

Georgia Christian University

Student Handbook



Academic Year
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Welcome

Welcome all of you to Georgia Christian University!

We are so glad you have chosen to get your education from this excellent academic institution which is unique by its educational philosophy with high expectations of its students. GCU's mission is to provide a quality education that will lead to an understanding and philosophy of life consistent with Christian ideals.

This handbook is prepared especially for our students and is designed to help in preparing for a professional future life. Upon registering, and on the course of your education, students agree to conform to the high expectations and policies set forth in this handbook. It is beneficial for the student to become familiar with the information contained within this handbook — the policies, procedures and inherent consequences of violation of the expectations set forth.

GCU has put a lot of effort to categorize vital information for students to be familiar with in five dimensions: University's Educational Goal, Safety and healthy life, Guidelines for academic success, Student organizations and activities, and areal information of Georgia Christian University.

GCU is a wonderful place to learn the skills for a happy and successful life. The Office of Student Affairs is here to serve you as you develop socially, academically, emotionally and spiritually. Please feel free to contact me, if I can be of assistance to you.

Paul Changhwan Kim, Th.D.
President

Vision

Georgia Christian University is an educational institution to glorify God by equipping students who will proclaim God's Word and to build up the body of Christ through education. GCU seeks to maintain an appropriate balance between training for effective vocational ministries and academics.

Mission

The mission of the GCU is to prepare students academically and professionally and to promote consciousness of social responsibility and dedication to the advancement of the general welfare of the people of Georgia, the United States of America, and the world. The GCU serves its commitment to meet the educational needs of a student body that is diverse in race and other socioeconomic attributes.

Biblical Foundations Statement

The Georgia Christian 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 Testaments 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; and
- **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

1. To nurture everyone's gift for Christian ministry, leadership in society, and service to the world;
2. To promote and encourage academic excellence, critical reflection, and involvement to the community service; and
3. To Integrate cultural differences in effective academic development

Core Values

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

Philosophy of Education

Georgia Christian 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 in all academic programs as follow:

1. Christ-centered;
2. Based on the Bible;
3. Academically relevant to degree programs that are meeting the needs of the world;
4. Pursuing academic excellence;
5. Taught by faculty who are Christians and comply with the institution's doctrinal beliefs;
6. Taught by faculty who are dedicated to quality higher education;
7. Taught by faculty who are academically credentialed;
8. Taught in an environment conducive to academic and spiritual growth;

9. Designed to integrate the academic training with Christian commitment ; and
10. Based on Christian belief in God's mission for the world.

Statement of Non-discrimination

Georgia Christian University does not discriminate against race and national origin in accordance with Title VI of the Civil Rights Act of 1964. Georgia Christian University does not discriminate against age according to the Age Discrimination Act of 1975. Also, GCU does not discriminate against sex in accordance with Title IX of the Education Amendments of 1972. Furthermore, GCU will not discriminate against disability or religion. However, as a Christian educational institution, GCU requires all students to study Christianity and attend worship services regardless of their religion.

History

Georgia Christian University had its beginning as the Immanuel Original Bible Institute in Alabama in the year of 1986. Its sole focus was on studying Biblical languages and Biblical interpretation. In 1995, the institute moved to Alpharetta, a northern metropolitan area of Atlanta, and changed its name to School of Theological Seminary in Georgia. In 1998, the school sought a larger space to build a bigger campus and purchased a location near the city of Lawrenceville, Georgia as well as the current Norcross facility. A new board of trustees was formed to run an efficient theological institution. In the same year, the new board decided not only to change its name to Georgia School of Theology, but also to study the potentiality of a joint program with the Johnson C. Smith Theological Seminary, one of the Theological institutions of the United States Presbyterian Church. This partnership consultation between the Johnson C. Smith Theological Seminary and the then Georgia School of Theology was short-lived.

On April 5, 2002, Georgia School of Theology was certified to begin issuing and applying for I-20 student visas from the United States Citizenship and Immigration Services (USCIS), formerly known as the Immigration and Naturalization Services (INS). In August 2002, the Georgia School of Theology and what is now Georgia Christian University was divided into two separate institutions, the former a religiously exempt school and the latter an authorized university. On June 1, 2003, Georgia Christian University's Associate, Bachelor's and Master's programs in Music, Theology, Mission, and Christian Education were approved by the Georgia Nonpublic Postsecondary Education Commission.

In July of 2004, Georgia Christian University moved to the current campus in Lilburn and expanded the campus in 2005. Also, in 2005, NPEC authorized MAOM courses at Georgia Christian University for Oriental Medicine. In 2006, the student association body was formed to guarantee better campus and student lives at GCU. Also, the graduates of GCU reformed their Georgia Christian University Alumni Association the same year. In 2007, to promote Georgia Christian University, the Alumni Association successfully organized the Spirituality Conference, and in October 2007, GCU was authorized to offer academic programs in Business Management with BA, Master's Degree in Divinity, and Doctoral Degree in Ministry.

In April 2009, Georgia Christian University became a member of TRACS (Transnational Association of Christian Colleges and Schools) with candidacy status, and is pursuing Full-Accreditation with the best effort.

In 2010, Georgia Christian University and Honam Theological University and Seminary in Gwangju, Korea became sister institutions for mutual growth and academic advancement.

In 2011, Georgia Christian University has acquired a new campus site at 6789 Peachtree Industrial Blvd., Atlanta, GA 30360 to facilitate demands and needs for better educational environment.

Accreditation

The Georgia Christian University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [PO Box 328, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org] having been awarded Candidate status as a Category IV institution by the TRACS Accreditation Commission on April 7, 2009; this status is effective for a period of five years.

TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Students with Disability and Special Needs

In accordance with Section 504 of the Rehabilitation Act of 1973, Georgia Christian University seeks to give equal opportunity and access to students with disability. The Office of Student Affairs coordinates accommodation requests of students with disability for the university. A student with disability who requires special attention or accommodation is advised to contact any officers at Student Affairs as soon as possible to establish his/her disability and make "Reasonable accommodation" requests.

Student should submit in writing the following information:

- 1) The nature of disability or special requests
- 2) Any documents establishing the disability or special need
- 3) Student's request for special accommodation

As some accommodation may take time to arrange or to be coordinated, requests should be made as soon as possible after a student is admitted to Georgia Christian 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 is submitted to the Academic Standing Committee for further recommendations for accommodation plan.

UNIVERSITY CODE OF CONDUCT

INTRODUCTION

The mission of the GCU is to prepare students academically and professionally and to promote consciousness of social responsibility and dedication to the advancement of the general welfare of the people of Georgia, the United States of America, and the world. The GCU serves its commitment to meet the educational needs of a student body that is diverse in race and other socioeconomic attributes. Members of the University community are encouraged to develop the capacity for critical judgment and maintained personal independence in their search for truth and are required to engage in responsible social conduct that reflects credit on the Georgia Christian 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.

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:

- a. Determining the disciplinary charges to be filed pursuant to this Code of Conduct.
- b. 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.
- c. Maintaining all student disciplinary records.
- d. Developing procedures for conflict resolution.
- e. Resolving cases of student misconduct, as specified in this Code.

