

GEORGIA HIGHLANDS COLLEGE
DIVISION OF MATHEMATICS AND DIVISION OF SCIENCE AND PHYSICAL EDUCATION
Faculty Class Absence Policy

Rome Campus

The faculty member shall notify the Division Chair before the day(s) of absence, whenever possible. If this is not possible (such as an illness or emergency immediately preceding the class hour, etc.), the faculty member shall notify the Division Chair in time for the missed class(es) to be met and cancelled. If the Division Chair is not available when the faculty member calls, (s)he should notify the Division Secretary.

Cartersville, Acworth, Marietta and West Georgia Campuses

The faculty member shall notify the Division Chair before the day(s) of absence, whenever possible. If this is not possible (such as an illness or emergency in the morning), the faculty member's first duty is to notify the contact persons named below from each Center in time for the class to be met and cancelled. The faculty member should then follow up with a call to the Division office to report his/her absence.

If there is enough time before the class, the faculty member may notify the Division Chair first. The chair will then notify the Center. But in either case the faculty member **must** notify the Division Chair. If the Division Chair is not available when the faculty member calls, (s)he should notify the Division Secretary.

Under no circumstances shall a faculty member at any campus fail to notify the appropriate personnel that a class (s)he was scheduled to meet has been cancelled.

Here are the important phone numbers that a faculty member should have handy (in all cases should the faculty member try to call office numbers first):

Floyd Campus

Donna Daugherty
Chair, Science/PE Division
Office: 706-368-7523
Home: 706-232-0034
Cell: 706-346-1483
Blackberry: 706-767-0706

Joannie Yarbrough
Secretary, Science & Math
Office: 706-295-6306
Cell: 706-331-0535

Martha Kirkpatrick
Secretary, Physical Education
Office: 706-295-6353
Home: 770-748-8604

Brent Griffin

Chair, Math Division
Office: 678-872-8109
Home: 770-606-8028
Cell: 678-521-8459

Cartersville Campus

Carolyn Hamrick, Director
(daytime) Glenda Law
Office: 678-872-8140

Marietta Campus

Catherine King, Director
Monica Southern, Secretary
Office: 678-915-5010

Acworth Campus

Dr. Bruce Jones, Director
Sherry Sullivan, Secretary
Cell: 706-802-7607
Office: 770-975-4088

Night coordinator to be hired:

678-872-8489
Security: 678-872-8300 or 679-883-4117 (cell)

West Georgia Campus

Diane Langston, Director
770-838-3184
706-506-0618 (cell)

Faculty members: If you are aware of any student who lives a long distance away from the campus and travels only to take your class, please get a contact phone number(s) for her/him and if possible, call her/him and inform her/him of these emergency class cancellations to save them a trip to campus. Thank you.