated by a senior project.
- Establish advanced performance skills and professionalism that will enrich the cultural and aesthetic strengths of the community.
- Formulate a plan for post-graduation as it pertains to each student's desired career path.

SCHOOL OF ACUPUNCTURE & ORIENTAL MEDICINE (SAOM)**Mission**

Georgia Central University's School of Acupuncture and Oriental Medicine educates and inspires compassionate, skilled leaders of patient-centered, traditional Eastern Asian and integrative healthcare. As noted in the School's Statement of Purpose, this degree program prepares its graduates to practice as independent healthcare providers capable of working in multidisciplinary

healthcare settings, and in collaboration with Western biomedicine. The School is in accord with the institutional Mission in that it provides education in a Christian learning environment, striving to produce graduates who are biblically-motivated, ethically- and morally-centered, and possessed of true empathy.

Degree Program

The School of Acupuncture and Oriental Medicine at Georgia Central University offers a specialized degree program: Master of Science in Acupuncture and Oriental Medicine (MSAOM). The purpose of these degree programs is to prepare graduates to practice as independent healthcare providers capable of working in multidisciplinary healthcare settings, with a solid foundation in acupuncture, traditional Chinese medicine, and *qi* cultivation; and a collaboration between traditional Chinese medicine and Western biomedicine. The programs are a combination of instruction and hands-on clinical experience in a Christian learning environment, giving graduates the tools and knowledge to offer both care for general wellness and advanced specialty care for their patients.

Upon successful completion of the four-year programs at GCU, graduates will receive a Master of Science degree in Acupuncture or a Master of Science degree in Oriental Medicine, with which they may qualify to apply for Certification by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM).

Objectives

The primary objectives of the School of Acupuncture and Oriental Medicine are to enable graduates to

- Understand biblical and Christian view of human beings – soul and body- in operating Acupuncture and Oriental Medicine.
- Acquire competent diagnostic and treatment skills in traditional Acupuncture and Oriental medicine and acquire practical experience and knowledge essential for setting up and managing an acupuncture and Oriental medicine practice.
- Integrate and collaborate with other health care professionals to improve patient outcomes.
- Evaluate and analyze the pathogenesis of syndromes through the application of Oriental Medicine theories and diagnostic methods

- Acquire professional competency in acupuncture and other treatments of traditional Oriental medicine, and pass the licensing examination administered by NCCAOM
- Serve their communities by providing competent health care to the public and increase the utilization of acupuncture and Oriental medicine in integrative care environments and provide leadership in the advancement of public health and safety.

Learning Outcomes

- Graduates will evaluate and analyze the pathogenesis of syndromes through the application of Oriental Medicine theories and diagnostic methods
- Graduates will evaluate the patient in order to prescribe and perform acupuncture and related Oriental Medicine therapies.
- Graduates will evaluate patients, perform and prescribe herbal formulas and modifications.
- Graduates will integrate biomedicine and diagnostic studies into clinical practices and referrals.
- Graduates will appraise and apply historical and scientific information into clinical practice.
- Graduates will demonstrate leadership, integrity, and respect for all, and actively engage in ethical, moral, and legal standards of the profession.
- Graduates will integrate and collaborate with other health care professionals to improve patient outcomes.

SCHOOL OF COMPUTER SCIENCE (SCS)

Mission

The mission of the School of Computer Science is to provide graduates with the durable knowledge necessary to become future leaders in the rapidly evolving discipline of Computer Science as well as in other computer-related fields. The Computer Science major will prepare students to succeed in a wide range of computer-science-related careers including software engineering, databases, computer security, networks, system administration, etc.

This program will produce graduates suitable for employment in industry, government, or entrepreneurial endeavors, and who can advance professionally with significant technical achievements and expanded leadership responsibilities. Graduates will have sufficient teamwork,

communication, and interpersonal skills to enable them to work with others effectively in their careers, and they will be sufficiently prepared to be innovative and ethical leaders in a global society.

Degree Programs

The School of Computer Science offers two degree programs and one certificate program: Associate of Arts in Computer Science, Bachelor of Arts in Computer Science, and departmental Certificate Program in Networking.

The department periodically assesses and evaluates every curriculum for consistency with each student outcome and educational objective with the goal to ensure that each student outcome can be attained. This regular evaluation is used to identify program weaknesses, put improvements in place and re-evaluate the effectiveness of those improvements, resulting in continuous improvement of the program. This assures that our students receive a high-quality education.

Objectives

Graduates of the Associate of Arts in CS program are expected to demonstrate:

- an ability to apply knowledge of computing and mathematics appropriate to the program's student outcomes and to the discipline.
- an ability to analyze a problem and identify and define the computing requirements appropriate to its solution.
- an ability to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.
- an ability to function effectively on teams to accomplish a common goal.

Graduates of the Bachelor of Arts in CS program are expected to demonstrate:

- an ability to apply knowledge of computing and mathematics appropriate to the program's student outcomes and to the discipline.
- an ability to analyze a problem and identify and define the computing requirements appropriate to its solution.
- an ability to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.
- an ability to function effectively on teams to accomplish a common goal.

- an understanding of professional, ethical, legal, security and social issues and responsibilities.
- an ability to communicate effectively with a range of audiences.
- an ability to analyze the local and global impact of computing on individuals, organizations, and society.
- recognition of the need for and an ability to engage in continuing professional development.
- an ability to use current techniques, skills, and tools necessary for computing practice.
- an ability to apply mathematical foundations, algorithmic principles, and computer science theory in the modeling and design of computer-based systems in a way that demonstrates comprehension of the tradeoffs involved in design choices.
- an ability to apply design and development principles in the construction of software systems of varying complexity.

Graduates of departmental Certificate Program in Computer Science (Networking):

- Describe and analyze the hardware, software, components of a network and the interrelations.
- Manage multiple operating systems, systems software, network services and security. Evaluate and compare systems software and emerging technologies.
- Develop solutions for networking and security problems, balancing business concerns, technical issues and security.
- Explain concepts and theories of networking and apply them to various situations, classifying networks, analyzing performance and implementing new technologies.

Learning Outcomes

Graduates of the Computer Science Program are expected to demonstrate:

- an ability to apply knowledge of mathematics, science, and engineering
- an ability to design and conduct experiments, as well as to analyze and interpret data
- an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
- an ability to function on multi-disciplinary teams
- an ability to identify, formulate, and solve engineering problems

- an understanding of professional and ethical responsibility
- an ability to communicate effectively
- the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
- a recognition of the need for, and an ability to engage in life-long learning
- a knowledge of contemporary issues
- an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice

CERTIFICATE PROGRAMS

CERTIFICATE IN ESOL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

The main goals of the ESOL program at Georgia Central University are to develop the academic English skills needed for the university classroom as well as the practical English skills needed for real-life situations. We offer a curriculum based on consistent quality and continuous research that allows the program to stay abreast of trends in the field of English language training, and we recruit and maintain a staff of highly qualified and experienced instructors who understand students' needs.

CERTIFICATE IN THEOLOGICAL STUDIES

This program is designed to equip laypersons for teaching the Bible in the church and the community. The Certificate of Theology consists of twelve core courses: Old Testament Survey, New Testament Survey, Church History, Systematic Theology, Foundations of Christian Education, Christian Spirituality, Ethics and Society, Introduction to Pastoral Care, Christian Worship, Evangelism and Mission, Denominational Polity, and Marriage and Family (including marriage enrichment program for married persons). Six additional courses are also required: Biblical studies: Issues in Biblical Interpretation, Pentateuch, Historical Books, Major Prophets, Four Gospels, and Pauline Literature. This certificate will help lay people to be empowered by this biblical knowledge so that it may contribute to the mission of GCU to glorify God in their everyday life.

CERTIFICATE IN COMPUTER SCIENCE (NETWORKING)

The field of computer science leads to a variety of careers that all require core computer science skills. These skills include theory classes such as Computer Hardware, Data Structures, Databases, and Networks, as well as programming in different computer languages. Thereafter, within the field, areas of specialty lead into careers including software development, project management, system analysis, and maintenance among other areas. With the Internet being an integral part of everyday life, Web page authoring and Web application development have been other areas of high demand in the job market.

SPECIAL PROGRAMS AND PROJECTS

INTERNET RESOURCE PROJECT FOR THE KOREAN AMERICAN CHURCH & OTHER ORGANIZATIONS

In the summer of 1999, GCU began an internet-based project to provide resources for Korean-American churches and other organizations. This project includes providing network information services via the University's homepage. The internet project will offer syllabi of courses and access to recordings of many lectures.

KOREAN AMERICAN THEOLOGY AND MINISTRY CENTER

GCU supports a center for the development of a Korean/Korean-American theology and ministry program. The function of the center is to establish a research action-advocacy project. This project is also aimed at gathering data and resources, including publications and other information related to Korean-American cultural and religious heritage.

IMMANUEL BIBLICAL LANGUAGE CENTER

GCU cooperates with the Immanuel Biblical Language Center. This center engages in extensive study of biblical languages and biblical interpretation. The center offers seminars and workshops that enhance the in-depth biblical language study for both lay leaders and pastors.

INSTITUTE OF BIBLICAL GEOGRAPHY

GCU encourages its students to explore the historical and geographical background to biblical studies. This Institute, directed by Rev. Joo Seob Lee, who studied Biblical Geography at Jerusalem University and Hebrew University for about eleven years, provides an accurate historical and geographical background of the Bible through fields trips, research, etc.

GCU PRESS

GCU Press (GCU Publishers, Inc.) was established in 2009 to enhance the educational and academic atmosphere for students and faculty members at GCU. Faculty can publish their academic opinions and the results of research to aid in seeking research-aid funds or grants from related organizations or professional societies.

SPIRITUAL OFFICERS ACADEMY

Spiritual Officers Academy is a 2-year postgraduate internship program, designed for pastoral candidates, who will be invited to the US and trained as pastors or preachers. The goal of this training is to instill spiritual characteristics and spiritual knowledge to contribute to building up the Body of Christ by living, working, and studying together.

HISPANIC PROGRAM

These courses are offered in Spanish to reach out Hispanic and Latino students who intend to undergo theological education and training.

INSTITUTE FOR MISSION AND PASTORAL COMPACT TRAINING (IMPACT)

The paradigm of modern ministry requires that mission and ministry are not separated, but are a unified whole. This unification of mission and ministry is reflected in and the reason for the establishment of a missionary and pastoral leadership research program at Georgia Central University; a graduate program that demands mission expertise along with a conception of universal ministry. This program is therefore based on a new model of immigrant ministry; and offers medium- and long-term intensive training programs by world-renowned scholars for the retraining of Sabbatical missionaries and local pastors.

ADMISSIONS POLICIES AND PROCEDURES

ADMISSIONS POLICIES

Applicants for admission to Georgia Central University will be considered regardless of race, color, gender, and handicap, or national or ethnic origin according to our Non-discrimination Policy. The prospective student is assessed according to his/her academic background, moral character, and a personal statement of faith. In considering applications, the Admissions Faculty Committee reviews the prospective student's school records, recommendations and personal statement. Georgia Central University reserves the right to refuse admission to any prospective student who does not meet our standard of excellence.

ADMISSIONS PROCEDURES

Undergraduate level

Each applicant must submit the following forms to the Admissions office, accompanied by a non-refundable \$100.00 application fee (Please see GCU Tuition and Fee Schedule for other financial requirements for admission). All forms **MUST** be received no later than 30 days prior to the beginning of the semester in which the student seeks enrollment.

1. Application form for admission
2. \$100.00 non-refundable application fee
3. Self-description and plan of study
4. Signed Biblical Foundations Statement
5. Signed GCU Release and Assignment Form
6. Signed GCU Student Disclosure Agreement Form
7. Assumption of Risk and Liability Waiver
8. Official Transcript(s), sealed
9. A recommendation letter
10. Valid government-issued ID (Driver's License, passport, etc.)
11. SAT Critical Reading score of 400 or higher, Math 380 or higher
12. ACT English 17, Math 17, and Composition Score 17
13. A certified copy of the student's High School diploma or GED Certificate
14. Copy of the original transcript / Fax of transcript directly from GED center (if applicable)

Graduate Level**Masters Programs**

Each applicant must submit the following forms to the Admissions Office accompanied by a non-refundable \$100.00 application fee. All forms should be received no later than 30 days prior to beginning of the semester / academic session in which the student seeks enrollment.

1. Application form for admission
2. \$100.00 non-refundable application fee
3. Self-description and plan of study
4. Signed Biblical Foundations Statement
5. Signed GCU Release and Assignment Form
6. Signed GCU Student Disclosure Agreement Form
7. Assumption of Risk and Liability Waiver form
8. Copy of valid, government-issued ID (driver's license, passport, military ID, etc.)
9. Official transcripts of all college, university, or seminary records, showing all courses pursued, grades received, and degree(s) earned
10. Recommendation letter completed by the reference listed on the application (two letters for MDiv)
11. (MDiv applicants only) Statement of conversion experience and pastoral calling

The Admissions Committee will review all submitted information. Any student seeking admission must possess a BA, BS, or its equivalent degree from an accredited institution of higher learning, and a grade point average (GPA) of 2.50 on all previous post-secondary credits in order to be admitted (except on probationary status). When it is necessary, the Admissions Committee or the Office of Admissions will have an interview with the candidate for admission decision.

When the necessary documents and fees have been received, the application will be reviewed by the Admissions Committee. The Committee will notify the applicant. The approved application will be valid for one year from the date of approval.

SEVIS J-1 Admissions (International Students)

GCU welcomes international students. Applicants are classified as "international" if they meet any of the criteria listed below. Supplemental application materials are needed for each of the

following criteria. Students are encouraged to review GCU's Web site to see what documents are required. An international student is anyone who:

1. Is not a U.S. citizen and is currently in the United States on an J-1 (student) visa.
2. Will require an J-1 visa to enter and study in the United States.
3. Is a foreign national currently residing in the United States on some other class of visa.

Please submit a copy of the visa from your passport.

In addition to the university's general admission requirements, the international student must follow the procedures listed below:

1. Complete and return the application form.
2. Provide official transcripts from all secondary and postsecondary institutions attended. Transcript(s) **MUST** be in English. Non-English transcripts must be translated into English. Students who wish GCU to translate transcripts must pay the cost of translation (contact the Office of Admissions for more information about translation services). All transcripts will be evaluated before applicants may be admitted.
3. If coming from a non-English-speaking country, the applicant must provide proof of English-language proficiency via one of the methods below:
 - a. Submit an official TOEFL score of at least 60 (80 for graduate school) on the Internet-based exam or 173 (213 for graduate school) on the paper-based version. All score reports must be official. TOEFL scores must be less than two years old if you have not been studying at a U.S. institution since taking the exam. Information regarding test dates and centers can be found at www.ets.org. Results of the TOEFL must be transmitted electronically to GCU.
 - b. **OR** take English 101 and 102 (first-year composition), or their equivalents, at an accredited U.S. institution and earn a minimum 2.5 combined GPA for the two courses. This must be reflected on an official transcript.
 - c. **OR** submit proof of a bachelor's degree earned at an accredited institution in the U.S.
 - d. **OR** submit proof of a bachelor's degree earned at an accredited institution in the U.S.
 - e. **OR** achieve a score of 71 or higher on GCU's ESOL placement test.International students who are unable to prove English-language proficiency must take the GCU ESOL placement test, enroll in the ESOL program and pass the program successfully before they will be allowed to enroll in degree courses.

Please contact the ESOL Office and/or the Office of Admissions for more information.

4. Upon acceptance to GCU, submit an Immunization Record to the Office of Admissions. The form to be used by the physician will be provided by the University in the Admission Packet.
5. Have on deposit, in an account in the GCU Office of Business Affairs, sufficient funds to cover tuition, fees, and other expenses for at least one academic semester. The amount may differ in each applicant's case, and average amount of deposit made is approximately \$3,000.00. This deposit is NOT a separate fee. It will be used against the student's first-semester tuition and fees. Any monies left over after the first semester's tuition and fees are paid from this deposit will be applied to the next semester's tuition and fees. Unpaid portions of the balance of tuition and fees are the responsibility of the student. Contact the Office of Admissions for more information.
6. Submit proof of accident and health insurance. Students who can prove that they have comparable insurance coverage will not be required to purchase an insurance policy through the university. Contact the Office of Admissions for more information about purchasing insurance through the University.
7. Pay a one-time International Student Fee of US\$500.00 for administrative expenses.

All of the above items must be submitted to Admissions Office no later than four (4) months prior to the student's planned enrollment. The university will issue a SEVIS (J-1) after items (1) through (7) above have been completed and approved by the International Student Advisor in consultation with the Admissions Committee.