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.

STUDENT RIGHTS AND RESPONSIBILITIES

Students enrolled or applying for Georgia Christian University are not only members of the academic community but are also members of the larger society bearing the thoughts that GCU is established based on educational philosophy of teaching minority communities in the United States. Students, therefore, retain the rights, guarantees and protections afforded to and the responsibilities held by all citizens in regards to Christian beliefs. A student is not immune to prosecution by local, state, or federal law enforcement agencies irrespective of whether the University initiates judicial proceedings in a given situation. As members of the University community, students have a responsibility to know and follow the University regulations. Violations of these regulations will result in action by the Office of Student Affairs and the Faculty Committee on Academic Standing.

Not every situation a student may encounter can be anticipated in a written document or stated in this Code of Conduct or University regulations. Therefore, students are expected to act in a manner that demonstrates integrity, honesty, and respect for others and the campus environment.

PROTECTION OF FREEDOM OF EXPRESSION

Students have the right to freedom of expression; however, that right must be exercised with reason and discretion. Although students may take exception to the information or views presented in any class, they are responsible for learning the content of any course for which they are enrolled.

PROTECTION AGAINST IMPROPER ACADEMIC EVALUATION

Students have the right to protection against prejudiced or capricious academic evaluation. However, students are responsible for maintaining the standards of academic performance established for each course for which they are enrolled. Students who believe they have been improperly evaluated should express their concern to the instructor. If the student is not satisfied after speaking with the instructor, then he or she should submit "Academic Record Correction Request Form" to the Office of Academic Affairs to conduct formal hearings or procedures to hear from the instructor in regards to the evaluation and the records per student.

PROTECTION AGAINST DISCLOSURE

Information about student beliefs, views, and political associations which faculty, staff, and administrators learn in the course of their work should not be used to prejudice others against the student. Discretion will be exercised in circumstances where disclosure is necessary for the greater welfare of the student or the University community.

Proscribed conduct

The Georgia Christian 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:

- a. whether the misconduct was committed by one or more members of the organization;
- b. whether officers of the organization had prior knowledge of the misconduct;
- c. whether organization funds were inappropriately reimbursed;
- d. whether the misconduct occurred as a result of an organization-sponsored function;
- and
- e. whether members of the organization intentionally lied about the incident.

1. Academic Dishonesty

Academic Dishonesty means that student or faculty knowingly performed, attempted to perform, or assisted another in performing any act of academic dishonesty.

Georgia Christian University honors all intellectual properties including all copyrights, patents, trademarks, trade secrets and computer software, applies to students as well as to faculty and staff. All infringements of student, faculty and staff on intellectual properties are subject to punishment by law and by Georgia Christian University Policy.

All Georgia Christian University students are required to respect intellectual rights of fellow students and faculty members. Any activities such as copying or borrowing works are strictly prohibited. Any course material, printed information, documents, any visual material, recorded course works, and academic development are strictly protected by Georgia Christian University.

Furthermore, the University strongly believes that education and campus life is an on-going, critical, ever-challenging, and constructive communication among students,

faculty, and administration not excluding academy and church, and the sources of knowledge which are used to inform it. When sources of information are not acknowledged or shared, the 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.

The followings are the list of academic dishonesty the University strongly opposes and prohibits; the student violator of these items shall be permanently expelled from the University without any possibility of re-entry and faculty violator of these items shall face judiciary actions against him/her which may result in termination of employment agreement with the University:

Plagiarism: A student or faculty plagiarizes if student or faculty 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 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: Any constituent of the University is considered cheating if the constituent 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 students 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: A student colludes when student works without the permission of the instructor with another person or persons to produce work which is then presented as work 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 dishonesty when student 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.

2. Other Acts of Dishonesty

- Intentionally furnishing false information to the University and its officials; or misusing affiliation with the University to gain access to outside agency services; or using false information or University resources to compromise the name of the University. Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof.
- Forgery, alteration, or misuse of any University document, record, or instrument of identification.
- Causing, condoning, or encouraging the completion of any University record, document, or form dishonestly.
- Offering or causing to be offered any bribe or favor to a University official in order to influence a decision.
- Tampering with the election of any University recognized student government association at GCU.
- Casting or attempting to cast more than one ballot in any election or referendum on campus.

3. Disorderly Conduct

- Disruption or obstruction of teaching, research, administration or other University activities.
- Engaging in conduct that causes or provokes a disturbance that disrupts the academic pursuits, or infringes upon the rights, privacy, or privileges of another person.
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of another person. In recognition and support of the First Amendment of the United States Constitution, freedom of expression and academic freedom shall be considered in investigating and reviewing these types of alleged conduct violations.
- Violation of University policy and procedures regarding sexual harassment, other forms of harassment, and non-discrimination policies. For information regarding these policies and procedures see University Catalog under Policies on Sexual Harassment. Sexual Harassment includes the followings:

- a. Making unwanted verbal or physical advances or sexually explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interferes with their educational or employment opportunity.
 - b. Demanding sexual favors accompanied by implied or overt threats concerning one's job, or performance evaluation (grades).
 - c. Quid Pro Quo—Demanding sexual favors in exchange for a job or performance evaluation (grades) by a person in a position of authority over another.
 - d. Physical assault.
- Violation of published University policies, rules, or regulations.
 - Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 - Participating or assembling any demonstrations exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, infringes on the rights of other members of the University community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
 - Circulating any advertising media without approval from proper University officials or in a manner that violates or is contrary to policies of the Department of Planning, Department of Promotion, Office of Student Affairs, the University, and state or local law.

4. Alcohol and Other Drug Related Misconduct

Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age. The Georgia Christian University supports a program of alcohol education and expects those who choose to use alcohol to do so responsibly.

- All students and members of the University under the age of 21 are prohibited from possession and consumption of alcohol. All students are prohibited from the use and possession of illegal drugs except as permitted by law.
- Any use, possession, distribution, or sale of alcoholic beverages or narcotic or other controlled substances within the University premises is strictly prohibited.

5. Theft, Damage and Disregard for Property

No University member shall take, attempt to take, or keep in his/her possession items of University property; items or services rented, leased or placed on the campus at the request of the institution; items belonging to students, faculty, staff, guests of the University or student organizations; or items belonging to individuals or businesses off campus without proper authorization.

- Malicious or unwarranted damage or destruction of items of University property; items rented, leased, or placed on the campus at the request of the institution; items belonging to students, faculty, staff, guests of the University or student organizations; or items belonging to individuals or businesses off campus is prohibited.

- Selling or attempting to sell a textbook unless the seller is the owner of the textbook or has the permission of the owner to do so.
- Taking, attempting to take, or keeping items belonging to the library or items placed in the library for display.

6. Weapons

Possessing firearms, explosives, other weapons, or dangerous chemicals on University property is not permitted at all times.

Georgia Christian 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 any hesitation, and GCU shall formally seek legal actions against the violator to be reported to federal authorities in U.S.

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)

The University takes 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 Christian 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 student' cellular phone and his/her email account to exert alertness and readiness for safety.