NOTE: After a student's visa status has been approved, and he or she is issued an DS-2019 and granted an J-1 visa in place of his or her existing B-2 or E-2 visa, the student MUST attend *at least* the first full semester of classes after their J-1 approval. NO REFUND OF TUITION WILL BE GIVEN FOR THE FIRST SEMESTER if the student withdraws for visa-related reasons. According to Federal regulations, J-1 holders must be enrolled AND ACTIVELY PARTICIPATING in a "full course of study," meaning full-time enrollment status (minimum 12 credits each term for undergraduate students; minimum 10 credits each term for graduate students) at a SEVP-approved school and ACTUALLY ATTENDING CLASSES, in order to maintain visa status. GCU is required to report any

violation of this regulation to the Federal government. For complete details regarding this policy, please contact the Office of Admissions and the International Student Advisor.

Complete Federal regulations regarding J-1 students may be found at <https://www.ice.gov/sevis>.

Advanced Degree Programs Admissions

1. Doctor of Ministry (DMin)

To be eligible for admission, applicants are required to:

- Have a Bachelor of Arts degree or its equivalent from an accredited college or university. Any exceptions must be approved by the Doctor of Ministry Program Committee.
- Have completed a Master of Divinity degree or its equivalent at an accredited institution. Other two-year master's programs may be considered, but the applicant must complete the required Master of Divinity courses to enter the DMin program. Applicants must have maintained an average of 3.3 (on a standard 4-point scale) in their Master of Divinity work.
- Have demonstrated to the Doctor of Ministry Program Committee that they have sustained a sound moral and religious character in campus life.
- Field experience: Subsequent to receiving a Master of Divinity degree, applicants for the DMin program must have completed three years of full-time ministry experience at a church or similar organization and must have demonstrated excellent professional performance. Any exceptions must be approved by the Doctor of Ministry Program Committee.

Applicants must also have completed three years of full-time ministry at a church or similar organization, with demonstrated excellent professional performance, after receiving the Master of Divinity degree. Any exception must be approved by the Doctor of Ministry Program Committee.

Required Admission Documents

- Application package (available on the GCU website)
- Official transcripts
- Two recommendation letters
- Two-to-three-page Academic Purpose Statement
- Certification of field experience

Field Experience

Applicants must have at least three years' work experience in ministry at a church or similar organization, and have demonstrated excellent professional performance after receiving their Master of Divinity degree. Any exceptions must be approved by the Doctor of Ministry Program Committee.

Recommendations

Applicants must submit two letters of recommendation: one from a pastor, and one from an academic advisor, including former professors.

Academic Purpose Statement

Applicants must submit a two-to-three-page statement explaining their specific goals in pursuing a DMin degree, their prospective research topics and areas of interest, and their expectations for achieving their academic goals at GCU.

Admissions Procedure

Applicants must complete all procedures for approval by the University's Doctor of Ministry Program Committee. Approximately sixty days should be allowed for processing applications. Applicants shall receive notice of approval from the office of Admissions. Applicants may be admitted on a conditional basis for the first year of study in the doctoral program at the discretion of the Doctor of Ministry Program Committee. The chair of the Doctor of Ministry Program Committee will notify them of the reasons for any conditional status, specify any requirements that must be fulfilled, and state any limitations to be imposed upon the proposed seminar load.

Students admitted conditionally are evaluated at the conclusion of the first year of study, and the Doctor of Ministry Program Committee governs the student's continuance in the program.

Applicants for the Doctor of Ministry Program who do not enroll in a seminar within one year from the date of approval for admission must submit a new application to the program, and the subsequent application shall be regarded as initial with no leniency for an approval.

Each applicant must submit the following forms to the Admissions office, accompanied by a non-refundable \$100.00 application fee. All forms MUST be received in original no later than 30 days prior to the beginning of the semester in which the student seeks enrollment. The Admissions Committee will review all submitted information. When it is necessary, the Admissions

Committee will have an interview with the candidate for admission decision.

International Students (J-1)

For admission to GCU's School of Divinity, international students should follow the general admission requirements that GCU asks of international students, in addition to the above requirements. Please contact the Director of Admissions for more information.

2. PhD in Intercultural Studies

To be eligible for admission, applicants are required to

- Hold a Bachelor's degree
- Hold a Master of Divinity degree, Master of Arts in Missiology or Intercultural Studies, or equivalent from a fully accredited institution. Those who do not hold a Master's degree relating to theological studies must take additional/approved elective courses.
- Have a grade point average (GPA) of 3.3 or higher on the standard four-point scale.
Submit official transcript(s) from all previous degree-awarding institutions (submitted in English or in a notarized translation).

Field Experience

Applicants must have at least three years of cross-cultural or intercultural work experience (e.g., mission agencies, mission fields, or Christian ministries in an intercultural context). Applicants who have teaching experience in a multicultural or intercultural setting will also be considered. Applicants must submit a certification of their field experience.

Recommendations

Applicants must submit two letters of recommendation: one from a colleague or mentor in the field of cross-cultural or intercultural work, and one from an academic advisor, such as a former professor. The recommendation forms may be obtained from the GCU Office of Admissions.

Academic Purpose Statement

Applicants must submit a two-page statement including (1) their specific goals in pursuing a PhD degree; (2) their prospective research topics and areas of interest; and (3) their expectations for achieving their academic goals at GCU.

Academic Research Paper Requirement

Applicants must present evidence of potential for an original academic research at the doctoral

level by submitting a sample of unpublished writing or a recent academic research paper if nothing has been published. This writing sample should be written in one of the applicant's contemporary research languages (preferably, Korean or English) and in an academic writing format, and should be 20-25 pages in length.

Required Admission Documents

- PhD application form (available at the GCU website)
- Official transcripts
- Sample research paper
- Certification of field experience
- Two recommendation letters
- Academic purpose statement

FINANCIAL INFORMATION¹

TUITION AND FEES

The cost of tuition covers only a portion of the student's education and therefore, Georgia Central University depends upon the generosity of its supporters to make up the difference. In our endeavor to keep costs as low as possible, the following fees have been set:

Application Fee	\$100.00
SEVIS J-1 Application/Reproduction Fee	\$100.00
SEVIS I-901 Fee	\$180.00
USCIS I-765 Application Fee	\$410.00
USCIS I-765 Filing & Processing Fee	\$500.00
Certificate and Continuing Education per Credit Hour	\$100.00
Tuition - Under Level per Credit Hour (AA & BA)	\$230.00
Tuition – Certificate in Computer Science (Networking)	\$200.00
Tuition-MA and MDiv per Credit Hour	\$250.00
Tuition- MBA per Credit Hour	\$390.00
Tuition - MSOM per Credit Hour	\$350.00
ESOL Tuition	\$1400.00
Course Audit Fee per Course	\$250 (B); \$350 (M)
Enrollment Fee	\$300-\$350*
Online Learning Enrollment Fee	\$600.00
Late Registration Fee	\$100.00
Tuition Installment Fee (2 payment plan)	\$60.00
Tuition Installment Fee (3 payment plan)	\$100.00
One-time Orientation Fee	\$100.00
Graduation Fee	\$300.00
Thesis Advisement Fee – Master Level	\$600.00
Thesis Continuation Fee	\$300.00**
International Student Fee	\$500.00
Official Transcript /Document Fee	\$5.00/\$20.00 express

¹ Approved by the Board of Trustees, May 13th, 2017

Apostille Fee (per Document)	\$20.00
Music Facility Fee for School of Music Students	\$200.00
MSOM Clinic Fee	\$500.00
Registration Fee for Summer or special sessions	\$50.00
Technology Fee for Summer or special sessions	\$50.00
Student ID Reproduction Fee	\$10.00
Insufficient Fund Charge	\$50.00 (per case)
Late Payment Interest Surcharge	18% Annually
Credit Card Convenience Charge	2.5% of total amount (per case)

Doctor of Ministry CTOR OF MINISTRY (DMIN) DEGREE FEES

Application fee	\$100.00
International Student Fee (J-1 visa students only)	\$500.00
Admission Fee	\$500.00
New Student Orientation Fee	\$100.00
Enrollment Fee (\$400.00 per semester)	\$1,600.00
Tuition	
(\$3,510.00 x 3 semesters or \$390.00 per credit; 27 credits)	\$10,530.00
Proposal Guidance Fee	\$400.00
Dissertation Tuition Fee(9 units; 1 semester)	\$3,150.00
Dissertation Advisement Fee	\$1,000.00
Continuance Fee (until graduation)	\$500 (\$1,200 for J-1 visa holders)/semester
Graduation Fee (includes Dissertation Binding Fee; 10 copies)	\$1,200.00

TOTAL (minimum; does not include Continuance Fees) \$18,580.00

J-1 TOTAL (minimum; does not include Continuance Fees) \$19,080.00

DOCTOR OF PHILOSOPHY (PHD) DEGREE FEES

Application fee	\$100.00
International Student Fee (J-1 visa students only)	\$500.00
Admission Fee	\$1,000.00
New Student Orientation Fee	\$100.00
Enrollment Fee (\$500.00 x 6 semesters)	\$3,000.00

Tuition	
(\$5,2800.00 x 5 semesters; \$550.00 per credit; total 48 credits)	\$26,400.00
Proposal Guidance Fee	\$600.00
Dissertation Tuition Fee	\$6,600.00 (12 units)
Dissertation Advisement Fee	\$1,000.00
Continuance Fee (until graduation)	\$500 (\$1,200 for J-1 visa holders)/semester
Graduation Fee (includes Dissertation Binding Fee; 10 copies)	\$1,500.00
TOTAL (minimum; does not include Continuance Fees)	\$40,300.00
J-1 TOTAL (minimum; does not include Continuance Fees)	\$40,800.00

*Enrollment fee includes registration fee, technology fee, & institutional fee.

**International students are required to register full-time base until graduation.

All tuition and fees listed in this catalog are subject to change at the discretion of the Board of Trustees of Georgia Central University. The fees may be changed without prior notifications, although as much advance notice as possible shall be given and published. All registration and tuition fees are due and payable at the time of registration. We encourage all students to pay all fees in full at registration.

INSTALLMENT PAYMENT PLAN

Students may elect to make full payment of tuition due at the time of registration. Any advanced payment will be credited to the student’s account, reducing the amount to be financed through a payment plan. Any student at GCU with current charges at the institution may apply for the installment payment plan unless he or she:

- is enrolling in his or her first term at GCU
- has a prior unsettled balance at GCU
- has a previously-cancelled installment payment contract

What costs can I finance with the plan?

All tuition and fees, room and board charges may be included in the plan. The costs for books, and for other charges, including Installment Fees or Late Registration Fees, cannot be included in the Installment Plan.

What is the cost of the plan?

The plan is interest-free if payments are made on time (see “What if I can’t make payments?” below), but the university does assess an administrative charge of \$60 each semester for the 2-payment plan, including initial payment at the time of registration, and \$100 for the 3-payment plan, including initial payment at the time of registration, to offset the additional cost of record keeping and possible billing. This charge is non-refundable.

How does the plan work?

The plan will finance your costs per academic term and be payable in equal installments during the given term based on the enrollment date. Any installment plans must be applied for and granted through the GCU Office of Business Affairs.

How do I apply for the Installment Payment Plan?

Sign and return the application along with your checks for applied installment payments payable to “Georgia Central University” or “GCU” with clearly-marked desired deposit dates at the time of registration. Your enrollment will not be complete unless the required first payment is received in full, and payment checks must be dated one month apart.

What if I can’t make payments?

Please contact the Office of Business Affairs if you cannot make your scheduled payment. The university will assess interest charges at 18% for the amount of each payment that is not credited to GCU. Any deferred payment MUST be paid by the 12th week from the first day of class each semester.

FINANCIAL ASSISTANCE**Office of Student Financial Aid**

Georgia Central University’s Office of Student Financial Aid is committed to assisting students and their families in obtaining sufficient financial resources to make attendance GCU an

academic and financial reality. There are many different sources of financial assistance available to qualified students.

Financial aid awards are based on economic need, merit, scholastic achievement, and extracurricular activities. GCU Office of Student Financial Aid awards aids to qualified applicants regardless of race, place of national origin, ethnic group, or physical disability.

Eligibility for Institutional Scholarships and Aid

Applicants for all institutional scholarships/aids must meet the following criteria:

- Be U.S. citizens, eligible non-citizens, or international students enrolled in a degree-seeking program.
- Maintain satisfactory academic progress (SAP) to be eligible for financial assistance.
- Not be in default on previous balance, a student loan, or obligated to pay a refund on a previous federal program.
- Demonstrate financial need by filing the GCU Scholarship Application and other required documents.

TYPES OF FINANCIAL ASSISTANCE

Financial Aid packages consist of three possible types of aid: (1) Institutional Scholarships/Aids, and (2) GCU Work Scholarship (also known as on-campus employment).

1. Institutional Scholarship & Aid

GCU has several programs to provide financial assistance to students in need. All GCU Institutional Scholarships/Aids are granted to students who enroll full-time (minimum 12 credit hours per semester) and complete at least two semesters' study. Scholarship amounts vary based on student need and qualifications and on availability of funds. Applicants must submit a Scholarship Application and supplementary documents to the Office of Student Financial Aid during the Registration and Late-Registration period. The forms may be obtained at the Office of Student Financial Aid, the Office of Academic Affairs, or from the GCU website at www.gcuniv.edu. The Scholarship Committee coordinates all institutional scholarship applications and financial aid.

2. Presidential Scholarship

Recipients are required to maintain a 3.0 grade point average and complete a minimum of 26 hours per academic year. Scholarship amounts vary based on need and qualification. Students receiving full Presidential Scholarships cannot receive other GCU institutional aid (this does not exclude students from receiving other aid from Federal, State, local and/or other assistance from outside resources).

3. Academic Achievement Scholarships

Recipients must maintain the required cumulative grade point average of 3.75 or above and the previous GPA of 3.8 or above, and complete a minimum of 26 hours per academic year.

4. Senior Citizen Tuition Assistance

Recipients must be age 65 or over, and maintain a 2.0 cumulative grade point average.

5. Spousal Tuition Assistance

May be granted to a student whose spouse also enrolls in a degree program full-time. Both spouses must maintain 2.0 cumulative grade point average for undergraduate and 2.5 for graduate level.

6. GCU Merit Scholarship

May be granted to those who are judged to have provided exceptional service to the University and the student body. Recipients must maintain 2.0 cumulative grade point average for undergraduate level and 2.5 for graduate level. Please contact the Office of Student Financial Aid for information about qualifying for this scholarship.

7. Tuition Assistance for Ministers and/or Ministers' Unmarried Child

May be granted to those who serve at local Christian churches as ordained ministers (and/or their unmarried child or children) who enroll in a degree programs on a full-time basis. They are required to maintain a 2.0 cumulative grade point average for undergraduate level and 2.5, and complete 26 credit hours per academic year.

8. Need-Based Tuition Assistance

May be granted to those demonstrating exceptional financial need. Recipients must maintain a 2.0 cumulative grade point average (undergraduate level) or 2.5 (graduate level).

9. Ohsan Scholarship

Granted by the Ohsan Scholarship Foundation (Chair, Elder Joseph J. Oh). Recipients must maintain 2.5 cumulative grade point average for undergraduate level and 3.0 for graduate level. Please contact the Office of Student Financial Aid for information about qualifying for this scholarship.

10. Korean-American Presbyterian Church (KAPC) Scholarship

Granted by the Korean American Presbyterian Church General Assembly. Recipients must maintain 2.5 cumulative grade point average for undergraduate level and 3.0 for graduate level. Please contact the Office of Student Financial Aid for information about qualifying for this scholarship.

11. KAPC Southeastern Presbyterian Scholarship

Granted by the KAPC Southeastern Presbytery. Recipients must maintain 2.5 cumulative grade point average for undergraduate level and 3.0 for graduate level. Please contact the Office of Student Financial Aid for information about qualifying for this scholarship.

12. On-Campus Employment Scholarship: GCU Work-Study

GCU work-study scholarship may be awarded to students demonstrating financial need. Students normally work four to twenty hours a week. Work-Study is designed not to interfere with a student's class schedule. Applicants must have completed a minimum of 26 credit hours (or two semesters' study) to be eligible. An On-Campus Employment Application must be submitted to the Office of Student Affairs to determine eligibility for work-study. Work-Study is subject to availability of employment positions.

NOTE: GCU On-Campus Employment Scholarship funds are credited to the student's account at the end of the semester, after approved monthly time sheets are turned in to the student's supervisor. It is the student's responsibility to make sure they do not work more than their awarded amount. Time worked over the awarded amount will not be credited or paid.

For more information regarding financial assistance, contact the Office of Student Financial Aid.

REFUND POLICY

Tuition may be refunded as provided below. Please note that simply not attending classes does not constitute a formal withdrawal from the University. To formally withdraw, a student must submit an Official Withdrawal Request Form to the Office of Admissions and a dated and signed Tuition Refund Request Form to the Office of Business Affairs as soon as possible after deciding to withdraw. A student will be issued a refund if the last date of attendance is on or before the date marking the midpoint of the semester or academic session.

A student may receive a refund for overpayment, withdrawal from classes, or dismissal from the University. There is no administrative fee for discontinuing as a student of the University. All refunds are issued within 30 days of the date of withdrawal; however, if overseas delivery is required, actual delivery may take several days beyond this 30-day period.

Refunds are determined based on prorating of tuition and the percentage of a program completed at the time withdrawal, up through 50% of the program. For example, if a student completes 25% of the semester, as calculated on the official Academic Calendar published by GCU, he/she will receive a refund of 75% of tuition paid. If a student withdraws after completing more than 50% of the program, no refund of tuition will be issued.

Refunds will be issued for tuition ONLY*. Refunds will not be issued for the following:

- Late registration fee (per class)
- Private scholarship funds
- Graduation fees
- Returned check or declined credit card fees
- Late payment fees
- Application fee I-20 fee
- Penalty for non-payment or default payment fee

***NOTE:** All monies will be refunded **IF AND ONLY IF** the student requests a refund within three (3) business days of signing the application paperwork, **OR** if no paperwork is signed and, prior to classes beginning, the student requests a refund within three (3) business days of making a payment.

A student who believes that a refund has not been calculated correctly may appeal to the Director of Business Affairs and, if need be, to the President.

Contact:

Jonguk Kim, Director of Business Affairs

Phone: 770-220-7918

Email: chs@gcuniv.edu

Any student who remains dissatisfied after attempting resolution through GCU channels may file a complaint with the Georgia Nonpublic Postsecondary Education Commission:

GNPEC

2082 East Exchange Pl, Ste. 220

Tucker, GA 30084

Phone: 770-414-3300

Complaints must be filed through the GNPEC website at gnpec.georgia.gov.

ACADEMIC POLICIES AND REGULATIONS

SEMESTER/TRIMESTER SYSTEM

As authorized by NPEC, GCU operates on the semester system for the Schools of Business, Christianity, Divinity, and Music, and on the trimester system for the School of Acupuncture and Oriental Medicine. The academic year consists of a Fall and a Spring semester with short sessions, and a Fall, Spring, and Summer trimester for the School of AOM. One semester hour represents one hour of classwork per week or its equivalent in other forms of class performance (see “Definition of ‘Credit Hour’” below). Each semester has 15 to 16 weeks of classes, including the final exam week. Each trimester has 15 weeks of classes or the equivalent in practica or clinic work. Full-time enrollment requires a minimum of 12 credit hours per semester for bachelor’s and master’s degree programs, and 9 for doctorate programs.

Course examinations are given at least twice a semester/trimester (mid-term and finals), in addition to occasional quizzes and term papers/projects. Faculty and instructors may choose to substitute term papers or projects for exams. A student whose class attendance is less than two-thirds of all the classes held is not eligible to take the final exam. Those who have missed any final exams due to circumstances beyond their control are entitled to take make-up exams.

SPECIAL SUMMER AND WINTER SESSIONS

During these sessions, short-term seminars and workshops may be offered along with regular courses. These courses, particularly travel seminars, are offered in various locations domestically and internationally such as Virginia, New Jersey, Florida, Arizona, the Bahamas, Israel, Turkey, Kenya, or Korea. During these special sessions/terms, carefully selected and scheduled continuing education courses are offered with local church ministers and/or leaders. Enrollment for any of these terms/sessions is limited to six credit hours.

When these courses are offered, students may enroll in them to make up lost credits or adjust their Grade Point Averages. Schedules for these special sessions vary each year, and are offered solely at the University’s discretion. Students should contact the Office of Student Affairs for more information.

CREDIT HOURS

Federal Definition of Credit Hour

All GCU courses adhere to the US Department of Education Office of Postsecondary Education credit hour standard, as below, unless otherwise noted. The rationale for an exception for any particular course must be documented and approved first by the School and then by the Office of Academic Affairs.

The US Department of Education definition of “credit hour,” as outlined in GEN-11-06, issued under Federal Regulation 75 FR 66832, is:

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- 1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or*
- 2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practical, studio work, and other academic work leading to the award of credit hours.²*

Georgia Central University Equivalences of credit hour

The institutionally-established equivalencies to the UD DoE definition of the credit hour at GCU are below. These standards apply to both undergraduate and graduate courses.

For each *semester* hour of credit, classes that meet in a face-to-face format must include one 50-minute period with the instructor and two hours of outside of class work for 16 weeks (1 credit hour = 50 minutes’ contact + 120 minutes outside work over 16 weeks for a total of 2,720 minutes of student effort).

² <https://www.ifap.ed.gov/dpclatters/attachments/GEN1106.pdf>

For each *trimester* hour of credit, classes that meet in a face-to-face format must include one 50-minute period with the instructor and two hours of outside of class work for 15 weeks (1 credit hour = 50 minutes' contact + 120 minutes outside work over 15 weeks for a total of 2,550 minutes of student effort).

One hour of credit may be awarded for laboratory and discussion sections that meet a minimum of 50 minutes per week and a maximum of 150 minutes per week. No more than one credit may be awarded for lab and discussion sections without approval of the School and then by the Office of Academic Affairs (1 credit hour = 1 to 3 lab and discussion sessions ranging from a total of 50 to 150 minutes).

Classes that do not have the required face-to-face contact time (for example, hybrid or online courses) meet the credit hour standard if they meet one of the following criteria:

- the course covers the same material in the same depth as a face-to-face version of the same course, OR
- the course has been evaluated by the School for content and rigor, and the School has approved the credit to be awarded.

Any off-cycle course must be equivalent in both contact and outside work totals as a semester/trimester-length course. If outside work is not assigned, lost hours must be made up through additional contact time. For example, a one-semester-hour workshop course meeting for 5 days and without assigned outside work would need to meet 8.8 semester or 8.5 trimester hours per day, calculated as follows (figures in parentheses indicate trimester):

- 50 minutes contact time x 16 (15) weeks = 800 (750) minutes total contact time
- 120 minutes outside work x 16 (15) weeks = 1920 (1800) minutes total outside work
- 800 (750) minutes total contact time + 1920 (1800) minutes total outside work = 2720 (2550) minutes of student engagement in course
- 2720 (2550) minutes total student engagement = 45 (42.5) hours = 9 (8.5) hours per day, 5 days per week, for 1 semester (trimester) hour

NOTE: Standard undergraduate and graduate courses are offered for three semester/trimester credits. Courses that do not meet the credit hour standards outlined above must be reviewed and

approved by the School first and then by the Office of Academic Affairs. Requests for credit hour exceptions should be directed to the Dean of Academic Affairs.

INDEPENDENT STUDY

Students in a Master's degree program who have completed at least two semesters of academic work, and who have a current average of at least 3.0 on a 4.0 GPA scale, may apply for an Independent Study course in order to pursue special-interest topics pertaining to their degree program. Students who are enrolled in graduate-level programs are entitled to request Independent Study courses after their first semester of enrollment. The student is responsible for obtaining the instructor's consent before registering for an Independent Study and must submit the Independent Study form to the Office of Academic Affairs.

Independent Studies may not be substituted for courses regularly taught and may not be used to fulfill requirements. Ordinarily, a student may undertake a total of two Independent Study courses while enrolled in a single degree program. However, under extraordinary circumstances, a student may exceed undertake more than two Independent Study courses, in consultation with the Office of Academic Affairs.

REGISTRATION AND TRANSFER

The regular registration period is approximately 2-3 weeks prior to the beginning of each semester. A late registration period is available (certain non-refundable fees will accrue; see "Financial Information," above). Any student who fails to register during the official registration period without the express written approval of the Office of Academic Affairs is subject to academic dismissal, and the University takes no responsibility for the student's subsequent academic or visa status.

Information regarding the dates of the official registration period each semester is widely available, through the published Academic Calendar (see elsewhere in this Catalog), the GCU website, orientation materials, posted notices on the GCU campus, or directly from the Office of Academic Affairs. Claims of ignorance of the registration schedule will not be entertained.

Those who intend to transfer out to another institution should submit the “Transfer Request” form 30 days prior to the scheduled registration period. The transferring procedures will be completed after the applicant’s records from all related departments (Financial Aid, Business Affairs, Library, Student Affairs, and Academic Affairs) are cleared.

ACADEMIC ADVISING AND COUNSELING

Academic advising is available at the main office with the Office of Academic Affairs and/or with an academic advisor. Advising is done by appointment, or on a first-come, first-served basis. Students seeking advisement for registration are asked to make an appointment at least 3 weeks prior to registration. Please keep in mind that waiting lines for those without appointments may be extremely long, so plan ahead. Students are advised to maintain contact with their student advisor to avoid issues with registration.

ADDING, DROPPING, OR CHANGING CLASSES

Please consider all possibilities and the recommendations of your counselor and your instructors before adding or dropping courses. Courses may be added or dropped during the first week of classes each semester. The Course Add/Drop/Change form is available at the Office of Academic Affairs or on the GCU website. Any tuition expense incurred for an added course will be due the same day. Please refer to the refund policy for any refund that may be due for dropped courses. Also, keep in mind that all international students must remain enrolled full-time in order to maintain J-1 visa status.

ATTENDANCE

Georgia Central University requires all students to attend all their registered classes including chapel (Institutional Requirement). Any students missing more than 3 class sessions will be permanently dismissed from the class for that particular semester with a grade of “F.” This attendance policy is non-negotiable, and is a requirement of the United Immigration Services for international students; university officials are required to terminate any such student’s **J-1** visa status in any case of failure to attend classes. Three late attendances to any class will be regarded as one absence.

In case of an emergency, a student may submit an official Absence Excusal Form to the faculty member in charge of each of the courses in which the student is enrolled. This form is available at the Office of Academic Affairs and on the GCU website. This form must be completed and signed by the applicant; the decision to grant a recognized absence then relies on the faculty's judgment and on submitted documentation. If the student has official permission from the Office of Student Affairs to be absent due to an emergency situation (including injury, hardship or sickness), the student may miss the class on the stated dates and such absences will not count towards his/her attendance.

SATISFACTORY ACADEMIC PROGRESS

GCU's Satisfactory Academic Progress policy evaluates both the quality (grade point ratio) and quantity (credit hours completed) of a student's academic work. Students must earn a GPA that meets the requirements for continuing enrollment and graduation. This requirement applies to all terms regardless of whether or not the student received financial aid. Progress is reviewed annually, at the end of the academic year. GCU's academic year begins on July 1st and ends on June 30th each year.

- Undergraduate students must maintain a minimum cumulative GPA of 2.00
- Graduate students must maintain a minimum cumulative GPA of 3.00

Satisfactory academic progress levels are established as of the last day to register or to add classes. Satisfactory academic progress is evaluated at the end of the spring semester, and the determination of satisfactory or unsatisfactory status is applicable to the succeeding academic year. Failure to complete the minimum number of credit hours per academic year or maintain the minimum GPA will result in the cancellation of all institutional funds. Students whose aid is cancelled are not eligible for additional financial aid until the necessary coursework is completed or their GPA is improved sufficiently to meet the minimum academic requirements for student financial aid. In order to maintain satisfactory academic progress, the student must have completed (per semester):

- 26 credit hours during the academic year if the student was enrolled full-time during both semesters as of the last day to register;
- 10 credit hours for any semester in which he or she was enrolled three-quarter time

(9-12 hours) as of the last day to register. “Full-time” means 13 or more credit hours.

This is also necessary to maintain F-1 visa status.

- 7 credit hours for any semester in which the student was enrolled half-time (6-9 credit hours) as of the last day to register.

NOTE: Part-time students must complete 80% of the credits for which they are assigned. If a student fails to maintain SAP, he/she may not be eligible to receive financial aid for the subsequent awarding year until SAP is recovered.

SATISFACTORY ACADEMIC PROGRESS APPEALS

After termination/denial of financial aid, a student may appeal. Appeals for financial aid will be considered only when

- sufficient credit hours are earned
- the student’s GPA meets the required level for continuing enrollment
- it is established through the financial aid appeals process that the student encountered some type of extenuating circumstance during the semester in question that hindered academic performance (e.g., prolonged hospitalization, death in the family, etc.).

Students wishing to appeal a financial aid decision must submit a letter to the Office of Student Financial Aid by July 1st each year, stating their reasons for failing to meet the satisfactory progress requirement and explaining whether or not they have solved their difficulties or hardships. Students who make unsatisfactory academic progress have the opportunity to earn credits to meet the minimum requirements during summer school. However, because summer grades are not always available in time for an appeal to be reviewed, such students may need to pay out-of-pocket for the subsequent Fall semester.

Students will be reimbursed the cost of tuition if their appeals are granted. Students who are deficient in hours may take transferable courses at other institutions; however, students who need to improve their GPA must take their coursework at GCU.

Please note that withdrawing from classes may not hurt a student’s GPA; however, it can hurt a student’s satisfactory academic progress if sufficient hours are not completed.

ACADEMIC ASSESSMENT SYSTEM (GRADING)

The quality of work done by students in courses is reported by use of the following grading scale.

Grade	Point Value	Definition
A	4.0	Excellent
A-	3.70	
B+	3.30	
B	3.00	Good
B-	2.70	
C+	2.30	
C	2.00	Satisfactory
C-	1.70	
D+	1.30	
D	1.00	Poor
D-	0.70	
F	0	Failure
P	-	Pass (Satisfactory)
F	0.00	Fail (Unsatisfactory)
I		Incomplete
W	0.00	Official Withdrawal
UW	0.00	Unofficial Withdrawal

INCOMPLETES

All course work must be completed by the last day of the semester in which the course is taken. In exceptional cases and at the discretion of the instructor, a student may apply for an incomplete ("I") grade for the course. This petition must be submitted to the instructor by the last day of the semester. If granted, the applicant must complete any assigned work by the date designated on the petition. The extended time cannot exceed four weeks from the end of the term. If the work is not completed by that date, the "I" grade will be changed to a "F."

COURSE REPEAT

When a student repeats the same course, the better grade will be utilized to calculate the cumulative GPA that is used for academic probation and dismissal, admission to degree candidacy and graduation.

DISMISSAL

Conditions for academic dismissal include (but are not limited to):

- Failure to register during the prescribed period.
- Illness requiring extensive hospitalization.
- Violation of school regulations governing discipline and misconduct.
- Disqualification by failure to meet all requirements of graduation.

Any student desiring to withdraw from the institution during the academic year is required to notify the Office of Admissions and Record and fill out the necessary withdrawal forms. Failure to comply with proper withdrawal procedures may result in denial of future readmission.

LEAVE OF ABSENCE (LOA)

Leave of Absence (LOA) refers to a specific time period during a program when a student is not in attendance.

Students who require a temporary break of enrollment in their program of study that will last for more than 29 days have the option of requesting a Leave of Absence. Exceptions shall be discussed with the VP or Dean of Academic Affairs in an emergent case such as medical reasons (a doctor's note should be attached). An LOA must meet certain conditions to be counted as a temporary interruption in a student's education rather than being counted as a withdrawal. There must also be a reasonable expectation that the student will return from the LOA in order for the leave to be approved.

- A LOA request must be signed, dated and submitted on or before the last day of class attendance in a course and must include the reason for the student's request. The request must be completed on the GCU Leave of Absence form. Any request submitted after the

last day of class in a course will be denied unless unforeseen circumstances prevented the student from doing so.

- GCU policy allows only one LOA of up to 60 calendar days in any 12-month period.
- Students who do not return from an approved LOA will be withdrawn from the University as of their last date of documented attendance.

A student wishing to request a LOA will need to initiate the process with the Office of Student Financial counselor.

OFFICIAL AND UNOFFICIAL WITHDRAWAL

Official Withdrawal refers to an action taken by a student to discontinue enrollment at GCU after the Drop/Add period has passed. The student's courses will be recorded on his or her transcript with a grade of W.

Course Withdrawal or *Partial Withdrawal* occurs when a student withdraws from one or more classes, but remains enrolled in at least one class.

A *Term/Session Withdrawal* or *Complete Withdrawal* occurs when a student drops or withdraws from all of his or her courses for the current term. This can occur all at one time or over a period of time within a term.

Unofficial Withdrawal refers to a student who fails to attend or stops attending one or more classes without officially withdrawing from the University. Their courses will be recorded on the student's transcript with a grade of UW.

Course Drop

Course Drop is an action taken by a student prior to the start of the term or during the Drop/Add period of a term. The dropped course does not appear on his/her transcript. Please refer to the Course Add/Change/Drop Policy on course drops.

Official Withdrawal Deadlines

Complete Semester Withdrawals: Students may officially withdraw from the University prior to the start of finals.

Summer Session Withdrawals: Students may officially withdraw from the University prior to the start of finals for the session.

Course Withdrawals/Partial Withdrawals: Students may officially withdraw from one or more classes through the 8th week of the semester. Please refer to the Academic Calendar on the University website for specific dates in each semester.

Withdrawal Methods

The University permits students to withdraw from a course, semester, or session by submitting a completed Withdrawal Application Form (available in the Office of Academic Affairs).