7. Unauthorized Entry/Use of University Property/Facilities/Keys

- Unauthorized entry or attempted entry into any building, office, or other University facility.
- Making or attempting to make unauthorized use of University facilities.
- Unauthorized possession, use, or duplication of University keys or other methods of controlled access (i.e. cards, codes).

8. Student Housing

- Unauthorized entry, attempted entry, or remaining in restricted areas, including roofs, of any University-owned student residence.
- Failure to comply with policies established in various housing facilities for the protection of the privacy, rights, privileges, health or safety of the community. (See The Campus Housing Guidance published by the Department of Dormitory)

9. Gambling

Conducting, organizing, or participating in any activity involving games of chance or gambling except as permitted by law and University policy.

10. Hazing

The University does not condone hazing in any form. Hazing is defined as any intentional, negligent or reckless action, activity or situation that causes another pain, embarrassment, ridicule or harassment, regardless of the individual's willingness to participate. Such actions and situations include, but are not limited to, the following:

- Forcing or requiring the drinking of alcohol or any other substance;
- Forcing or requiring the consumption of food or any other substance;
- Calisthenics (push-ups, sit-ups, jogging, runs, etc);
- Line-ups;
- Theft of any property;
- Causing fewer than six (6) continuous hours of sleep per night;
- Conducting activities that do not allow adequate time for study;
- Forcing or requiring nudity at any time;
- Performing acts of unwanted personal servitude for members;
- Forcing or requiring the violation of University policies, federal, state or local law.

11. Shared Responsibility for Violations

- Acting in concert to violate University conduct regulations.
- Knowingly condoning, encouraging, or requiring behavior that violates University conduct regulations.
- Allowing, condoning, permitting or providing opportunity for a guest to violate University conduct regulations.

12. Non-Compliance with Official Direction

Failure to comply with reasonable direction of University officials acting in performance of their duties.

13. Animals

Bringing an animal (including, but not limited to, cats, dogs, and snakes) into any University building, with the exception of guide animals, animals used for authorized laboratory purposes, or animals for which expressed permission has been granted.

14. Under aged visitors within the University Premises

Unless permitted by the President in advance, at any circumstances, members of University Community shall not be allowed to accompany his/her under aged children or siblings into the University Premises. When injuries or any other bodily damages occur within the University Premises either intentionally or unintentionally, the University shall not be liable or responsible for the damage.

15. Political Activities

Unauthorized use of University facilities or equipment for political activities.

16. Local, State, Federal Laws and Ordinances

Violation of a local, state, or federal law or ordinance violates this Code and is subject to proceedings under this Code which may go forward against the accused who has been subjected to criminal prosecution only if the University determines that its interest is

clearly distinct from that of the community outside of the University. Ordinarily the University will not impose sanctions if public prosecution is anticipated or until law enforcement officials have disposed of the case.

SANCTIONS

The purpose of sanctions is to provide a fair educational opportunity for all found responsible for their actions. The followings are the sanctions in discretion of judicial proceedings and decisions:

Warning: Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may be cause for further disciplinary action.

Censure: A written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may result in further disciplinary action within a specified period stated in the letter of reprimand. A copy of the Censure shall be kept in the student's file in the Department of Student Affairs.

Disciplinary Probation: May include exclusion from participation in privileged or curricular activities for a specified period; additional restrictions or conditions may be imposed. Violations of disciplinary probation terms, or any other Code violation during the probation period, will normally result in suspension or expulsion from the University. A copy of the Censure shall be kept in the student's file in the Department of Student Affairs, and additional copy shall be electronically stored in student's database for further reference.

Residence Probation: May include exclusion from participation in privileged residence facilities for a specified period. A copy of the residence probation letter will be retained in the student's file in the Department of Student Affairs, and additional copy shall be electronically stored in student's database for further reference.

Restitution: Repayment to the University or to all affected parties for damages resulting from a violation of this Code.

Suspension: Exclusion from classes and other privileges or activities as set forth in a written notice for a definite period of time not to exceed one year.

Residence Suspension/Permanent Removal: Exclusion from the residence facilities for a specified period, or permanent removal from the residence hall.

Expulsion: Termination of Student status and permanent exclusion from University privileges and activities. A copy of the expulsion notice and the decision proceedings minutes will be retained in the student's file in the Department of Student Affairs, and additional copy shall be electronically stored in student's database for further reference.

Denial of Employment: Suspension or exclusion from current or future university employment. A copy of the Denial notice and the decision proceedings minutes will be

retained in the faculty file in the Office of Academic Affairs, and additional copy shall be stored in the faculty file in the Human Resources Department for further reference.

Other sanctions as deemed appropriate.

DUE PROCESS

Due process includes academic and non-academic complaints as well as the right to a disciplinary conference regarding alleged allegations or violations.

Complaint and Appeal Policy and Procedure

Policy: A student may ask for review of any action or lack of action that he/she desires to be addressed.

Procedure: Any student desiring to complain about or appeal any action or lack of action must follow the following procedure: (Note: If a professor is not involved, the student can begin with Step 4 below).

1. Within 10 work days of the action being appealed, a student must communicate, preferably in person, with the professor of the class and discuss the issue of concern (e.g., grade, assignments, treatment, etc).
2. If the meeting does not resolve the issue of concern, the student may submit within 5 work days, a written appeal to the professor. The student must state the reason for the appeal and include copies of any relevant documentation.
3. Within 5 work days, the professor must review the appeal and all relevant documentation and then respond, in writing, to the student.
4. If the issue is not resolved, the student may request within 5 work days, in writing, a review by and a decision from the Chief Academic Officer.
5. Within 5 work days, the Chief Academic Officer must review the appeal and all relevant documentation and then respond, in writing, to the student.
6. If the issue is not resolved, the student may request within 5 work days, in writing, a review by and a decision from the President. The President will respond to the student within 10 work days. A decision by the President related to an academic appeal is final.
7. If the issue is non-academic and if it is not resolved, the student may request within 5 work days, in writing, a review by and a decision from the Board. The Board will respond to the student within 10 work days. A decision by the Board related to a complaint or an appeal by a student is final.

Non-Academic Complaint and Appeal Procedure to Board

If a complaint is non-academic and is not resolved by the Complaint and Appeal Policy and Procedures above the issue may be sent to the Board.

Policy: Any full time or part time employee or student of GCU (i.e., Student, Staff, or Faculty Member) may appeal a decision by the GCU President provided the reason is harassment or discrimination.

Procedure: A full time or part time Student, Staff, or Faculty Member desiring to appeal any action or lack of action based on harassment or discrimination must follow the following procedure:

1. Within 10 work days from receiving the decision by the GCU President, the Student, Staff, or Faculty Member must submit a written appeal to the Chair, GCU Board of Directors. The Board member must state the reason for the appeal and include copies of any relevant documentation.
2. Within 5 work days from receiving the written appeal, the Chair will ask the Executive Committee (excluding the Chair) to review the written appeal and all relevant documentation and then respond, in writing, to the Chair.
3. Within 10 work days, the Executive Committee will respond to the Chair, in writing, proving input to the Chair regarding action(s) to be taken related to the Student, Staff, or Faculty Member's appeal.
4. Upon receiving input from the Executive Committee, the Chair, within 20 work days, will make a decision and then respond, in writing, to the Student, Staff, or Faculty member. A decision by the Chair related to the appeal by a Student, Staff, or Faculty member is final.