A student may withdraw in person, by fax, or by email by submitting a signed and completed Official Withdrawal Request Form to the Office of the Registrar/Academic Affairs by the withdrawal deadline. Forms are processed upon receipt. Any forms faxed outside business hours, during weekends or holidays will be processed the following business day.

Process

Students can drop course(s) during the first week of a semester/session. Please refer to the Course Add/Change/Drop Policy (Catalog) for details on course drops.

A student may notify the Office of the Registrar of their intent to withdraw from the University via e-mail with the Withdrawal Request Form attached. Due to FERPA regulations, the University cannot respond to requests from outside email sources.

Withdrawal Impacts

Effective Dates of Withdrawals

Official Withdrawals: The withdrawal date will be recorded effective from the date on which all forms are completed, signed and returned to the Office of the Registrar.

Unofficial Withdrawals: The withdrawal determination date for students who do not officially withdraw will be recorded as the last date of the semester. For Federal financial aid purposes, it

will be assumed that the student unofficially withdrew at the midpoint of the term. See the Grading Policy for additional details.

Tuition Liability/Refund

Official Withdrawals and Drops: The effective date of drops and/or withdrawal will determine the student tuition liability or refund due to the student. See Tuition Refund Policy for additional details.

Unofficial Withdrawals: The student is responsible for all associated tuition charges and fees.

Transcript/Grades

Official Withdrawals: A grade of W will be assigned for the course or courses and will appear on the student's transcript.

Unofficial Withdrawals: A grade of UW will be assigned for the course or courses and will appear on the student's transcript.

Drops: The course will not appear on, or will be removed from the student's transcript.

Credits Attempted/Earned

Official Withdrawals: The course or courses will be considered attempted but not earned.

Unofficial Withdrawals: The course or courses will be considered attempted but not earned.

Drops: The course or courses will neither be considered attempted nor earned.

Grade Point Average

Withdrawals and dropped courses do not affect a student's grade point average, assuming correct procedure is followed.

Financial Aid Adjustments

Students who receive financial aid and who drop classes or withdraw from the University may be subject to adjustments of their financial aid:

- *Change in Student Status:* Students who change their enrollment status from full-time to part-time, or from full or part-time to below half-time, due to a partial drop or withdrawal, and/or University aid adjusted. The University may also be required to report the student's change in enrollment status to lenders, which can trigger the repayment of student loans. Students will be notified in these cases via writing.
- *Cancellation of Financial Aid:* Students will have their financial aid cancelled if they drop all courses and do not incur any liability, or fail to meet satisfactory academic progress standards as a result of the withdrawal. Financial aid for future terms may also be cancelled. See SAP Policy (Financial Aid Policy & Procedures) for more details.

Future Enrollment

Students who withdraw from all courses may be permitted to re-enroll at GCU. Students who withdraw from the University must be in good financial standing in order to register for future classes and to have access to their official and unofficial transcript.

MAINTAINING GOOD ACADEMIC STANDING

Students are expected to maintain good academic standing, as indicated by Grade Point Average (GPA). GPA is calculated according to the Academic Assessment System (see “Academic Policies and Regulations,” elsewhere in this Catalog). Students who fail to maintain good academic standing will be placed on academic warning, academic probation or academic suspension, as described below. These standards apply to all undergraduate students, full-time and part-time, who are enrolled in any degree or certificate program other than ESOL.³

Academic Warning, Probation, and Suspension

A cumulative GPA of 2.0 is required for an undergraduate student to maintain good academic standing at GCU (Graduate students must maintain a B- average [2.7 GPA]). Cumulative GPA is calculated using only those credits earned or attempted at GCU; credits earned at other

³ This policy does not apply to students who are enrolled only in GCU's ESOL program (which has its own probation policy and requirements), and who are not enrolled in any other program. Students enrolled in the ESOL program AND another degree or certificate program ARE subject to this policy, as it pertains to their non-ESOL enrollment.

institutions will not be evaluated for the purpose of maintaining good academic standing at GCU. Students whose GPA falls below 2.0 may be subject to Academic warning, probation, or suspension. Academic warnings, probations, and suspensions will be handled on a case-by-case basis, based on the discretion and requirements of the Office of Academic Affairs, the Dean of the School in which the student is enrolled, and the Academic and Student Standing Committee. This Committee oversees cases of student academic probation and suspension, as outlined in the *GCU Faculty Handbook*⁴:

The Academic and Student Committee fulfills the following responsibilities:

- (1) Reviews progress of students toward degrees*
- (2) Reviews Academic Probation cases*
- (3) Communicates with the respective student and adviser*
- (4) Recommends list of academic achievement scholarships*
- (5) Considers disciplinary issues raised by the School Head, Instructor, member of the faculty, student, [and] the Admissions Committee, and recommends, when appropriate, cases for expulsion to the Faculty*

Terms of warnings, probations, and suspensions may vary from case to case. Terms of the warning, probation, or suspension (including results of failure to follow through on the terms) will be agreed upon by all parties, and all parties will sign off on the terms. Failure on the part of the student to follow through on the terms of an academic agreement may be grounds for dismissal of the student from GCU. Duration periods of warnings, probations, and suspensions may vary according to the discretion and recommendations of the OAA, the ASSC, and the Dean of the School in which the student is enrolled.

ACADEMIC MISCONDUCT

Academic Misconduct includes, but is not limited to, the following actions:

Plagiarism

A student plagiarizes if he/she uses the ideas, words or work of another person as their own ideas, words or work. Plagiarism is to be distinguished from inadequate and/or inappropriate attempts to

⁴ Georgia Central University *Faculty Handbook*, page 14

acknowledge the words, works or ideas of someone else. Plagiarism includes, but is not limited to:

- Copying unacknowledged passages from textbooks
- Reusing in whole or in part the work of another student or persons modified or otherwise
- Obtaining materials from the Web and submitting them, modified or otherwise, as one's own work

Cheating

A student is considered cheating if he/she does not abide by the conditions set for a particular learning experience, items of assessment and/or examination. Cheating includes, but is not limited to:

- Falsifying data obtained from surveys or similar activities
- Copying the answers of another student in an examination or allowing another student to copy answers in an examination
- Taking unauthorized materials into an examination
- Sitting in examination for another student or having another person at an examination on behalf of oneself
- Removing an examination question paper from an examination room where this is contrary to instructions
- Improperly obtaining and using information about an examination before an examination
- Making changes to an assignment that has been marked then returning it for re-marking claiming that it was not correctly marked.

Collusion

Collusion is seen to occur when a student works without the permission of the instructor with another person or persons to produce work which is then presented as having been completed independently by the student. Collusion includes, but is not limited to:

- Writing the whole or part of an assignment with another person
- Using the notes of another person to prepare an assignment
- Using the resource materials of another person that have been annotated or parts of the text highlighted or underlined by another person

- Allowing another student, who has to submit an assignment on the same topic, access to one's own assignment under conditions which would give that other student an advantage in submitting his or her assignment

Other

A student commits an act of academic misconduct when he/she inhibits or prevents other people's legitimate learning or teaching. Such actions include but are not limited to:

- Any infringement of the library rules, including specifically (i) withholding books from the library in such a way as prevents other students having access to the books at the time they may need them (ii) defacing books from the library, or (iii) stealing books from the library
- Any disruption of classes
- Any other conduct which unreasonably impairs the rights of other persons to pursue their work, studies or research.

Students are advised to consult the Student Handbook for a full explanation of the Code of Conduct, expected behavior, and possible penalties.

READMISSION

Any former student seeking admission after an absence of one to two years is required to submit a new application form. After two years of absence, students seeking readmission must complete the entire application process.

A student who has been placed on academic probation is eligible to apply for re-enrollment after one grade period following the probation. Requests for re-instatement must be addressed in writing to the Office of Admissions and Record. All requests must be completed and submitted to the Registrar's office at least 30 days before registration period starts. A re-admitted student would be enrolled on academic probation.

If re-admission is granted, the student must pay a re-admission fee in addition to regular tuition and fees.

TRANSCRIPTS

All grades are permanently recorded on a student's academic grade report and documented on his or her scholastic record. Grade reports of all academic work done at GCU and the cumulative grade point averages from other post-secondary institutions are permanently kept. The cumulative academic record includes personal identification (name, student I.D. number, date of birth, and date of entrance), degree completed and conferred, and graduation date.

Student academic records are available for inspection by the student involved, but these records are regarded as confidential and are never released to unauthorized persons. Student academic records are released to other persons or institutions only with the written consent of the student, and are made available only to authorized persons designated on the consent form. See "Family Educational Rights and Privacy Act" elsewhere in this Catalog for more information.

No official document of a student's records will be released until all financial obligations have been resolved. In order to issue an official transcript or other documents, a student must submit an "Official Document Request Form," which can be found at the Office of Academic Affairs or on the GCU web site, to the Office of Academic Affairs, and pay a fee of \$5.00 per document and \$20.00 for express service (1 to 2-day turnaround) per document to the Office of Business Affairs. It usually takes 5-7 business days to process the request. Official transcripts cannot be emailed or faxed. The issued document will be retained at the Office for 30 days.

TRANSFERRING OF CREDITS

All transfers of credit from other institutions will be evaluated by the Dean of the relevant School, who will report the transfer to the Office of Academic Affairs, based on the following criteria. A student's grade point average (GPA) does NOT transfer with the student. A new GPA will begin with the student's matriculation at GCU. Additionally, certain types of credits may not transfer, such as experience-based credits, credits for non-academic courses (internships, practica, etc.), and credit for courses not taught at GCU (see #3 below). In all cases, final transfer of credit decisions shall be at the sole discretion of the Dean of the School to which the student is applying. Special policies may apply to transfer credit in the School of Acupuncture and Oriental Medicine; see below for details.

All transfer credit that complies with these criteria will be considered; however, GCU does not guarantee acceptance of any or all transfer credit, and reserves the right to refuse transfer credit that, after evaluation, is not considered to meet these criteria.

1. The student must provide GCU with official, up-to-date transcripts from all institutions previously attended, in accordance with GCU admission policies. No transfer of credit will be allowed before the receipt of these transcripts. Transfer credits must be requested within the first academic year of the student's matriculation at GCU.
2. All coursework that is to be considered for transfer credit must come from a regionally- or nationally-accredited institution. Proof of such accreditation may be required. International students transferring from an institution that is not accredited by a US regional accrediting body MUST use an evaluation service that offers a course-by-course transcript evaluation. It is the applicant's responsibility to engage this service, and to pay any and all associated fees for the service. GCU is not responsible for errors resulting from the use of such a service. For a list of approved services, contact the Office of Admissions.
3. All transfer credit must be comparable to similar courses or programs of study at GCU. The suitability of transfer credits is solely the decision of the Dean of the relevant School. GCU reserves the right to refuse transfer credit that is not, in the opinion of the Dean of the relevant School, comparable to available courses or programs at GCU.
4. Transfer credits must be based on *semester/trimester hours*. If a student is requesting transfer credit from an institution that uses quarter hours or any other non-semester or non-hour system, the Office of Academic Affairs will convert the student's credits to semester hours.
5. To be eligible for transfer, all credits must show a minimum earned grade of C minus (C-) for undergraduate transfer credits and a minimum B minus (B-) for graduate transfer credits. Courses graded with a number will, if eligible, be transferred based on GCU's grading policy (see the GCU *Catalog* for details). Courses graded on a Pass/Fail or Satisfactory/Unsatisfactory basis are not eligible for transfer credit.
6. Students in undergraduate and most graduate programs must complete at least half of their regular course work at GCU. However, two-thirds of the credits required in an ATS approved master's degree may be granted based on transfer credits.
7. Advanced standing may be granted with maximum nine (9) credits counted toward the Ph.D. or D. Min program based on appropriate evaluation.

8. Decisions regarding transfer of credits from one field of study at GCU to another field of study at GCU (i.e. a change of major) are subject to evaluation on a case-by-case basis by the Dean of the School to which the student wishes to transfer. The decision of the Dean of the School in such GCU-to-GCU transfer cases is final.
9. To ensure fairness and equal treatment, transfer credits from any institution with which GCU has any affiliation or agreement (such as a Memorandum of Understanding) will be evaluated using the same criteria as any other potential transfer credits. No exceptions will be made to this policy.
10. Students wishing to transfer to another institution from GCU may obtain copies of their GCU transcripts by completing the relevant request form(s). Students requiring transcripts may request an unofficial transcript or an official, sealed transcript. Transcript requests may be subject to a fee. GCU cannot be responsible for ensuring timely delivery of transcripts. Requests for transcripts should be made a *minimum* of 30 days before the transcripts are required, in order to give time for processing.

Credits earned at GCU may not be accepted at other institutions; students should be familiar with the other institution's transfer-of-credit policies before attempting to transfer credit from GCU.

11. If transfer of credit is denied, the student may appeal the decision to the Office of the Academic Affairs by completing an appeal form. Appeals decisions are final.

Transfer of credit policies for the School of Acupuncture and Oriental Medicine

The SAOM has several School-specific policies which apply to students seeking to transfer credits to that School:

- All transferable coursework must have been completed within 10 years prior to admission (with the exception of current employment in a field relevant to the course).
- Any coursework which counts towards the minimum 60-unit requirement for admission is ineligible for transfer credit.
- Up to 100% transfer credit may, at the discretion of the Dean of the School, be granted for AOM courses in basic sciences and Western clinical sciences from an ACAOM-accredited or regionally-accredited program.
- Up to 100% transfer credit may, at the discretion of the Dean of the School, be granted for AOM courses in Acupuncture, Herbal Medicine, and Oriental Medicine for coursework taken in Georgia Composite Medical Board (GCMB)-approved and/or ACAOM-accredited programs.

- Up to 100% transfer credit may, at the discretion of the Dean of the School, be granted toward AOM clinical training requirements from GCMB-approved and/or ACAOM-accredited programs.
- Regardless of the conditions cited above, all students must complete a minimum of 64 didactic units and 200 clinical hours in no less than one year (4 quarters) **in-residence** to graduate from the SAOM.
- Coursework taken at another institution after admission to the SAOM must be approved for transfer **in advance** by the Office of Academic Affairs.

STUDENT INFORMATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The privacy and confidentiality of student education records is protected, as provided for by Federal law (20 U.S.C. § 1232g; 34 CFR Part 99). This Act replaced by this law, the Family Educational Rights and Privacy Act (FERPA) applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 *OR* attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the eligible student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339, or contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

STUDENT GRIEVANCES PROCEDURE

Georgia Central University (GCU) maintains a grievance process available to all students that provides an open and meaningful forum for complaints and resolution of complaints, and is subject to clear guidelines. This procedure does not address complaints related to the unlawful harassment, discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the State Board Procedure: Unlawful Harassment and Discrimination of Students.

Informal Complaint Procedure

- A student has 10 business days from the date of the incident to resolve their complaint informally by approaching their instructor, or any other staff or faculty member directly

involved in the grieved incident.

- Where this process does not result in a resolution of the grievance, the student may proceed to the formal grievance procedure.

Formal Complaint Procedure

- Within 15 business days of the incident, the student must file a grievance in the office of the Director for Student Affairs (DSA).
- If the grievance is against the DSA, the student shall file the grievance in the Office of the President.
- The DSA, or his/her designee, will investigate the matter and supply a written response to the student within 15 business days.
- The DSA, or his/her designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the aggrieved student.

Appeal of Staff Response

If a student is unsatisfied with the response from the DSA, the student may appeal the decision to the President of the University.

- A student shall file a written appeal to the President within 5 business days of receiving the response.
- The appeal will be decided based entirely on documents provided by the student and the administration, therefore, the student must ensure that he has provided all relevant document with his appeal.
- At the President's sole discretion, grievance appeals may be held in one of two ways:
 - The President may review the information provided by the student and administration and make a final decision; or
 - The President may appoint a cross-functional committee comprised of 5 members, including one chair, to make final decision.

The decision of either the President or the cross-functional committee shall be made within 10 business days of receipt by the President of the appeal. **Whichever process is chosen by the President; the decision on the grievance appeal is final.** Retaliation against a student for filing a grievance is strictly prohibited.

Record Retention

Documents relating to formal grievances including investigations, dispositions and the grievance itself shall be held for 2 years after the graduation of the student or the date of the student's last attendance.

Responsibility

The Director of Student Affairs has the overall responsibility for ensuring the grievance procedure is implemented. Should the student so elect, he or she may contact the State of Georgia Nonpublic Postsecondary Education Commission (NPEC) or GCU's accrediting body after all internal procedures, as outlined above, have been exhausted. Contact information for is below:

Georgia Nonpublic Postsecondary Education Commission

Standards Administrator

2082 East Exchange Place – Suite 220

Tucker, GA 30084-5305

Phone (770)414-3300 Fax (770)414-3309

gnpec.georgia.gov

Complaint forms may be downloaded from the GNPEC website at

<https://gnpec.georgia.gov/student-complaints>

STUDENTS WITH DISABILITIES OR SPECIAL NEEDS

In accordance with Section 504 of the Rehabilitation Act of 1973, Georgia Central University seeks to give equal opportunity and access to students with disabilities. The Office of Student Affairs coordinates the accommodation requests of disabled students for the university. A student with a disability who requires special attention or accommodation should contact the Office of Student Affairs to establish his/her disability and make a "Reasonable Accommodation" request.

The student should submit in writing the following information:

- The nature of the disability or the special request(s)
- Any documents establishing the disability or special needs
- The student's request for special accommodation

As some accommodations may take time to arrange or to be coordinated, requests should be made as soon as possible after a student is admitted to Georgia Central University. On the day of Orientation for new students or during the first week of semester, the designated officer will meet with the student to discuss the request; then the request will be submitted to the Academic and Judicial Committee for further recommendations for accommodation.

HOUSING INFORMATION

GCU does not have dormitories or apartments; however, GCU can provide information on local housing to help new students find a residence near the university. Please contact the Office of Student Affairs for more information.

OFFICE OF CAREER DEVELOPMENT

The Georgia Central University Office of Career Development serves GCU students and alumni with career development and job search efforts. All students must agree to our policies and conditions related to recruiting. For the best success of all students, recruiting should be treated as a valued relationship between the employer and student. By using the services of the Office of Career Development, you are agreeing to follow all OCD regulations, including those listed below.

As a GCU student, you are ultimately responsible for securing your own employment following graduation. The Office for Career Development, GCU alumni, faculty and employers play key support roles in the success of your career/job search strategy. The Office of Career Development has established a slate of career development and recruitment services that is fair and equitable to students and employers alike, and supports responsible career decision-making by students. This effort is a partnership. It is up to you to seek counsel and direction to utilize fully the elements of this partnership, just as it is the Office of Career Development's charge to assist you in preparing you effectively for the rigors of the job search.

The Office of Career Development wants to work together with you so that this process can continue to be successful. Therefore, it is important that you understand and agree to abide by these rules. You will be asked to sign a statement of agreement when you first come to the Office of Career Development.

What you can expect from the Office of Career Development:**1. Access to services, events and GCU alumni**

All students will have equal access to all OCD services, including career advising, employer resources, workshops and related programming, interview training, resume & cover letter reviews, and recruiting. In addition, you will have access to GCU alumni on GCU website (www.gcuniv.edu) for networking and obtaining career information. We encourage you to work with the Office of Career Development advisors in a proactive manner to prepare for these discussions.

2. Career marketing strategy

The OCD is available to assist you with the identification and formulation of a successful job search strategy and action plan, including developing a job search profile, resume and cover letter critiques, networking techniques, interview skill development, and follow-up procedures. The OCD is available as a support during the various phases of your decision-making with respect to job offers.

3. Ongoing employer relations

The Office of Career Development actively develops and enhances relationships with employers for increasing employment opportunities. These opportunities are reflected in our on-campus recruiting program, various off-campus recruiting events and referrals for job opportunities with a diverse group of employers.

4. Freedom of choice

You will have the freedom to choose an internship or permanent job opportunity that best suits your career goals and objectives. To this end, the OCD will work with you to make certain that your values, goals, and objectives are clear, in order to ensure that you are positioned to make the best possible employment decisions.

5. Confidentiality

The Office of Career Development will maintain the confidentiality of your information, regardless of the source; including written records, reports and databases. Individual data will be kept confidential.

What the Office of Career Development expects from you:**1. Professional conduct**

Interviews, corporate presentations and communication with employers are professional activities that require professional conduct. As in all Office of Career Development functions, punctuality and a professional demeanor are expected.

2. Interview with commitment

Research each organization that you will be interviewing with and be prepared to explain your interest in working there. Don't expect the interviewer to "sell" you on the organization. Don't use interviewing for practice.

3. Adhere to schedules

Appear for all career advising appointments and job interviews, whether on- or off-campus, in a timely manner unless an emergency prevents you from doing so. If an emergency occurs, and you cannot attend a University-sponsored recruiting event or interview, immediately notify the Recruiting Coordinator Samuel Kim 770-220-7905 or <smk8184@gcuniv.edu> so that alternative arrangements can be made.

Students who fail to appear for a scheduled job interview are considered "no shows." Our definition of a "no show" includes either no notification or inadequate notice (less than 24 hours' notice in all reasonable situations not including serious illness or other emergency). This is not only discourteous to both the interviewer and your classmates, it also reflects poorly on the Institution. Interview and all privileges will be suspended for any student who misses an interview until a letter of explanation has been sent to the interviewer (usually within 24 hours) and a copy received by the Office of Career Development Coordinator, Samuel Kim, at <smk8184@gcuniv.edu>.

On-Site Employer Interview Cancellations: If you are interviewing on-site with an employer, you should provide at least 48 hours' notice to cancel.

4. Making decisions concerning job offers

Communicate your acceptance or rejection of a job offer on or before the date agreed upon. If you must request additional time to consider an employer's offer, do so by notifying the person who extended you the offer as soon as possible.

Accept an offer in good faith; once you accept an offer, you must withdraw from all other interviews. You are expected to honor your commitment. GCU does not condone renegeing on job offers by candidates or employers. Renegeing on an offer will result in being permanently blocked from Office of Career Development services and on-campus recruitment.

5. Notify the Office of Career Development of all changes in your job search information

This information assists the Office of Career Development in identifying and helping students who need additional support in either their internship or permanent job search.

STUDY ABROAD PROGRAMS

GCU Approved Study Abroad programs include:

- Daejeon Theological University, Daejeon, Korea
- Handong Global University in Pohang, Korea
- Honam Theological University & Seminary, Kwangju, Korea
- Seoul Jangshin University, Kwangju, Korea
- Youngnam Theological University & Seminary, Kyungsan, Korea

Students studying abroad must make an appointment with the Director of Student Financial Aid at least three months prior to departure. To determine whether or not a student can use GCU institutional financial aid students must provide the following:

1. A letter or memo from the Dean of the School, indicating student has been selected to study at an approved Study Abroad Program.
2. Dates of student's study abroad program.
3. Total cost of attendance for your trip which includes: tuition, fees, room and board, books and supplies, roundtrip airfare, local transportation, additional estimated expenses.

4. Name, phone and e-mail address of a contact person at the study abroad institution.

NOTE: Any deposits charged by the program or any upfront costs (housing deposit, fee to reserve a place in a class, airfare, visa, etc.) are the responsibility of the student.

Financial Aid cannot exceed the cost of tuition room board and fees for the Study Abroad Program.

For questions concerning financial aid for study abroad programs, contact the Office of Student Financial Aid at 770-220-7915.

UNIVERSITY LIBRARY

The GCU Library provides information services and biblical resources to support the scholarly and information needs of the GCU community. It shares resources with those outside the University by maintaining an excellent collection of print and non-print resources, by providing instruction on and assistance with library use, and by creating an academic atmosphere fostering learning and intellectual inquiry. There are some 30,000 printed titles in the GCU Library, and the number is ever-growing. These are closely tied to the GCU curriculum and support the subject areas covered by GCU’s academic programs. Many books are written in Korean for our students’ convenience and to promote cultural integration.

Hours of Operations

Mon, Tue, Sat:	9am - 6pm
Wed, Thu, Fri:	9am - 5pm
Sunday:	Closed

Hours may vary during the summer, between semesters, and on holidays. Please check the GCU website or contact the Library for opening hours at these times. Any changes in operation hours are published on the official Library website and public bulletin board around the Library premises. Hours are subject to change without notice.

Obtaining a Library Card

Students, faculty and staff members **MUST** present their GCU identification cards to check out library materials. A valid GCU ID card serves as library card for students, faculty and staff. If you

lose your ID card notify the officers at the Office of Admissions and Records immediately. You may purchase a replacement card at the Office of Business Affairs for \$10.00. Community members may apply for a community member library card. For a community member, a copy of driver's license and \$20 processing fee are required to obtain a library card. There are no annual fees.

Circulation Services

The Circulation Desk is located at the entrance of the Library. A staff member is available during hours of operation to offer directions and instructions regarding the location of library materials and to provide circulation services. A librarian will help you to locate the materials you are searching for or with inquiries as to check-out status of materials.

Circulation Policies

Faculty Members:

Maximum 30 items per check-out

Circulation period: 60 days

2 renewals allowed per item (assuming no reserves have been placed on the item)

Staff Members and Doctoral students:

Maximum 10 items per check-out

Circulation period: 30 days

2 renewals allowed per item (assuming no reserves have been placed on the item)

Students:

Maximum 5 items per check-out

Circulation period: 14 days

2 renewals allowed per item (assuming no reserves have been placed on the item)

Community Users:

Maximum 5 items per check-out

Circulation period: 14 days

2 renewals allowed per item (assuming no reserves have been placed on the item. Note that GCU Faculty and students have priority when reserving items)

Please see the *Library Handbook* or check the website at library.gcuniv.edu for more information.

STUDENT GOVERNMENT ASSOCIATION (SGA)

SGA responds to the concerns of the student community. This annually-elected governing body coordinates and oversees various activities of GCU Student Government Association in consultation with the Office of Student Affairs. The student body, following the procedures outlined in the Student Handbook and in SGA bylaws, elects officers and members of the Student Government Association. Its primary function is to initiate discussion and make decisions concerning student services, including Financial Services and Student Aid; coordinating prescheduled and authorized student activities throughout the given academic year; improving the educational environment of the University; and aiding students with various hardships and difficulties in continuing to pursue their academic goals. The Association helps students to become active in serving the community and participating in University programs, provides information for student welfare, and acts as a mediator between University administration and GCU's student body.

GCU Student Government Association Mission Statement

The GCU Student Government Association protects and promotes students' rights and helps students to promote the mission of GCU.

GCU Student Government Association Rules & Regulations

All registered students can join the SGA as a member. The SGA election is held in April of each year. SGA fees will be collected at the time of registration and the SGA treasurer will account the fees. All announcements and event changes will be published on the GCU website and on bulletin boards throughout campus.

STUDENT ACTIVITIES

GCU Soccer Team

GCU Soccer Team was formally established on April 14, 2007 after winning the 2007 Kosiers Fc 1st Indiana Korean Soccer Tournament in Indiana. The GCU Soccer Team exists to provide students with opportunities for social engagement and physical challenges.

We also hope that the Soccer Team becomes another avenue of opportunity for GCU to meet with many different schools not only in Greater-Atlanta area, in the State of Georgia, and in the United States of America. GCU Soccer Team members practice and train every weekend to fully prepare themselves for tournaments and to promote social gathering amongst students. GCU students, faculty, and staff members can become members of the GCU Soccer Team. All members of the team can be nominated as captains or co-captains through a yearly voting process. All members are required to participate in every tournament to promote team effort. The GCU Soccer Team is a student-governed body sponsored by the school. For further information about the team or the tournament, please call GCU administration at 770-279-0507.

Chamber Orchestra

GCU Chamber Orchestra exists to praise God, to promote musical knowledge in community and to share the musical gifts of its members.

GCU students, faculty & staff members can become members of the GCU Chamber Orchestra. Many positions are available, such as pianist, cellist, violinist and vocalist. Anyone who is interested can contact the School of Music at 770-279-0507.

The School of Music of GCU conducts an Annual Music Festival composed of GCU's finest instructors and students. Community leaders from both Georgia and Korea are invited to attend. Plans are underway to expand the Concert to a wider area, advocate the importance of music education and raise the interest of prospective students. This tradition of recitals and concerts by GCU's faculty and students started in 2004 and this program has been on-going and ever-growing, becoming bigger and better every year.

GCU Choir

GCU's School of Music invites any GCU students to join the GCU Choir. The Choir is led by the school head, and incorporates faculty members and visiting performers. Please contact the School of Music for more information.

GCU Sorority

GCU's Office of Student Affairs oversees any and all sorority club activities including assignment, approval, and financial support. Office of Student Affairs sets the guidelines and oversees the program in accordance with bylaws of Student Government Association. For

detailed information on application and approval of sorority activities, please contact the Office of Student Affairs at 770-279-0507.

SPIRITUAL GUIDANCE, STUDENT MISSION & OUTREACH

The Office of Student Affairs coordinates with the GCU Chaplain's Office to help students with personal or spiritual issues. Students who would like spiritual counseling may contact the OSA, which will put the student in touch with the GCU Chaplain's Office. Students are assured that their interactions with the Chaplain's Office will remain confidential, and that GCU will try to provide as much help as possible with personal and spiritual matters.

GCU encourages its students to actively participate in local churches, mission and outreach. The OSA coordinates with the GCU Chaplain's Office to help students engage in mission and outreach. The Chaplain's Office maintains contact with several local churches and related organizations, and will provide assistance in finding service opportunities to students who wish to serve with inner-city missions, ministry to the homeless, education (Sunday school or vacation Bible school), and can help students to find internships with churches and church schools in the Atlanta area.

UNIVERSITY CODE OF CONDUCT

STUDENT RIGHTS AND RESPONSIBILITIES

GCU publishes a Student Handbook that contains Board of Trustees information, policies, and procedures, including the Code of Conduct. In addition, the Student Handbook details the various complaints and appeals policies and procedures applicable to students. Each student is expected to read and comply with the Student Handbook as well as the requirements in this Catalog. A copy is available in the Office of Student Affairs.

Introduction

Members of the University community are encouraged to develop the capacity for critical judgment and maintain personal independence in their search for truth and are required to engage in responsible social conduct that reflects credit on the Georgia Central University community and to model good citizenship in any community

Freedom to teach and learn is an essential aspect of the academic progress. Freedom to learn depends upon appropriate opportunities and conditions in the classroom, on campus, and in the greater academic community. The University has developed procedures and policies to safeguard this freedom and to maintain an environment conducive to the learning process.

The purpose of publishing disciplinary regulations is to give notice of prohibited behavior. Any behavior that threatens the academic environment, threatens the learning process, hinders Christian beliefs, and the University community. Therefore, the University exercises its right to discipline and commits its policies and procedures, in the form of the University Code of Conduct, to the protection and promotion of the academic enterprise. Students who have been found responsible for violating this Code, or who otherwise pose a substantial danger to the University community, may be suspended or expelled. Although, this Code is not written with the specificity of a criminal statute, it is binding upon the University community.

Definition of Terms

1. "Institution" or "University" as used in this Code of Conduct means Georgia Central University and all its undergraduate and graduate schools, departments,

- and programs.
2. “University-sponsored activity” means any activity on or off University premises that is initiated, aided, authorized, or supervised by the University or recognized student organizations.
 3. “Complainant” means a person who makes a complaint or reports a violation of the University Code of Conduct or other University regulations and policies.
 4. “Distribution” means any form of sale, exchange, or transfer.
 5. “Group” means a number of persons who are associated with each other, but who have not complied with University requirements for recognition as an organization.
 6. “Organization” means a number of persons who have complied with University requirements for recognition.
 7. “Intentional” means deliberate.
 8. “Reckless” means careless or heedless of the potentially harmful consequences of one’s behavior, where risk of harm to persons, property or normal University operations can be reasonably foreseen.
 9. “Respondent” means a person who has been accused of violating the University Code of Conduct.
 10. “Student” means any currently enrolled person for whom the institution maintains educational records, as defined by the University and related regulations. It further includes persons who are eligible to receive any of the rights and privileges afforded a person who is enrolled at the University including, but not limited to, those individuals admitted to the University and attending orientation programs.
 11. “Faculty” is any person hired by the University and any or all affiliated campuses to conduct classroom activities.
 12. “Weapon” means any object or substance designed to inflict wound, cause injury, or incapacitate, including, but not limited to, all firearms, explosives, pellet guns, slingshots, martial arts devices, brass knuckles, switchblades, bowie knives, daggers, or similar knives, and chemicals such as mace or tear gas. A harmless instrument designed to look like a firearm, explosive, or weapon which used to assault or threaten another person, is expressly included within the meaning of weapon.
 13. “University Official” is a person employed by the University in an administrative,

- supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing given tasks at the University.
14. “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University including adjacent streets and sidewalks.
 15. The terms “shall” and “will” are used in the imperative sense.
 16. The term “may” is used in the permissive sense.
 17. The term “policy” is defined as any written rule or regulation of the University.

University Authority

Student Conduct Administrator

The Director of Student Affairs or his/her designee is the Student Conduct Administrator who directs the efforts of students and staff members in matters involving student discipline. The responsibilities of the Director of Student Affairs as a student conduct administrator include:

1. Determining the disciplinary charges to be filed pursuant to this Code of Conduct.
2. Interviewing, advising, and assisting parties involved in disciplinary proceedings and arranging for a balanced presentation before disciplinary conferences or the Faculty Committee on Academic Standing.
3. Maintaining all student disciplinary records.
4. Developing procedures for conflict resolution.
5. Resolving cases of student misconduct, as specified in this Code.