Disciplinary Conference

Students or faculty accused of offenses that may result in penalties less than expulsion, suspension, or termination of employment from the University are subject to a disciplinary conference in the Office of Student Affairs or the Office of Academic Affairs. A disciplinary conference is an informal process designed to gather and consider relevant information regarding alleged violations of the Code and to determine a sanction, if applicable.

Students accused of offenses that may result in suspension or expulsion from the University will be referred for a formal hearing to the Faculty Committee on Academic Standing or an appropriate administrative hearing officer.

Faculties accused of offenses that may result in suspension or expulsion from the University will be referred for a formal hearing to the Faculty Committee on Faculty Assessment or an appropriate administrative hearing officer. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period.

The following procedural guidelines shall be applicable in disciplinary hearings:

1. Respondents shall be given notice of the hearing date and the specific charges against them at least five (5) business days in advance.
2. The respondent will have reasonable access to the case file prior to and during the hearing; personal notes of University staff members or complainants are not included. This file will be retained in the Office of Student Affairs or in the Office of Academic Affairs depending on the position of the respondents.
3. The presiding person may call witnesses upon the motion of any hearing body member or of either party and shall summon witnesses upon request of the Office of Student Affairs or in the Office of Academic Affairs depending on the position

- of the respondents, and shall be personally delivered or sent by certified mail, returned receipt requested.
4. University students and employees are expected to comply with such summons, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal University activities.
 - a. Failure to comply with said requests may result in sanctions against the summoned witness.
 - b. Witnesses that provide false information can be charged with violation.
 - c. In the event that the respondent fails to appear after proper notice, the hearing will proceed, as scheduled, in the absence of the respondent.
 5. Hearings will be closed to the public.
 6. The presiding person shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the respondent, who disrupts a hearing, may be excluded by the presiding person.
 7. Hearings shall be tape recorded.
 8. Witnesses shall be asked to affirm that their testimony is truthful and may be subject to charges of intentionally providing false information to the University.
 9. Prospective witnesses, other than the complainant and the respondent, may be excluded from the hearing during the testimony of other witnesses. All parties, the witnesses, and the public shall be excluded during Committee deliberations.
 10. Finding the respondent responsible shall be established by evidence which, when fairly considered, produces the stronger impression, has the greater weight, and is more convincing as to its truth when weighed against the evidence in opposition thereto.
 11. Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to this Code. Unduly repetitious or irrelevant evidence may be excluded, as determined by the presiding person.
 12. Complainants and respondents shall be accorded all opportunity to question those witnesses who testify for either party at the hearing.
 13. Every statement or assertion need not be proven. Committee members may take notice of matters that would be within the general experience of University students and faculty members.
 14. A finding of responsible shall be followed by a deliberation as to sanction. The past disciplinary record of the respondent will only be supplied to the hearing body after a determination of responsible.
 15. Any finding of responsible will be supported by written findings that will be placed in the case file and made available to the respondent.

APPEALS

Any disciplinary determination may be appealed by the respondent to the Executive Vice President for Academic Affairs (Provost) or his/her designee. Requests for appeals must be submitted in writing to the Provost or designee within five (5) business days from the date of the letter notifying the respondent of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.

The Provost or designee will not conduct a re-hearing of the case, but will consider an appeal based on the respondent's claim of one, or more of the following:

- a. a flaw in the University constituent's right of due process
- b. evident bias in the decision of the hearing;
- c. presence of relevant new evidence or information, not available at the time of the conference or hearing,
- d. sanction out of proportion to the offense. The Provost or designee may uphold or reverse a 'found responsible' decision, reduce a sanction, or refer the case for re-hearing.
- e. new evidence or insufficient consideration of all aspects of the situation.

Any student who, after following the above procedures for appealing grades, for decisions other than academic decisions, or for unfair treatment by another student, receives unsatisfactory results may contact: Transnational Association of Christian Colleges and Schools (TRACS), P.O. Box 328, Forest, VA 24551 or (434) 525-9539.

Disciplinary Files and Records

Disciplinary files and records are protected by the Family Educational Rights and Privacy Act (FERPA) regulations and are maintained by the Office of Student Affairs or by the Office of Academic Affairs depending on the position at the University. In the event of student expulsion and other sanctions for which it is deemed appropriate, a disciplinary notation will be included in the permanent student record maintained by the Department of Admissions and Records.

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law 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 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.

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.

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.

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 you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Confidentiality of Records

A student or faculty may authorize the release of his/her disciplinary record to any party by making a written request. Any other party seeking access to a record of a University judicial hearing must file a written request pursuant to the Georgia Open Records Act (O.C.G.A. §§ 50-18-70, et seq.) with the Office of Public Affairs. Certain information, such as medical information and social security numbers, may be removed from a student's record before it is released to a third party.

Destruction of Records

All records of cases in the University Judicial System shall be maintained in a location designated by the Provost until such time as they are destroyed in accordance with the destruction schedule established by the Provost in compliance with the schedule by the order of President.

Attendance

Georgia Christian University requires all students to attend all their registered classes including chapel. GCU understands the importance of class attendance for a pursuit of excellence in academia. Also, students are expected to follow clean dress code without a hat in any classrooms. 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 strictly imposed by the United Immigration Services for International Students; which allows university officials to terminate their F-1 Visa Status in any case of failure to attendance). Every 3 late attendance will be regarded as one absence.

In case of an emergency, student may submit official absence to each faculty in charge of the course, and the form is available at the Office of Admissions and Record; this absence request must be drafted and signed by the applicant only with a decision to grant recognized absence mainly rely on faculty’s judgment and submitted documentations. If the student has permission from the Academic Affairs of GCU due to emergencies including accidents, hardship or sickness, the student may miss the class of the stated dates and will not count towards his/her attendance.

If an instructor should be late in meeting the class without notice, the 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 Christian University regarding change of address, emergency contact changes, visa changes and/or any emergency situations on campus for effective communication and legal actions. It is the student’s responsibility to notify school for all transfers and paperwork needs such as certificate of graduation in written format. Also, all students are required to check school website for any changes in school policies or schedules.

Special Notice for International Students

It’s 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.”

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.

Also failure to provide proper notice of changes in personal mailing address or contact number, the University may hold responsibility to adjust the student's status. In order to avoid this unfortunate incident, the students are asked to visit the Office of International Student Advisement Center to file correct personal information.

Intellectual Property Policy & Respect System

Georgia Christian University honors all intellectual properties including all copyrights, patents, trademarks, trade secrets and computer software, applies to students as well as to faculty and staff. All infringements of student, faculty and staff on intellectual properties are subject to punishment by law and by Georgia Christian University Policy.

All Georgia Christian University students are required to respect intellectual rights of fellow students and faculty members. Any activities such as copying or borrowing works are strictly prohibited. Any course material, printed information, documents, any visual material, recorded course works, and academic development are strictly protected by Georgia Christian 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, and administrative staffs not excluding academy and church, and the sources of knowledge which are used to inform it. When sources of information are not acknowledged or shared, the 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.