Staff Conduct Administrator

The Director of Human Resources Department in the Office of Business Affairs or his/her designee is the Staff Conduct Administrator who directs the efforts of students and staff members in matters involving staff discipline. The responsibilities of the Director of Human Resources as a staff conduct administrator include:

1. Determining the disciplinary charges to be filed pursuant to this Code and/or other University employee policies or regulations.

2. Interviewing, advising, and assisting parties involved in disciplinary proceedings and arranging for a balanced presentation before disciplinary conferences or hearing officers.
3. Maintaining all employee disciplinary records.
4. Developing procedures for conflict resolution.
5. Resolving cases of employee misconduct, as specified by University policies governing employees.

PROSCRIBED CONDUCT

The Georgia Central University Code of Conduct applies to conduct that occurs on University premises, at University-sponsored activities, and to off-campus conduct that adversely affects the University Community and/or the pursuit of its objectives. Each member of the community shall be responsible for his/her conduct from the time of application for admission or employment through the actual awarding of a degree or termination of employment, even though conduct may occur before classes (or employment) begins or after classes (or employment) end, as well as during the academic year and during periods between terms of actual enrollment (or while on leave or vacation) even if his/her conduct is not discovered until after a degree is awarded or employment terminated. The University Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. For student behavior, the Director of Student Affairs or designee shall decide whether or not the University Code of Conduct shall be applied to conduct occurring off campus on a case by case basis.

The following actions are prohibited and constitute a violation of the University Code of Conduct. The Director of Student Affairs oversees all cases involving alleged violations of Conduct. To determine whether an organization is responsible for a violation of the code of conduct, all circumstances will be considered, including, but not limited to:

1. whether the misconduct was committed by one or more members of the organization;
2. whether officers of the organization had prior knowledge of the misconduct;
3. whether organization funds were inappropriately reimbursed;
4. whether the misconduct occurred as a result of an organization-sponsored function; and
5. whether members of the organization intentionally lied about the incident.

Any violation of policies and regulations in the Georgia Central University Code of Conduct may result in disciplinary action, including dismissal.

CONFLICTS OF INTEREST

All members of the University Community owe a duty of undivided and unqualified loyalty to the organization and may not use their positions to profit personally or to assist others in profiting in any way at the expense of the organization.

All members of the University Community are expected to regulate their activities so as to avoid actual impropriety and/or the appearance of impropriety which might arise from the influence of those activities on business decisions of the University, or from disclosure or private use of business affairs or plans of the University.

If any person is in doubt about whether a situation constitutes a conflict of interest, the matter should be fully disclosed to that person's supervisor or the Provost so that a determination can be made. Violation of this policy will result in appropriate disciplinary action up to and including termination of employment, cessation of business with a vendor, and other appropriate remedies.

CLASSROOM STANDARDS

The individual faculty member is primarily responsible for managing the classroom environment. If a student engages in any prohibited or unlawful acts or other behavior that results in disruption of a class, he or she may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on disciplinary grounds, must be preceded by a disciplinary conference or hearing. Professors and instructors will encourage free discussion, inquiry, and expression in the classroom whenever possible. Student grades must be evaluated on academic performance based **solely** on class assignments and/or examinations, not on opinions expressed or on conduct unrelated to academic criteria, unless this conduct is disruptive to the academic endeavor.

ATTENDANCE

Given the importance of class attendance to the pursuit of excellence in academia, Georgia Central University requires all students to attend all the classes for which they are registered, including Institutional Requirement (chapel attendance). Any student missing more than 3 class sessions will be permanently dismissed from that class for that particular semester with a grade of “F.” This attendance policy is **non-negotiable** and is strictly imposed by United States Immigration Services for International Students; which allows university officials to terminate a student’s F-1 visa status in any case of failure to attend. GCU is required by SEVP regulations to report the attendance of J-1 visa-holding students. Every 3 late attendances (“tardies”) will be counted as one absence.

In case of emergency (such as accident, hardship or sickness), a student may submit an official absence request form to each faculty member in charge of the student’s courses. This form is available at the Office of Academic Affairs. The absence request must be drafted and signed by the applicant only, with the decision to grant an excused absence reliant upon the judgment of faculty and documentation submitted by the student. If the student is granted permission from the Office of Academic Affairs, the student may miss class on the stated dates, and such absences will not count against the student’s attendance record.

If an instructor is late in meeting a class **without notice**, students shall wait 30 minutes after the start time. If the instructor has not arrived by that time, the students may leave the class.

RESPONSIBILITY FOR NOTICES

All students are required to give written notice to Georgia Central University regarding any change of address, emergency contact information, visa status and/or any other relevant information, in order to maintain effective communication and to avoid legal action. It is the student’s responsibility to notify the University **in writing** of all transfers and paperwork needs, such as certificates of graduation or transcripts. All students are required to check the school website regularly for any changes in school policies or schedules.

SPECIAL INFORMATION FOR INTERNATIONAL STUDENTS

It is important for students and exchange visitors to understand the concept of immigration status and the consequences of violating that status. Being aware of the requirements and possible consequences will make it more likely that you can avoid problems with maintaining your status. Every visa is issued for a particular purpose and for a specific class of visitor. Each visa classification has a set of requirements that the visa holder must follow and maintain. Those who follow the requirements maintain their status and ensure their ability to remain in the United States. Those who do not follow the requirements violate their status and are considered “out of status.” It is the responsibility of the visitor to be aware of and to maintain their own visa status. If you have any questions about your visa status as it relates to GCU, please contact the Office of Admissions or the International Student Advisor.

Failure to maintain status can result in arrest, and violators may be required to leave the United States. Violation of status also can affect the prospect of readmission to the United States for a period of time. Most people who violate the terms of their status are barred from lawfully returning to the United States for years. Remember that the University is **required by law to report visa violations**. In the event of student failure to provide proper notice of changes in personal mailing address or contact number, the University may be forced to adjust the student’s status. In order to avoid this, students are asked to visit the Office of International Student Advisement Center to file correct personal information. The best way to keep your visa status is to stay in contact with the University and attend your classes.

INTELLECTUAL PROPERTY POLICY & RESPECT SYSTEM

Georgia Central University honors all intellectual property rights, including all copyrights, patents, trademarks, trade secrets and computer software licenses. This applies to students as well as to faculty and staff. All infringements by students, faculty or staff of intellectual property are subject to punishment by law and by Georgia Central University Policy. All GCU students are required to respect the intellectual rights of fellow students and faculty members. Any activity such as copying or borrowing from works without the proper citation (see below) is strictly prohibited. Any course materials, printed information, documents, visual aids, recorded course works, and academic development processes and systems are strictly protected by Georgia Central University.

POLICIES ON THE APPROPRIATE USE OF SOURCES

Education and campus life is an on-going, critical, ever-challenging, and constructive communication among students, faculty members, administration, staff, church, and the sources of knowledge which are used to inform them. When sources of information are not acknowledged or shared, communication loses its power and authority, students lose their voice, and the sources lose their integrity. Therefore, at GCU, plagiarism is considered a serious threat to good learning and academic standards because it threatens the communication necessary for better educational conditions at GCU. See “Academic Misconduct” under Academic Policies and Regulations elsewhere in this Catalog for more information regarding plagiarism and cheating.

CAMPUS SAFETY AND EMERGENCY POLICIES AND PROCEDURES

Georgia Central University takes student, faculty and staff safety very seriously. There will be no drugs, alcohol, weapons, sexual activities, violent activities and/or any illegal activities allowed on campus. There will be no exceptions excluding prescription medicines. Illegitimate possession of harmful material on campus shall result in termination of student status (i.e. expulsion) without hesitation, and GCU shall formally seek legal actions against the violator to be reported to US federal authorities.

In case of severe weather, please check with local weather forecast and school website for school closing. (Radio 94.1, Fox 5 news, http://www.gcuniv.edu/index_program.asp)

We take 3 R measures to deal with emergency situations recommended by the U.S. Department of Education: Readiness, Response, and Recovery. We like to prevent all unsafe situations by asking all members of Georgia Central University to use their common sense. GCU is pursuing more effective measures to contact students in case of emergency; the Department of Campus Security shall transmit electronic message (SMS) via students' cellular phone and their email account to exert alertness and readiness for safety.

CAMPUS SAFETY AND SECURITY POLICY

Georgia Christianity's full-time, part-time and temporary faculty, staff, and students are hereby notified that this policy will apply to all activities conducted on University-owned property. This Policy is distributed annually to all GCU faculty, staff, and students. The University expects that individuals and organizations will take responsibility for complying with the Policy as outlined.

The Campus Security Act (*also known as the Clery Act*)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law which requires colleges and universities to publish an annual security report containing campus security policies and procedure, as well as crime statistics. In addition, the Higher Education Opportunity Act (HEOA) 2008 requires colleges and

universities to publish an annual fire safety report on student housing containing information with respect to the campus fire safety practices and standards of the institution. The Clery Act was enacted in 1990, and amended in 1992, 1998, 2000, and most recently in 2008. All statistics in this Annual Security Report are presented and updated in compliance with all amendments to the act.

GCU follows the requirement of Clery-mandated Annual Security Act:

- Publish an annual report every year by November 1 which contains the most recent three years of campus crime statistics and certain campus security policy statements around our campus areas.
- Publish crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. (The statistics is gathered from local law enforcement and other University officials who have “significant responsibility for student and campus activities.”)
- Publish “timely warning” notices where a crime has occurred on or near campus that, in the judgment of DPS, constitutes an ongoing or continuing threat to members of the University community with individual or office responsible for issuing the warning
- Annual security report is available for all of our student, faculty, and staffs
- GCU works with other administrative departments and law enforcement agencies — such as The DeKalb County Police Department to ensure safety within the campus. We encourage all University students, faculty, and staff to use this report as a guide for safe practices on and off campus.

DEFINITIONS OF REPORTABLE CRIMES IN THE CAMPUS SECURITY ACT

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary

The forceful and unlawful entry of a structure to commit a felony or a theft with evidence that the entry was made in order to commit a felony or theft

Criminal homicide

- Murder and non-negligent manslaughter. The willful (non-negligent) killing of one human being by another
- Negligent manslaughter. The killing of another person through gross negligence

Drug Abuse Violations

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Destruction, Damage, or vandalism of Property

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Forcible Sex Offenses

- Forcible rape. The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of temporary or permanent mental or physical incapacity.
- Forcible sodomy. Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

- Sexual assault with an object. The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Forcible fondling. The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny-theft (Except motor vehicle theft)

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

Liquor Laws

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle

Murder and Nonnegligent Manslaughter

The willful (non-negligent) killing of one human being by another

Non-forcible sex offenses

- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- Statutory rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence, and/or by putting the victim in fear.

Simple Assault

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or a loss of consciousness.

Weapons: Carrying, Possessing, Etc.

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

ALCOHOL POLICY

Georgia Central University abides by and enforces all state and local laws, regulations and ordinances regarding the possession, consumption, sale or distribution of alcoholic beverages. The legal drinking age in Georgia is 21 years of age. Any student or employee under the age of 21 who purchases or knowingly possesses an alcoholic beverage is in violation of state law and University policy. Similarly, any person who furnishes an alcoholic beverage to a person under 21 years of age is also in violation. Alcohol is not permitted at the GCU. GCU strictly prohibits consumptions alcoholic beverages at on campus.

IILEGAL DRUG POLICY

The unlawful manufacturing, distributing, dispensing, possessing or using of a controlled substance is strictly prohibited at Georgia Central University. Any students, staff, faculty or other members of the Georgia Central University who manufacture, distribute, dispense, possess or use controlled substances may be referred for prosecution according to state and or federal

law. As a recipient of federal grants and contracts, GCU adheres to the provisions of the Drug-Free Workplace Act of 1988 (as amended) and any applicable regulations issued pursuant thereto. Any person who violates the *Georgia Controlled Substances Act*, or any federal law or local ordinance concerning controlled substances on GCU property is subject to arrest and criminal prosecution as well as disciplinary action through the University. Drug laws are strictly enforced on our campuses.

SEXUAL ASSAULT

The University shall proceed with disciplinary and/or remedial actions as needed when it appears that the University's prohibition against any form of sexual assault has been violated. A student charged with sexual assault may be disciplined well as prosecuted under Georgia's criminal statutes. Whether or not a criminal prosecution occurs, the University retains the right to proceed with disciplinary action at any time, and the University need not await the disposition of any criminal prosecution. GCU disciplinary action shall be handled in accordance with the Code of Conduct of the Georgia Central University. Under these proceedings, the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault (the term "outcome" meaning only the University's "final determination with respect to the alleged sex offense and any sanction that it imposes against the accused").

Approved Sex Offender Treatment Providers/Evaluators in Atlanta, GA

- Atlanta Center for Cognitive Therapy
62B Lenox Pointe, Atlanta, GA 30324
(404) 842-0555

- Family Recovery
26 Milton Avenue, Suite D, Alpharetta, GA 30009
(770) 535-1073

- Georgia Counseling and Psychological Services
4284 Memorial Drive, Suite D, Decatur, GA 30032
(404) 403-4003

- Georgia Recovery Centers
1449 Field Park Circle, Suite 400, Marietta, GA 30066

(770) 988-8333

- New Leaf Counseling & Recovery
107 Colony Park Drive, Suite 600 #3, Cumming, GA 30040
(678) 648-6021
- DeKalb Behavioral Health

Sex Offender Registries

The following is a list of websites on which can be found information required by the federal Campus Sex Crimes Prevention Act regarding registered sex offenders living in the City of Atlanta, Fulton, DeKalb and Newton Counties.

- CITY OF ATLANTA: <http://www.ganet.org/gbi/sorsch.cgi>
This site is the Georgia Bureau of Investigation's Sex Offender Registry, which lists registered sex offenders for all counties and cities in Georgia.
- FULTON COUNTY: <http://www.fultonsheriff.org>
Georgia Bureau of Investigation's Sex Offender Registry, which lists registered sex offenders for all counties and cities in Georgia. A link to this web page is provided through the Fulton County Sheriff Department's web page at <http://services.georgia.gov/gbi/gbisor/SORSearch.jsp>
- DEKALB COUNTY: <http://www.ganet.org/gbi/sorsch.cgi>
This site is the Georgia Bureau of Investigation's Sex Offender Registry, which lists registered sex offenders for all counties and cities in Georgia.

TIMELY WARNING

In the event of a situation which, in the judgment of the GCU Safety Department, constitutes an ongoing or continuing threat of a criminal nature to the campus community, a timely warning will be issued by the Safety Department for advancement (or designee) through the campus e-mail system. Events that qualify for timely warnings include, but are not limited to, the following:

- Homicide
- Manslaughter
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes
- Any crime considered to represent a continuing threat

SOLICATION

University premises or resources are not to be used for the solicitation of business other than official University business. Employees may not use paid work time for solicitation for charitable causes not sanctioned by the University.

PERSONAL MAIL AND PHONE USE

Employees may not use the campus mail system for receiving or sending personal mail. Personal phone use during working hours is to be limited to emergency calls.

University stationery is for University business only, not for personal correspondence. It should not be used for business or political correspondence by employees not representing the University in an official capacity.

EQUIPMENT AND FACILITIES OF THE UNIVERSITY

University equipment and facilities provided for use by employees – such as lockers, offices, desks, and personal and network computers, their files, disks, and peripherals – are University property and are fully accessible to the University at all times. Employees may not use University facilities, supplies, vehicles, or equipment for personal reasons unless authorized to do so by their supervisor.

SECURITY AND CONFIDENTIAL INFORMATION

Information contained in University files and records, whether paper or computer records, is to be used for its intended purposes only. Inappropriate employee access to, use of, or disclosure of such information will subject an employee to corrective action up to and including discharge.

PERSONAL APPEARANCE AND HYGIENE

Departments or their supervisors may set standards of personal appearance and hygiene as reasonable and appropriate for the operation of the department.

SMOKING

Smoking is prohibited in University building and within 25 feet of building entrances, as well as in designated outdoor facilities.

DRUG AND ALCOHOL PREVENTION POLICY

Georgia Central University complies with all federal, state, and local laws and policies on the abuse of alcohol and other drugs by its students.

GCU Policy on Drug and Alcohol

The legal drinking age in Georgia is 21. We strongly encourage each member of the community to be involved in the implementation of the Drug and Alcohol Prevention Policy. Due to federal and state laws, health issues and success of students and institutions, all students, faculty members, and staff are prohibited from engaging in the unlawful use or abuse, possession, manufacture, distribution, dispensation, and sale of alcoholic beverages, controlled substances, and other drugs on campus.

Sanctions and Penalties

Any member of the GCU faculty, staff or student body who violates the GCU Policy on Drug and Alcohol shall be subject to corrective disciplinary actions and penalties up to and including expulsion from University academic programs, termination of employment and referral to the appropriate federal, state or local authorities for prosecution in the courts.

Depending on the nature of the infraction, alleged violations of this policy by an individual student shall also be referred to the Office of Student Affairs, or the appropriate school's conduct body. The Office of Student Affairs shall have the authority to make appropriate referrals and to impose on undergraduate students and student organizations such sanctions for violations of the Policy as it may deem appropriate, including but not limited to participating in educational programs, parental notification and/or loss of privileges.

Depending upon the nature of the crime, persons convicted of violating federal and state laws prohibiting the unlawful use, possession, dispensation, and distribution of alcohol, controlled substances, or illegal drugs may face stiff sanctions such as heavy fines; incarceration for various periods of time, including life; forfeiture of assets; or suspension or loss of driver's, business or professional licenses.

Section 484(r) of the Higher Education Act states that a federal or state drug conviction can disqualify a student for Federal Student Aid funds. As of the effective date of the Policy, the period of ineligibility depends on whether the conviction was for sale or possession during a period of enrollment in which a student received federal student aid and whether the student had previous offenses, ranging from one year to an indefinite period of time. A student regains eligibility the day after the period of ineligibility ends, when he or she successfully completes a qualified drug rehabilitation program, when he or she successfully passes two unannounced drug tests conducted by a qualified drug rehabilitation program; or if a conviction is reversed, set aside or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record.

Health Effect

From the National Center for Chronic Disease Prevention and Health Promotion:

Alcohol is a central nervous system depressant.

- Alcohol is rapidly absorbed from the stomach and small intestine, passes into the bloodstream, and then travels throughout the body.
- The effects of alcohol on the body are directly related to the amount consumed.
- When consumed rapidly and in large amounts, alcohol can cause coma and death.
- Adverse effects of alcohol include impaired judgment, reduced reaction time, slurred speech, and difficulty walking.
- Alcohol can interact with a number of prescription and non-prescription

medications in ways that can intensify the effect of the alcohol, of the medications themselves, or both.

- Alcohol use by pregnant women can cause serious damage to the developing fetus.

Excessive drinking has numerous acute (short-term) and chronic (long-term) health effects.

- **Acute health consequences of excessive drinking** can include motor vehicle injuries and deaths; falls; mood changes and depression; physical and sexual violence; and alcohol poisoning.
- **Chronic health consequences of excessive drinking** can include permanent liver, heart, and brain damage; liver cancer; high blood pressure; and alcoholism.

Drugs	Trade or Other names	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Narcotics				
Heroin	Diamorphine, Horse, Smack, Black tar, Chiva, Negra (black tar)	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Morphine	MS-Contin, Roxanol, Oramorph SR, MSIR			
Hydrocodone	Hydrocodone w/Acetaminophen, Vicodin, Vicoprofen, Tussionex, Lortab			
Hydromorphone	Dilaudid			
Oxycodone	Roxicet, Oxycodone w/Acetaminophen, OxyContin, Endocet, Percocet, Percodan			
Codeine	Acetaminophen, Guaifenesin or Promethazine w/Codeine, Fiorinol, Fioricet, or Tylenol w/Codeine			
Other Narcotics	Fentanyl, Demerol,			

	Methadone, Darvon, Stadol, Talwin, Paregoric, Buprenex			
Depressants				
gamma Hydroxybutyric Acid	GHB, Liquid Ecstasy, Liquid X, Sodium Oxybate, Xyrem	Slurred speech, disorientation, drunken behavior without odor of alcohol, impaired memory of events, interacts with alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Benzodiazepines	Valium, Xanax, Halcion, Ativan, Restoril, Rohypnol (Roofies, R-2), Klonopin			
Other Depressants	Ambien, Sonata, Meprobamate, Chloral Hydrate, Barbiturates, Methaqualone (Quaalude)			
Stimulants				
Cocaine	Coke, Flake, Snow, Crack, Coca, Blanca, Perico, Nieve, Soda	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increased body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamine/ Methamphetamine	Crank, Ice, Cristal, Krystal Meth, Speed, Adderall, Dexedrine, Desoxyn			
Methylphenidate	Ritalin, Concerta, Focalin, Metadate			
Hallucinogens				
MDMA and Analogs	(Ecstasy, XTC, Adam), MDA (Love Drug), MDEA (Eve), MBDB, DOM, DOB	Heightened senses, teeth grinding and dehydration	Increased body temperature, electrolyte imbalance, cardiac arrest	Muscle aches, drowsiness, depression, acne
LSD	Acid, Microdot, Sunshine, Boomers			
Phencyclidine and Analogues	PCP, Angel Dust, Hog, Loveboat, Ketamine (Special K), PCE, PCPy, TCP	Illusions and hallucinations , altered perception of time and distance	(LSD) Longer, more intensed "trip" episodes	None
Other Hallucinogens	Psilocybe mushrooms,		Unable to direct movement, feel	Drug seeking behavior

	Mescaline, Peyote, Cactus, Ayahausca, DMT, Fory, AMT Cactus, Ayahausca, DMT, Fory, AMT		pain, or remember	*Not regulated
Cannabis				
Marijuana	Pot, Grass, Sinsemilla, Blunts, Mota, Yerba, Grifa	Euphoria, relaxed inhibitions, increased appetite, disorientation	Fatigue, paranoia, possible psychosis	Occasional reports of insomnia, hyperactivity, decreased appetite
Tetrahydrocannabinol	THC, Marinol			
Hashish and Hashish Oil	Hash, Hash oil			
Anabolic Steroids				
Testosterone	Depo Testosterone, Sustanon, Sten, Cypt	Virilization, edema, testicular atrophy, gynecomastia, acne, aggressive behavior	Unknown	Possible depression
Other Anabolic Steroids	Parabolan, Winstrol, Equipose, Anadrol, Dianabol, Primabolin-Depo, D-Ball			
Inhalants				
Amyl and Butyl Nitrates	Pearls, Poppers, Rush, Locker Room	Flushing, hypotension, headache Impaired memory, slurred speech, drunken behavior, slow onset vitamin deficiency, organ damage	Methemoglobinemia Vomiting, respiratory depression, loss of consciousness, possible death	Agitation Trembling, anxiety, insomnia, vityamin deficiency, confusion, hallucination s, convulsions
Nitrous Oxide	Laughing gas, balloons, Whippets			
Other Inhalants	Adhesives, spray paint, hair spray, dry cleaning fluid, spot remover, lighter fluid			
Alcohol	Beer, wine, liquor			

If you need help: Available rehabilitation centers near Atlanta, GA

- Talbott Recovery Campus
5448 Yorktowne Drive, Atlanta, GA
(770) 994-0185

- Alcohol Drug Rehab Atlanta
165 Courtland Street NE, Atlanta, GA
(678) 916-0604

- Drug Alcohol Rehab Atlanta
229 Peachtree Street NE #200, Atlanta, GA
(404) 602-0935

- St. Jude’s Recovery Center
139 Renaissance Pkwy NE, Atlanta, GA
(404) 874-2224

STATE AND DEKALB COUNTY ORDINANCES AND REGULATIONS RELATED TO ILLEGAL DRUGS AND ALCOHOL

Possession of Alcohol

Possession or use of alcoholic beverages by persons under 21 years of age, or distribution of alcoholic beverages to persons under 21 years of age, is prohibited. Furnishing alcoholic beverages to persons who are underage or intoxicated is prohibited.

The sale of alcoholic beverages without a license is prohibited. The sale of alcoholic beverages within 100 yards of a college campus in the State of Georgia is also prohibited, unless such license was in existence prior to July 1, 1981. “Sale” includes charging admission to any activity where alcoholic beverages are served, even if the beverage is “free” to those who have gained admission.

Public intoxication and possession of an open container of an alcoholic beverage in public are prohibited in the State of Georgia.

Other Drugs

It is illegal and prohibited by the University for an individual to manufacture, possess, use, dispense, sell or distribute controlled substances or illegal drugs (as defined by state and federal law).

False Identification

It is illegal and prohibited by the University for an individual to provide false name, address or date of birth.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**21 U.S.C. 844(a)**

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- 1st conviction and the amount of crack possessed exceeds 5 grams.
- 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

POLICY AND PROCEDURES ON SEXUAL HARASSMENT

Sexual harassment, one form of prohibited harassment, includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment or academic status, submission to or rejection of such conduct is the basis for an employment or academic decision affecting an individual or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment. Examples of sexual harassment include, but are not limited to, sexual innuendo, suggestive comments, insults, threats, jokes about gender, specific traits or sexual propositions, suggestive or insulting noises, leering, whistling or obscene gestures, and touching, pinching, brushing the body, coercing sexual intercourse or assault.

It is vital for any member of the university to understand that the offender or the victim of harassment can be anyone including a co-worker, a teacher, a student, a friend, a stranger, a family member, a male or a female. And men as well as women can be victims of sexual harassment, and the harasser and the victim can be of same gender. It is very vital for Georgia

Central University to be aware of such circumstances. For more information or concerns regarding this issue, contact the dean of students immediately at (770)279-0507.

The University will provide members of the school community with an environment free of prohibited harassment which has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment, unreasonably interfering with an individual's work or academic performance or otherwise adversely affecting an individual's employment or academic opportunities. Such harassing treatment is unacceptable and contrary to our policy and the basic commitment to treat one another fairly with dignity and mutual respect.

If it is determined after an investigation that a member of the university has engaged in prohibited harassment or retaliation in violation of this policy, he/she, regardless of status at GCU, he/she will be subject to the appropriate disciplinary action

GCU is committed to maintaining confidentiality in any case that involves allegations of sexual harassment and will exert any resources and efforts to protect the privacy of all parties involved to the extent that is possible. Georgia Central University upholds strong policy against sexual harassment toward/by any members of faculty, administration or students. When incidents occur or witnessed, the matter should be reported to the Department of University Security immediately, and formal report shall be drafted and reported by the Security Officials to the Director of Student Affairs who shall decide the reverence of the incident. GCU operates a specially organized Academic and Judicial Committee; where Faculty leaders decide the university's policies and decisions against the Accused and the Victim of the case.

1. Complaints

Any member of the university who believes that he or she has been a subject of sexual or any other forms of harassment or retaliation should report the matter as soon as possible to the President, The Executive Vice President of Academic Affairs, The Director for Student Affairs, The Human Resources Director, or any member of Faculty Judicial Committee. The report may be made orally or in writing. The complaint should be made as promptly as possible after the alleged incident takes place.

2. Resolution

The University officials who receive the complaint will hear the particulars of the situation,

provide any immediate care that is necessary, and explain the options available. The complaint-receiving officials will report the matter to the Head of Faculty Judicial Committee.

In a case where the alleged victim wishes to confront the alleged offender directly, seek resolution, then members of Faculty Judicial Committee oversee the overall course of communication between the parties to seek for informal resolution acceptable to both parties. If the complainant wishes to proceed with a formal investigation after the initial communication with the alleged offender for attempts at reaching an informal resolution, a written complaint should be submitted to the Head of Faculty Judicial Committee. The committee will then conduct formal investigation which is believed to be appropriate by the members including interviewing the complainant, the alleged offender, and any other witnesses of the incident to determine the facts of the case. The proceedings will be kept confidential and the record will be kept along with findings and recommendations to be reported to the University President. The President will review the case and make a final decision, taking into account the recommendations of the committee. The president will inform the complainant and the alleged offender of the outcomes of the investigation.

STD AND AIDS PREVENTION

Georgia Central University is fully aware of dangers of Sexually Transmitted Diseases and HIV and plan to increase awareness of the students. STD is an infection transmitted through sexual contact. About 66% of all new STD infections occur among people 25 and younger. STD can be transmitted through vaginal, anal and oral sex, sharing needles of any kind and/or in some cases just skin-skin contact. The Human Immunodeficiency Virus (HIV) is the virus that causes AIDS (a type of STD) and about 50% of all new HIV infections are among people 25 and younger. HIV can be transmitted thorough vaginal, anal or oral sex with an infected partner, through contact with blood with a carrier, sharing needles with a carrier, mother as a carrier to infant, and/or transfusion. HIV is not transmitted through daily activities such as talking, shaking hands, hugging, sharing items, sneeze and/or insect bites.

The key to curing and treating STD is EARLY DETECTION and PREVENTION. If you like more information, please refer to www.aids.org.

NON-SAFETY RELATED LEGAL ISSUES**Patents and Inventions**

Patentable discoveries or inventions occasionally result from the research and educational activities at the University. GCU desires to assure that all ideas and discoveries are properly disclosed and used for the greatest possible public benefit. The University also desires to protect the patent rights of faculty, staff, and students and to abide by federal law, University policy, and patent regulations of agencies and other sponsors providing funds for programs.

Certain staff members may be required to sign a patent understanding assigns rights in such inventions to the University and to submit disclosures of all inventions made using University resources. If funds are received from the licensing of such inventions, they will be distributed according to the University patent policy. The Technology Transfer Program administers this policy; further information is available from that office.

Use of Computers and Networks

It is the policy of GCU to maintain access to local, national, and international networks for the purpose of supporting its fundamental activities of instruction, research, and administration.

Users of the networks are to take the necessary measures to safeguard the operation integrity of the systems and the accessibility of other users.

System use

Network users are responsible for:

- Using the network in ways that do not interfere with or disrupt the normal operation of the system,
- Respecting the rights of other users, including their rights as set forth in other University policies for students, faculty, and staff-rights that include but are not limited to privacy, freedom from harassment, and freedom of expression,
- Knowing and obeying the specific policies established for the systems and networks they access.

Under no circumstances may users give others access to any system that they do not administer.

Network administration

Administrators of systems and networks have the responsibility to protect the rights of users to set policies consistent with those rights, and to publicize those policies to their users. They have authority to control or refuse access to anyone who violates these policies or threatens the rights of other users, and they will make reasonable efforts to notify users affected by decisions they have made.

Conflict of Interest

It is the policy of GCU that its employees conduct the affairs of the University in accordance with the highest legal, ethical, and moral standards. GCU resources are to be only in the interest of the University. An employee may not commit University resources to activities not in the interest of the University, including personal outside activities.

To avoid conflict of personal interests with University interests and employee must not be in a position of making a decision for the University if his or her personal economic interest may be directly affected by the outcome.

Definitions

A **conflict of interest** exists where the occurrence of an outside activity competes with or diminishes the interest of the University or interferes with the employee's performance of duties on behalf of the University. A conflict of interest also exists where the outcome of a decision that should be made in the best interest of the University is in conflict with the personal or economic interest of the employee. Examples of decisions that commonly present conflicts of interest are those that require determining the use of suppliers.

University resources or one's own work time

An **outside activity** is any paid or volunteer activity undertaken by an employee of GCU outside the scope of his or her regular University duties. Outside activities include participation in professional, civic, or charitable organizations.

Paid activity includes paid services such as consulting, working as a technical or professional advisor or practitioner, or holding a part time job with another employer, whether working in one's University occupation or another.

EMERGENCY AND CRISIS PROCEDURES

The Office of Campus Safety and Security works to provide a safe and secure campus environment by protecting and providing assistance for students, faculty, staff, and visitors. We will be service-oriented, person-centered and distinctively Christian in all that we do. Georgia Central University campus security is maintained 24 hours a day, 7 days a week, 365 days a year by the Georgia Central University Office of Safety and Security. GCU Security also provides on campus escorts to and from buildings and vehicles. Uniquely suited to problem-solving and serving the University's faculty, staff, and students, Georgia Central University Safety and Security Officers stand ready to serve when called upon night or day.

In Case of Bomb Threat

In the event of a bomb threat:

- DO NOT HANDLE ANY SUSPICIOUS OBJECT OR PACKAGE!
- Clear the area and immediately call GCU Security at 770-279-0507. GCU Security will make the appropriate notifications.
- To emphasize the importance of following proper procedures during times of emergency and/or crisis.

Any person receiving a bomb threat by phone should ask:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?

If possible, keep talking to the caller and record the following:

- Time of call.
- Age and gender of caller.
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller.

IMMEDIATELY notify GCU Security at 770-279-0507 and report the incident:

- GCU Security will determine if the building will need to be evacuated.

- GCU Security will conduct a detailed search. Employees are requested to make a cursory inspection of their area for suspicious objects or packages and report the location to GCU Security. **DO NOT TOUCH THE SUSPICIOUS OBJECT OR PACKAGE.** Do not open drawers or cabinets, turn lights on or off, or utilize 2-way radios or cell phones.
- Assist disabled person(s) in exiting the building. Remember that elevators are reserved for disabled persons.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.

The incident commander on the scene will notify the local Police Department of the situation. Do not return to an evacuated building until instructed to do so by a University official.

In Case of an Earthquake

GCU is not located in any area of earthquake fault zone. However, earthquakes occur without warning. They cannot be prevented or avoided; however, preparation and awareness of proper actions to take can lessen the danger for those involved.