Student Alcohol Policy

Georgia Christian University complies with all federal, state, and local laws and policies on the abuse of alcohol and other drugs by its students. The legal drinking age in Georgia is 21. We strongly encourage each member of the community to be involved in the implementation of the Student Alcohol Policy. This policy is noted on our school website. Due to federal and state laws, health issues and success of students, all students 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.

Policy 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 Christian 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 up to and including dismissal or permanent termination of status.

Procedures on Sexual Harassment

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 Christian 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 The 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. 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 Christian 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.

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.

Campus Safety

Georgia Christian 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 any hesitation, and GCU shall formally seek legal actions against the violator to be reported to federal authorities in U.S.

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 Christian 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 student' cellular phone and his/her email account to exert alertness and readiness for safety.

Campus Emergency Procedures

We acknowledge some emergency situations are inevitable despite of all our efforts to prevent such disasters or calamities. The contingency procedures for such events are as followed.

1. Please contact the Georgia Christian University office immediately at 770-279-0507.
2. Office will call 911 and ask for professional and appropriate help.
3. Please utilize the fire extinguishers located in case of fire.
4. Please exit buildings immediately in orderly manner, and follow direction by your instructors or administrative officers at GCU.
5. Please do not leave the campus until you are directed to do so since unsupervised actions may cause unexpected casualties.

GCU strongly encourage everyone to follow our safety measures and emergency procedures to minimize any damages or misfortunes to the campus and everyone in it.

Programs Offered

Georgia Christian University grants the following approved degrees:

Diploma (Certificate) Programs

The diploma program is designed to serve the needs of lay leaders who want to participate in a structured program of theological studies without pursuing the higher level of degrees.

- Theology
- Massage Therapy
- ESOL

Bachelor of Arts Degrees

- Theological Studies
- Christian Education
- Music
- Business Management

Master of Arts Degrees

- Theological Studies
- Christian Education
- Mission Studies and World Christianity
- Music

Master of Divinity Degree (M.Div.)

Doctor Degree

- Ministry (D.Min.)

Admission Policies

Applicants for admission to Georgia Christian University will be considered regardless of race, color, gender, and handicap, or national or ethnic origin according to our Non-discriminatory Policy. The prospective student is assessed according to academic background, moral character, and personal statement of faith by the Office of Admissions. Georgia Christian University reserves the right to refuse admission to any prospective students who does not meet our standard of excellence.

Admission Procedures

A. 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 in original 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. A brief autobiographical statement/personal statement of faith
4. Signed Biblical Foundations Statement
5. Signed GCU Release and Assignment Form
6. Signed GCU Student Disclosure Agreement Form
7. Official Transcript(s) sealed
8. A recommendation letter
9. Two recent photos
10. SAT Critical Reading score of 400 or higher, Math 380 or higher, ACT English 17, Math 17, and Composition Score 17
11. A certified copy of the High School diploma or GED Certificate
12. Copy of the original transcript / Fax of transcript directly from your or GED center

B. Graduate Level:

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. A brief autobiographical statement/personal statement of faith
4. Signed Biblical Foundations Statement
5. Signed GCU Release and Assignment Form
6. Signed GCU Student Disclosure Agreement Form
7. A certified copy of his/her bachelor's degree with a minimum grade point average of 2.50 on a 4.0 scale or its equivalent from an accredited college or university

8. Official transcripts of all college, university, or seminary records, showing all courses pursued, grades received, and degree(s) earned
9. Three recommendation letters completed by the references listed on the application
10. Two recent photos

The Admissions Committee will review all submitted information. Any student seeking admission must possess an accredited BA, BS, or its equivalent degree, and a grade point average (GPA) of 2.50 on all previous post-secondary credits to be admitted except a 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.

C. I-20 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.

- You are not a U.S. citizen and are currently in the United States on an F-1 (student) visa.
- You will require an F-1 visa to enter and study in the United States.
- You are currently 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. Have the high school and/ or college(s) previously attended including an official transcript(s) in English. Non-English transcripts must be translated into English. Students who wish GCU to translate respective transcripts must pay the cost of translation. All transcripts will be evaluated before being admitted.
3. Results of the Test of English as a Foreign Language (TOEFL) for foreign students must be submitted or electronically transmitted to GCU except for applicants seeking ESOL certificate program. If English is not your first language, then you must provide proof of English proficiency.

There are three ways to follow through this process:

- (1) Submit an official TOEFL score of at least 60 on the Internet-based exam or 173 on the computer-based version. Remember that 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 the test dates and centers can be found at www.ets.org.

- (2) Take the equivalent of English 101 and 102 (first-year composition) 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.
- (3) Submit proof of a bachelor's degree earned at an accredited institution in the U.S.
4. Once a student has been accepted, a physical examination is required. The form to be used by the physician will be provided by the University in Admission Packet.
5. Have on deposit, in an account in the Office of Business Affairs of GCU, sufficient funds to cover tuition, books, fees, and personal expenses for one academic year. The amount may differ in each applicant's case, and average amount of deposit made is approximately \$3,900.00. The exact deposit amount will be notified to each applicant prior to admission process, and student account will show \$100.00 of application fee, \$100.00 of SEVIS I-20 application Fee, \$200.00 of SEVIS I- 901 application fee, and \$500.00 of International Student Fee deducted from the initial deposit.
6. Proof of accidental and hospital (Health) insurance must be submitted along with application for admission. Students who can prove that they have comparable insurance coverage will not be required to purchase insurance policy through the university.
7. 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 (I-20) after items one through six above have been completed and approved by the International Student Advisor in consultation with Admissions Committee at GCU.

Special Note: Every International Student applying for an admission is levied with the International Student Fee in the amount of \$500.00 US for filing and administrative expenses.

Registration Process

SEMESTER / QUARTER SYSTEM

For NPEC authorized academic programs of Undergraduate and Graduate degrees, GCU operates on the semester system. The academic year consists of a fall and a spring semester, and summer terms. One semester hour represents one hour of class work per week or its equivalent in other forms of class performance. Each semester constitutes 15 to 16 weeks of classes, including the final exam week. In accordance with the decision of each school's faculty, term papers may be submitted in place of exams.

Course examinations are given at least twice a semester (mid-term and finals) in addition to occasional quizzes and term papers. A student whose class attendance is less than two-thirds of all the classes held is not eligible for taking the final exam. Those who have missed any final exams due to circumstances beyond their control are entitled to take make-up exams. (Please refer to Attendance section.)

It is Georgia Christian University's liberty to offer Non-degree granting course works and classes based on quarterly system. Especially GCU's School of ESOL is operating under this system, and various life-long educational programs may be offered quarterly. Each quarter shall consist of 8 weeks of curriculum and total of five quarters are available throughout an academic year.

SPECIAL SUMMER & WINTER TERMS

During these terms, regular courses as well as short-term seminars and workshops are offered. These courses, particularly travel seminars, are offered in various locations domestically and internationally. During these special terms, carefully selected and scheduled continuing education courses are offered for community education. Enrollment for either of these terms is limited to six credit hours.