1. Ground movement is seldom the actual cause of death or injury. Most casualties result from partial collapse of buildings, falling objects, and panic.
2. Things to do in advance:
 - Have a flashlight with good batteries available.
 - Know exit routes from each building that you use.
 - Keep a supply of drinking water.
 - Check your room or surroundings for hazards, such as bookcases, heavy objects on high shelves or hanging on walls, in advance of possible earthquakes
3. After an earthquake:
 - Give first aid, if needed; do not move seriously injured people.
 - Use telephones **ONLY** to request emergency assistance and try to send

messengers if conditions permit.

- Stay calm and act cautiously.
- If you detect a gas leak, report it to emergency officials as soon as possible and move away from the area.
- Do not return to an evacuated building until instructed to do so by a University official.

In Case of Violent or Criminal Behavior

In the event of violent or criminal acts:

1. Immediately dial 911 and report the following to the dispatch operator:
 - Nature of the incident
 - Location of the incident
 - Description of person(s) involved
 - Description of property involved
 - Any weapons involved
 - Welfare of the person
 - Report suspicious situations or persons to GCU Security.

2. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate. Should gunfire or discharged explosives threaten the campus, move to a place of safety immediately using all available cover and concealment. After the disturbance, seek emergency first aid, if necessary. If an emergency text of a shooting is received, turn out all lights and lock the door.

3. What to do if taken hostage:
 - Be patient! Time is on your side. Avoid drastic action. The initial 45 minutes are the most dangerous.
 - Follow instructions.
 - Do not speak unless spoken to and then only when necessary (e.g., medications, first aid, or restroom privileges).
 - Do not speak confrontationally to the captor, who may be in an agitated state. Maintain eye contact with the captor at all times if possible, but do not stare.

- Be observant. You may be released or have the opportunity to escape. The personal safety of others may depend on your memory
- Be prepared to answer questions from the police on the phone.

In Case of Fire

In all cases of fire, GCU Security must be notified immediately. If there is a pull station, pull it and then dial 911.

- Dial GCU Security at 770-279-0507.
- During a fire alarm in any building, you are required to evacuate immediately.
- If you become trapped in the public area of a building during a fire, find a room, preferably with a window (keep window closed as much as possible), place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
- If you are in a room when a fire alarm sounds, feel the door. If it is hot, do not open it. Seal the cracks around the door with a wet towel or other cloth fabric; place an article of clothing or a sheet outside the window or try to use the telephone for help. If you can safely leave your room, take your shoes, clothing, and room key and proceed to the nearest exit. Shout and pound on doors as you leave.
- Know the locations of fire extinguishers, fire exits, and alarm systems in your area. Know how to use them in case of an emergency.
- If a minor fire appears controllable, and a fire extinguisher is available, pull the pin, aim, squeeze, and sweep the fire extinguisher toward the base of the flame. Then call GCU Security.
- If an emergency exists, notify GCU Security and activate the building alarm. Caution: the building alarm only rings in some buildings you must also report the fire by phone.
- On large fires that do not appear controllable, notify GCU Security. Evacuate all rooms, closing all doors to confine the fires and reduce oxygen. Do not lock doors or open windows.
- When the building evacuation alarm is sounded to signal that an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.

- Assist the disabled in exiting the building. Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A campus emergency command post may be set up near the emergency site. Do not return to an evacuated building until instructed to do so by a University official.

In case of Serious Illness or Injury

In the event of a serious injury or illness:

- Immediately dial 911 for assistance. Have bystander call GCU Security at 770-279-0507. Give your name, the campus location of the victim, and describe the nature and severity of the medical problem. Only trained personnel should provide advanced first aid treatment or CPR.
- Keep the victim still and comfortable.
- Ask the victim, “Are you ok?” and “What is wrong?”
- Check breathing and give CPR if necessary and if you are properly trained.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, question witnesses, and give all information to the paramedics.

In Case of Gas Leak

In the event of a gas leak:

- Call GCU Security at 770-279-0507.
- Evacuate the building if the safety of faculty, staff, and students is threatened.
- Open doors to promote cross-ventilation.
- GCU Security or other emergency services will establish a safe perimeter. All persons except those needing to enter will be restricted. GCU Security may ask for assistance in establishing a perimeter. Do not return to an evacuated building until

instructed to do so by a University official.

In Case of Severe Weather/Tornado

The State of Georgia is not prone to a high number of tornadoes. However, it is necessary to have an organized method by which to provide ample warning of the possibility of a tornado and to respond in the event a tornado has been spotted or the campus is struck.

- Tornado Watch. A watch indicates that weather conditions are such that a tornado could form. Normal activities may be continued, but alertness for possible threatening conditions should be maintained.
- Tornado Warning. A warning indicates that a tornado has been sighted or a tornado signature has been recorded on Doppler radar. All persons should seek appropriate shelter immediately. Tornado warnings are typically 45 minutes in length.
- Procedures to follow in the event of a tornado warning begin with the communications and warning system used by the city of Atlanta and DeKalb County. Sirens located in various parts of the city and county are used to alert citizens of a tornado warning. These sirens can be heard in and around most campus locations.

In the event that conditions become conducive for a tornado:

- GCU Security will monitor and track the storm.
- When a warning sounds, all persons should move to an inner area on the first floor (where there are no windows, hall-ways, etc.) or a safe room built to withstand high winds.
- When the warning is over, GCU Security will notify persons in each building by phone, text message, or in person.
- In the event of a threat of severe weather:
- Contact GCU Security at 770-279-0507.
- GCU Security will monitor the progress of the severe weather.
- Check all first aid kits to ensure they are supplied.
- Review evacuation procedures.

In the event of severe weather:

- Shut down all computers and electrical equipment that might be damaged.
- The decision to evacuate a building will be announced by GCU Security.
- Evacuate the building if the safety of the faculty, staff, students, and visitors are threatened.
- Meet at a predetermined location away from the building.
- Check all areas to ensure that everyone is evacuated.

In case of Chemical Spill or Radiation Release

Georgia Central University is adjacent to a major traffic artery, Peachtree Industrial Blvd. Many dangerous substances are transported daily on these routes and are susceptible to accidental release in the aftermath of collisions or fire. An example of this would be a release of anhydrous ammonia from tanks or chlorine being transported along the interstate. These toxic substances can be carried in cloud form and, depending upon variable winds, could threaten the GCU campus and its population.

In the event of a chemical spill or radiation release:

- Immediately report the incident to GCU Security at 770-279-0507 and give the location, material(s) involved, and the extent of any injuries, if known.
- Activate the building alarm. Caution: The building alarm may be a local alarm and therefore might ring only in the building; you should also report the emergency by dialing 911.
- Evacuate the affected building or area and leave clear access for arriving emergency personnel.
- Always move uphill, upstream, or upwind to avoid contamination.
- Assist the disabled in exiting the building. Remember that elevators are reserved for the disabled person's use. Do not use elevators in case of fire.
- If requested, assist emergency crews as necessary.
- A campus emergency command post may be set up near the emergency site.
- Do not return to an evacuated building until instructed to do so by a University official.

AREA INFORMATION

PUBLIC LIBRARIES

Decatur	404-370-3070
Chamblee	770-936-1380
Doraville	770-936-3852
Buford	770-945-4196
Duluth	770-476-1992
Lawrenceville	770-822-4522
Norcross	770-448-4938
Peachtree Corners	770-729-0931
Atlanta Fulton	404-730-1700
Marietta	770-509-2711

PARKS

Gwinnett County Park & Recreation Department	770-822-8840
Cobb County Park & Recreation Department	770-528-8800
DeKalb County Park & Recreation Department	404-371-2631
Fulton County Park & Recreation Department	404-730-6200

MEDICAL CENTERS

Gwinnett Medical Center	678-442-3600
Joan Glancy Memorial Hospital	678-584-6800
Wellstar Cobb Hospital	770-732-4000
Decatur Hospital	404-501-6700
Emory University Hospital	404-712-2000
DeKalb Medial Center	404-501-1000
Children’s Healthcare at Scottish Rite	404-256-5252
Children’s Healthcare at Egleston	404-325-6000
Crawford Long of Emory	404-686-4411

Grady Memorial	404-616-4307
Northside Hospital	404-851-8000
Piedmont Hospital	866-605-5111
St. Joseph’s Hospital	404-851-7001

There is a lot to see and do in and around Atlanta. Some popular attractions are:

Atlanta Botanical Garden

1345 Piedmont Ave., Atlanta, GA 30309

404-876-5859

Hours: April-October: Tue-Sun 9am-7pm, November-March – Tue-sun 9am-5pm

Consists of several green houses, the exotic garden stands like an oasis in the middle of the bustling city. Great for dates, the extraordinary plants and Japanese architectures are worth seeing.

Atlanta History Center

130 W. Paces Ferry Road., Atlanta, GA 30305

404-814-4000

Hours: Mon-Sat 10am-5:30 pm, Sun 12pm-5:30pm

This museum has the entire history of Atlanta from Indian settlements to the Civil War to the Civil Right movement histories and to 1996 Olympic Games. 33 acre gardens, two historic houses and nature trails allow visitors to enjoy Atlanta in whole another perspective.

Atlantic Station

18th St., Atlanta, GA 30363

The newest addition to the city used to be a 138-acre steel mill. The new shopping and restaurant district was built after \$2 billion development. Parking is always plentiful at the parking decks below.

Buckhead

In the heart of uptown Atlanta, this shopping and restaurant district is always filled with visitors and locals alike.

Callaway Garden

5887 Georgia Hwy 354

800-225-5292

Hours: March 19-Labor Day Weekend 9am-6pm, Labor Day – March 19 9am-5pm

The garden is located in Pine Mountain, Georgia, 60 minutes southwest of Atlanta. This beautiful attraction has plenty of walking paths through gorgeously landscaped gardens. The butterfly conservatory is definitely worth your visit.

Carter Museum & Library

441 Freedom Pkwy., Atlanta, GA 30307

404-865-1700

Museum Hours: Mon-Sat 9am-4:45pm, Sun noon-4:45pm Library Hours: M-F: 8:30am-4:30pm

The one and only president from Georgia, Jimmy Carter's Museum & Library display the formal president's legacy and his current community projects. The exhibit is part of the Presidential Library system administered by the National Archives and Records Administration, a Federal government agency

Centennial Olympic Park

265 Park Ave., Atlanta, GA 30313

404-223-4412

This park, commemorating the one hundredth Olympic Games hosted by Atlanta, is often associated with the 1996 Olympic bombing, but it is a beautiful and interesting place to visit. Competitive sports, skating, biking or feeding birds are not allowed in the park.

CNN Center

1 CNN Center, Atlanta, GA 30303

404-827-2300

Hours Daily: 9am-5pm

News is the business of CNN and they are showing you all the secrets of the broadcasting in the world. You will take a tour of the real live newsroom and you can even host your own show for a nominal fee.

Fernbank

767 Clifton Road, Atlanta, GA 30307

404-634-7127

Hours: Mon-Sat: 10am-5pm, Sun 12pm-5pm

This natural history museum houses 160,000 square foot of some of the most interesting object in the world and is located in the Druid Hills area. Fernbank exhibits fossils, a collection of the world’s largest dinosaurs and IMAX theatre.

Fox Theatre

660 Peachtree St., Atlanta, GA 30308

404-881-2100

Hours: Mon-Fri: 9am-6pm, Sat 10am-3pm

Built in 1920s, this facility hosts variety of cultural experiences like musicals, ballet performances, classic films, opera and many others. The huge ballroom plays host to many extravagant affairs. There is plenty of parking available around the venue.

Georgia Aquarium

225 Baker St., Atlanta, GA 30313

404-581-4000

Hours: Sun-Thu: 8am-6pm, Fri-Sat 8am-8pm

As one of the largest aquariums in the world, this facility boasts 8 million gallons of water and 100,000-plus animals including whale sharks, goliath grouper, stingrays, hammerhead sharks, Pacific octopus, sea lions, beluga whales and penguins. The children’s exhibit enables children to touch and interact with sea animals.

Helen, Georgia

A German town in Georgia! Celebrate Oktoberfest and participate in year-round activities including tube riding down the river, horse carriage rides, glass arts and shopping. Horseback riding is also available.

High Museum

1280 Peachtree St., Atlanta, GA 30309

404-733-4400

Hours: Tue-Wed,Fri-Sat: 10am-5pm, Thu 10am-8pm, Sun 12pm-5pm

As the Atlanta’s premier art museum, educational and exhibition programs are available for both adults and youngsters. The museum seasonally hosts special exhibitions such as Monet, Van Gogh, Picasso, Michelangelo and Louvre.

Lake Lanier

6950 Holiday Road, Buford, GA 30518

770-932-7200

Hours: May-Sept. Sun-Fri 10am-6pm, Sat 10am-7pm

Opened in 1957, the 38,000-acre lake and 540 miles of shoreline consists of beaches, boat docks, resorts and golf courses. During winter, Lake Lanier hosts the biggest Christmas Light show in Atlanta area.

Margaret Mitchell House

990 Peachtree St., Atlanta, GA 30309

404-249-7012

Hours Daily: 9:30am-5pm

“The Dump”, as Margaret Mitchell called this place, is an exhibit of the life of the *Gone with the Wind* author. This facility exhibits her early works, movie memorabilia and the author’s personal items.

Martin Luther King Memorial

450 Auburn Ave., Atlanta GA 30312

404-331-6922

Hours Daily: 9am-5pm, Memorial Day to Labor Day: 9am-6pm

As the American civil-right movement head, Martin Luther King Jr. is an important figure in Atlanta history. His birth home, church where he preached and memorabilia are among the attractions in this sight.

Oakland Cemetery

248 Oakland Ave., Atlanta, GA 30312

404-688-2107

Hours: Spring & Summer: 8am-8pm, Fall & Winter: 8am-6pm

This 88-acre active cemetery is on the National Register of Historic Places made of Victorian, gothic, neoclassical mausoleums and tombstones. Guided tours are available on Saturday and Sunday. Please call for more information.

Piedmont Park

Stone Mountain Park

Hwy 78 E (Exit 8), Stone Mountain, GA 30087

770-498-5690

Hours Daily: 6am-12am Most Attractions Open At 10am

The 3200 acre park centering the world's largest hunk of exposed granite offers walking trails, railroad rides, 4-D Theatre, 1870 Old Town replica, golf, tennis, water slides and fishing. This is the ultimate recreational heaven in metro Atlanta.

The World of Coca-Cola

121 Baker St., Atlanta, GA 30313

404-676-5151

Hours Daily: 9am-5pm Closed Easter, Thanksgiving, Christmas Day

Atlanta is the home of Coke. This Coca-Cola shrine is full of memorabilia and collections.

Also, a "4-D" theatre will enhance your experience.

Zoo Atlanta

800 Cherokee Ave., Atlanta, GA 30315

404-624-5600

Hours: Mon-Fri. 9:30am-4:30pm, Sat-Sun: 9:30am-5:30pm

Situated in Grant Park, this natural habitat zoo provides exciting experience for adults and children. The key attractions are Starlet O'Hara the elephant, Kudzu and Ivan the gorillas, and Yang Yang and Lun Lun the giant pandas. There is a petting zoo open daily where kids can touch goats, pigs and sheep.

Transportation

Whatever your transportation needs, from business traveler to site seer to shopper— Atlanta has many forms of transportation available.

Air

Hartsfield-Jackson International Airport is the busiest passenger airport in the United States. It is located approximately 10 miles from downtown Atlanta. <http://www.atlanta-airport.com/>

Customer Service: 404.530.7700 or 1.800.897.1910.

AMTRAK

The AMTRAK station is located at 1688 Peachtree Street, NW. For more information visit their WEB site <http://www.amtrak.com/> or call the local station information line 404.881.3062.

Rental Cars

All major car rental companies are available at Hartsfield-Jackson International Airport and throughout the city. For more information, see Ground Transportation at airport's WEB site <http://www.atlanta-airport.com/> or the Yellow Pages.

MARTA Bus

The Metropolitan Atlanta Rapid Transit Authority (MARTA) provides bus service to over 125 routes and shuttle service to several attractions. For route maps, visitor's passes, schedules and much more visit the MARTA WEB site <http://www.itsmarta.com/> Customer Service: 404.848.4711.

MARTA Train

The Metropolitan Atlanta Rapid Transit Authority (MARTA) provides rail services on two lines.

- South-North line runs from Hartsfield-Jackson International Airport to Atlanta's downtown, Mid-town, Buckhead, Doraville and Dunwoody.
- East-West line runs from Indian Creek to Hamilton Holmes.

For route maps, visitor's passes, schedules and much more visit the MARTA WEB site <http://www.itsmarta.com/> Customer Service: 404.848.4711.

Taxi

There are taxis available at the Hartsfield-Jackson International Airport, Ground Transportation Center, at local hotels and special events throughout the city. Consult the Yellow Pages for local listings.

Shuttle Services

There is Shuttle Service available for inside and outside the Metro area. For more information, contact the Hartsfield-Jackson International Airport, Ground Transportation Center for service to businesses, locations, hotels and residences. www.atlanta-airport.com

CONTACT INFORMATION

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