It is students' benefit since they may enroll to these terms for the purpose of making up lost credits or adjust his/her Grade Point Average. Schedules for these terms may vary per terms and students may have access to this information at GCU's website and other publicized material.

Registration Period

Regular registration period is approximately 2-3 weeks prior to beginning of each semester. There is also late registration period available with certain non-refundable fee accrued. Any students who fail to register during registration period without written notification to be approved by the Office of Admissions and Record, is subject to academic dismissal, and the University takes no responsibilities of student's status aftermath.

Through many media available for students at GCU, including website(www.gcuniv.edu), published notice, orientation material, and calendar provided by GCU, students can vividly have detailed information on registration period.

Academic Advisement and Counseling

Academic advising is available at the main office with the student affairs and academic counselor. The session will be appointment recommended and otherwise will be done on first come first serve basis.

Any students seeking advisement are asked to make an appointment to get help with registration at least 3 weeks prior to registration. Please keep in mind, during registration period, wait time will be extremely long and may lose the given privileges of valuable information for registration.

Add or Drop Classes

Please consider all possibilities and recommendation by your counselor and your instructors before adding or dropping courses. Course Add/Drop form is available at the Office of Academic Affairs or GCU website (www.gcuniv.edu). Any added course tuition will be due the same day. Please refer to the refund policy for any refund that may incur. Also, keep in mind that all international students should be a full time student for visa purposes at any time.

Independent Study

Students who have completed at least two semesters of academic work with a current average of at least 3.0 on a 4.0 GPA scale in the Bachelor's and Master's degree programs may apply for an independent study in order to pursue special topics of their interest. Students who are enrolled in the Theological Studies program are entitled to request independent studies after the first semester. The student is responsible for obtaining the instructor's consent before registering for 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 have two independent studies while being enrolled in one degree program. However, under the extraordinary circumstances, student may exceed two independent studies in consultation with the academic office.

Academic Dismissal

A student who falls into one or more of the following categories shall be dismissed:

1. Failure to register during the prescribed period,
2. Violation of school regulation governing discipline and conduct,
3. Absence of more than 4 weeks without notice,
4. Disqualification by regulation of graduation.

Any Student wishing to withdraw from the institution during the school year is required to notify the Registrar and fill out the necessary withdrawal forms. Failure to comply with proper withdrawal procedure can mean the denial of future readmission.

Readmission

Any former student seeking re-admission after an absence less than one year is required to submit a new application form. After one year of absence, student seeking re-admission must complete the entire application process. A Student who has been placed on academic probation is eligible to reapply the following term. Requests for reinstatement must be addressed in writing to the Admissions Committee of GCU. All requests must be completed and submitted to the Office of Admissions and Record at least 30 days before registration begins. A re-admitted student will enroll on academic probation status. If re-admission is granted, the student must pay re-admission charges in addition to the regular tuition.

Transcripts

All grades are permanently recorded on the student's academic transcript and become a part of his or her scholastic record. Record sheets of all academic work done at Georgia Christian University and the cumulative academic record at other post-secondary institutions are permanently kept. The cumulative academic record includes personal identification (Name, I.D. number, date of birth, birth place, institution from which admitted, date of entrance), degree sought and conferred, and the 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.

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 the fee of \$5/each document to the Office of Business Affairs. It usually takes 2-3 business days to process the request.

Transfer Students and Credits

Students transferring into GCU from another academic institution must have official record indicating academic achievement of "B-" or above for both undergraduate and graduate level works. Each course transferred must be comparable to the students enrolled program. GCU reserves the right to accept or reject credits or degrees from any non-accredited institutions. It is the policy of the University that at least half of regular course work must be completed at GCU to be eligible for graduation. It is the policy of the University that the last 30 semester hours (10 courses) of regular course work must be done with GCU to be eligible for graduation.

Tuition and Fees

The cost of tuition covers only a portion of the student's education and therefore, Georgia Christian 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 I-20 Application Fee (Reproduction)	\$100.00
SEVIS I-901 Fee	\$200.00
USCIS I-539 Application Fee	\$300.00
USCIS I-539 Filing Charge	\$500.00
Diploma and Continuing Education per Credit Hour	\$100.00
Tuition-Undergraduate Level per Credit Hour	\$185.00
Tuition-Master Level per Credit Hour	\$215.00
Tuition-Doctorate Level per Credit Hour	\$275.00
ESOL Spring I, II, Fall I, II Tuition	\$1400.00
ESOL Special Summer Tuition	\$1500.00
Course Audit Fee per Course	\$250 (B); \$350 (M)
Late Registration Fee	\$100.00
Tuition Installment Fee (2 payment plan)	\$60.00
Tuition Installment Fee (3 payment plan)	\$100.00
Graduation Fee	\$300.00
Dissertation Advisement Fee – Master Level	\$600.00
Dissertation Advisement Fee – Doctoral Level	\$800.00
Dissertation Continuation Fee	\$300.00*
International Student Fee	\$500.00
Official Transcript / Document Fee	\$5.00
Apostille Fee (per Document)	\$15.00
Techno Fee (for all students)	\$50.00
Music Facility Fee (for Music School)	\$200.00
Student Government Association Fee (Semester)	\$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% for total amount (per Case)

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

Any fee and tuition listed in this catalog is subject to change at the discretion of the Board of Trustees of Georgia Christian University. The fees may be changed without prior notifications, although as much advanced notice as possible shall be given and published.

(Updated on October 9, 2009 by GCU Board of Trustees)

Scholarships

Certain limited scholarship funds are available. These funds are granted to students on the basis of need and availability. Students in need of financial assistance should submit a Scholarship Application Form to the Scholarship Committee of GCU. The application form may be obtained at the Office of Academic Affairs, or download from GCU web site at www.gcuniv.edu. The Scholarship Committee coordinates all student financial aid and scholarship programs in consultation with the Office of Student Affairs.

Following is the list of established scholarships and financial assistance programs:

1. President's Scholarship
2. Academic Achievement Scholarship
3. Senior Citizen Tuition Assistance
4. Spousal Tuition Assistance
5. GCU Merit Scholarship
6. Tuition Assistance for Ministers and/or minister's unmarried child
7. Need-based Assistance

Financial Aid for Legal Aliens or US Citizens

Georgia Christian University's goal is to assist as many students as possible in a fair and equitable manner. If you are choosing GCU on fit and concerning about your financial obligations, we encourage you to apply for financial aid to see if you qualify.

We are ready to help every student for the academic year, so check with your financial aid administrator for these states and territories.

Each academic year, we offer FAFSA and need-based aid for student who is eligible.

The FAFSA will allow Georgia Christian University to determine your eligibility for the following programs:

1. National Science and Mathematics Access to Retain Talent Grant(SMART)
The National Smart Grant that is in addition to the student's Pell Grant award provides up to \$4,000 for each of the third and fourth years of undergraduate study.
2. Teach Grant this program provides up to \$4000 per year (\$16,000 total for undergraduate program; \$8000 total for graduate studies) in grants to full-time students who plan to teach full-time in high need subject areas at schools serving student from low income families.
3. Other Grants: eligibility for these grants is based on high financial need. Award amounts for these grants vary but do not have to be repaid. All recipients must be in a degree-seeking program working toward a first baccalaureate degree, be a US citizen or an eligible non citizen, cannot be a default or owe a repayment on previous financial aid award, and must register with Selective Service if required to do so.
 - Federal Pell Grant
 - Supplemental Educational Opportunity Grant(SEOG)
 - Institutional Grants
4. Hope Scholarships
Student who are considered Georgia residents and are enrolled in an undergraduate program may be eligible for the HOPE Scholarship. Students must have cumulative 3.0 GPA.
5. Due to the FAFSA, if you are eligible for having loan, we can help you to register the full amount loan for studying. You can check with financial.aid@gcuniv.edu, www.fafsa.ed.gov, and www.pin.ed.gov

Refund Policy

Tuition may be refunded as scheduled below (Usually fees are not refundable). Not attending classes does NOT constitute a formal withdrawal. Dated and Signed Tuition Refund Request Form must be submitted to the Office of Business Affairs by the scheduled time shown to be entitled to any refunds:

Students will receive refunds for overpayments and/or withdrawal from classes. Students will not receive refunds on late fee charges, any administrative charges, any private scholarships, late payment fees, application fee, I-20 fee, and penalty for non payment or default payment fees. The President may consider refunds on an individual basis where personal emergency or extreme hardship is involved.

(For Post-Secondary Education Programs)

Prior to or during the first week of semester	100 % refunded
During the second week of semester	85% refunded
During the third week of semester	70% refunded
During the fourth week of semester	55% refunded
During the fifth week of semester	40% refunded
After the fifth week of semester	No Refund

(For Diploma Programs)

During or prior to the first week of classes	100%
During the second week of classes	75%
During the third week of classes	50%
After the third week of classes	No Refund

** International students studying on university-sponsored F-1 visas are ineligible for a complete refund. Students submitting written notification of the intent to withdraw, during or prior to the first week of class, will receive the full tuition minus a non-negotiable \$500 administrative fee.*

** For non-international (domestic) students, refunds will be available with 14 days of withdrawal. For international students, it will take 3 to 6 months to complete the process.*

(Updated on October 9, 2009 by GCU Board of Trustees)

Financial Planning

All registration tuition and fees shall be due and payable at the time of registration. GCU encourages all students to pay all fees in full at registration. GCU provides Tuition Installment Plan for registering students with some restrictions to ease applicant's financial difficulties, and information on Installment Plan is available at the Office of Admissions and Record.

Grading System

The quality of work done by students in courses is reported by use of the following grading scale. A simplified system of grading scale available for use in appropriate cases is as follows:

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

Students may choose one of these grading system; instructor's approval is required. Once recorded in the Office of Academic Affairs, a grade of "Pass" cannot be converted to a letter grade.

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 the 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, an "I" will be changed to a "F."

Academic Misconduct

(All Students are advised to refer to Assessment Policy of Georgia Christian University at www.gcuniv.edu)

Academic misconduct includes, but is not limited to the following actions.

Plagiarism: A student plagiarizes if student 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 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 student 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 students 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: A student colludes when student works without the permission of the instructor with another person or persons to produce work which is then presented as work 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 student 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.

Resident Life on Campus

Georgia Christian University has four dormitory buildings located in Lilburn, Georgia. Two of the buildings are for male students and other two are for female students. There are no co-ed facilities available at present time.

Each building has three furnished bedrooms, two bathrooms, a kitchen, a living area and a laundry room. All common areas are shared by the others in the building. If you are interested in dormitory residency, fill out the dormitory application and turn it into the registrar's office.

Here are some rules and regulations for our dormitories:

1. Dormitories are open from 9am to 9pm. Without permission, no visitors are allowed off hours. Students may leave after 5am and need to report back before 11:30pm.
2. There will be no gambling, smoking, drinking and/or any violent activities in the dormitories.
3. No pets are allowed.
4. The resident will be responsible to replace and/or fix the item(s) for any damages to the facilities or equipments.
5. Be Courteous to others with noises, trash, temperature and/or their personal belongings.
6. Use common sense!

Guest Housing

Guest rooms are available for short-term guests and prospective students visiting the university sites. The cost of a guest room is \$25 per night per person, and the payment should be arranged and made to the Office of Business Affairs prior to actual staying; then formal accommodation request is made to the Department of Housing for further assistance.

Cable Television

Even if GCU's dormitories are equipped with television, cable television services or satellite service should be arranged at inquirer's own expense. Installation charges vary and monthly service charge is averaging \$39.00 per month. The request for installation should be made through the service from the Department of Housing at GCU.

Conservation of Energy

To conserve energy and reduce utility costs, please turn off lights or any other electrical appliances when not in use. Excessive use or waste of utility may cause increase of housing expenses regardless of all the efforts that GCU is exerting to minimize the additional costs for students receiving housing services.

Cooking

Because GCU admits students from a variety of cultures without any discrimination, and students may live within limited space of residential facilities, we ask that you be

sensitive to your neighbors if you are cooking foods with strong odor. Please open your windows and utilize the fans to eliminate odor and ventilate.

Furniture

Students or guests may provide their own furniture at their living facility. Furniture that you place in common areas in the space must be shared and used by all persons living in the facility. For a \$45 monthly fee, residents may rent a set of furniture for their room. This set includes a bed, desk, chair, dresser, lamp, bookshelf. Televisions or other electrical or electronic devices are not included and those items should be furnished by the resident only.

Heating or Air Conditioning

At all GCU's dormitories, central heating and air-conditioning are available. Regardless of the weather patterns or climate changes, this system is always operable and they may be used at any time of resident's interest; however, GCU strongly advise residents to conserve energy all the time.

Library

This part of Student Handbook has been prepared to acquaint students with Library resources and services, some of which have been designed especially for faculty and staff of Georgia Christian University. It is GCU's desire to provide services and resources for students, both in conjunction with the teaching of classes and in areas of personal and professional growth and development. GCU welcomes the opportunity to serve both the faculty and students.

General Information

There are 22 computers students can use for school activities during the library hours. There are approximately 28,000 books in the library available to be utilized as students and faculty's references, and GCU extensively working rigorously to create better and more library resources for academic institutional development.

Most of the books are written in multiple languages for our student's convenience and to promote of cultural integration. There are religious, language, fiction, non-fiction, references, philosophy, history and/or art books available.

Hours of Operations

Monday through Saturday 9am~1pm & 2pm~7pm
Sunday Closed

** Hours may vary during the summer, between semesters, and on holidays.*

** Hours are subject to change without notice.*

Any changes in operation hours are published both at the official Library website and public bulletin board around the Library premises.

Obtaining a Library Card

Georgia Christian University library card is required to check out library materials. All GCU students can use their school ID card as their library card. For all other, a copy of your driver's license and a \$20 processing fee are needed to obtain the 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 all 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 and check-out status of the material shall be available by an inquiry including the due date.

Circulation Policies

Faculty Members	Maximum of 10 items per check-out, Circulation period for 1 month, 2 Renewals of 1 month
Staff Members	10 items, 1 month, 2 renewals of 1 month
Students	5 items, 2 weeks, 2 renewals of 2 weeks
Community Users	5 items, 2 weeks, 2 renewals of 2 weeks

Check Out: To check out materials, a student must show a GCU student ID to the staff at the Circulation Desk.

Return: Items are to be returned on or before the due date to the Circulation Desk.

Renewals: Items can be renewed unless someone has placed a hold on the item. Renewals may be made either online, by phone or in person at the circulation desk.

Overdue Materials: Overdue notices are sent to individuals as courtesy reminders. All overdue materials are subject to 10 cents per book per day charge and immediate suspension of GCU Library membership. And failure to return library materials will result in a “block” being placed on their record. If they are “blocked” they cannot check out additional books, order a transcript, register for additional courses, or apply for financial services including installment-payment plan (ie. Deferred-Payment).

Lost or Damaged Materials: Patrons are responsible for the safety, proper use and return of all the library materials charged on their card. In the event that materials are damaged, destroyed or lost, they will need to pay the book’s purchase cost in addition to \$10 processing fee. Adequate clearance of fines and return of materials is necessary before registration or graduation. Rare books are not available for check-out, and are to use only within the library facilities.

Holds: Patrons may request that a book which is already checked out be placed on hold. The book will not be recalled but will be held when it is returned to the library. It cannot be renewed. The librarian will attempt to contact the patron requesting the hold.

Donation

GCU Library welcomes all members of the community who like to share their love for all reading materials. We are looking for variety of books including fiction, non-fiction, religious, arts, history, biographical, biblical and references. If you like to donate, please contact the librarian.

Library Contact

Address: 660 Exchange Place, Lilburn, GA 30047

Website: <http://library.gcuniv.edu>

Phone: 678-735-5471

Library Staff

Myo Ryoung Kim, Head Librarian estherkim17@yahoo.com

Nan Sil Chang, Staff

Student Government Association

SGA is organized to entertain the concerns of the student body. The annually elected student body coordinates and oversees various activities of GCU Student Government Association in consultation with the Office of Student Affairs. The whole student body, throughout due process written on student handbook along with its bylaws, elects its 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, (I-20 students should inquire about employment restrictions), coordinating prescheduled and authorized student activities throughout the academic year, improving educational environment of the University, and aiding students with various hardships and difficulties to continue their pursuing academic goals.

This Association assists students to be active in serving the community, participating University programs, providing information for student welfare, and acting as a mediator between University administration and GCU's student body.

Student Employment

While student demographics of GCU shows high ratio of international students in student composition, GCU is experiencing bigger-than-ever demands for student employment opportunities. The Human Resources Department of GCU is now available to help students with financial hardships and difficulties. We understand balancing work and academic pursuits is a significant challenge faced by the University and students. GCU also understands the importance of working experiences for our students to start a career.

Even though the number of recruitment is still small, GCU is recruiting on-campus employment during normal registration period for a number of positions requested by each Schools and Administrative Offices at GCU every semester. Then, Office of Student Affairs, through public notice, openly receives applications from students.

Student Activities

GCU Soccer Team

GCU highly values and appreciates student activities and self-regulating organization within the University. Especially student body's athletic activities are welcomed to enhance the interest of physical health and the promotion of teamwork among students. GCU Soccer Team was formally established on April 14, 2007 after winning the 2007 Kosiers Fc 1st Indiana Korean Soccer Tournament in Indiana. GCU Soccer Team exists to provide students opportunities to be socially and physically challenged. We also hope that the Soccer Team becomes another avenue of opportunities to acquaint 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 challenges ahead of them such as tournaments and to promote social gatherings 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 voting process every year. All members are required to participate in every tournament to promote team effort. GCU Soccer Team is a student governing body sponsored by the school. Currently, the 1st GCU Soccer Tournament is planned by GCU Soccer Team for Fall Semester of 2007. 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 enjoy gifts of fellow members.

GCU students, faculty & staff members can be members of the GCU Chamber Orchestra. GCU Chamber Orchestra is a student governing body sponsored by the school. GCU Chamber Orchestra has positions available such as pianist, cellist, violinist and vocalist. Anyone who is interested can contact the music department of GCU at 770-279-0507. All tentative plans of GCU Chamber Orchestra are on GCU school website.

The School of Music of GCU is conducting and directing Annual Music Festival composed of GCU's finest instructors and students. Each performance is scheduled well in advance so to invite community leaders both from the State of Georgia and Korea. We plan to expand the Concert to wider area advocating the importance of music education and bringing out interests from prospective students. Georgia Christian University is a growing educational institute devoting all available resources to create better educational environment and to open professional opportunities for students. This tradition of recital and concert of GCU's faculty and students started from 2004 and this program has been on-going and ever-growing to bigger and better every year.

GCU Choir

GCU's School of Music courteously invites any GCU students in GCU Choir where they can meet with challenges and efforts to create harmonious campus life. Choir lead by The school head incorporates with other faculty members and visiting performers is planning national Christian Choir Tour in 2008 Academic year.

GCU Sorority

GCU's Office of Student Affairs oversees any and all sorority club activities including assignment, approval, and financial support. Understanding campus life being flourished with student activities, the Office of Student Affairs constantly 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.

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

Attractions

Atlanta Botanical Garden 404-876-5859

1345 Piedmont Ave., Atlanta, GA 30309

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 404-814-4000

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

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

800-225-5292

5887 Georgia Hwy 354

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

404-865-1700

441 Freedom Pkwy., Atlanta, GA 30307

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

404-223-4412

265 Park Ave., Atlanta, GA 30313

This Olympic memorabilia often is associated with the 1996 Olympic bombing.

Competitive sports, skating, biking or feeding birds are not allowed in the park.

CNN Center

404-827-2300

1 CNN Center, Atlanta, GA 30303

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 try to host your own show with the nominal fee.

Fernbank

404-634-7127

767 Clifton Road, Atlanta, GA 30307

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 404-881-2100

660 Peachtree St., Atlanta, GA 30308

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 play host to many extravagant affairs. There is plenty of parking available around the venue.

Georgia Aquarium 404-581-4000

225 Baker St., Atlanta, GA 30313

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 the sea animals.

Helen Georgia

A German town in Georgia has Octoberfest and year round activities including tube riding down the river, horse carriage rides, glass arts and shopping. Horseback riding is also available.

High Museum 404-733-4400

1280 Peachtree St., Atlanta, GA 30309

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 exhibition such as Monet, Van Gogh, Picasso, Michelangelo and Louvre.

Lake Lanier 770-932-7200

6950 Holiday Road, Buford, GA 30518

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

Built 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 404-249-7012

990 Peachtree St., Atlanta, GA 30309

Hours Daily: 9:30am-5pm

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

Martin Luther King Memorial 404-331-6922

450 Auburn Ave., Atlanta GA 30312

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 404-688-2107

248 Oakland Ave., Atlanta, GA 30312

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 770-498-5690

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

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 404-676-5151

121 Baker St., Atlanta, GA 30313

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

Just opened in new location, this Coca Cola shrine is full of memorabilia and collections. Also, a "4-D" theatre will enhance your experience.

Zoo Atlanta 404-624-5600

800 Cherokee Ave., Atlanta, GA 30315

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, Kudzoo 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.

Transportations

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 taxi's 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

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