

and citizenship. Some visa restrictions apply to foreign students.

### Class Attendance

Regular and prompt class attendance is expected of all students. Each student is responsible for informing instructors of his or her absences (if possible) and arranging with instructors to complete work missed due to his or her absence from class.

### Complete Withdrawal

Students who wish to withdraw completely from the College are subject to the same rules and procedures for adding or dropping classes. Students who completely withdraw from the College must reapply for admission to the College, if they subsequently desire to re-enroll in the College. Students requesting a complete withdrawal must clear with the GCC Financial Aid Office before submitting their request to Admissions & Registration.

### Change or Addition of Program/Major

Declared Students enrolled at the College may change their program or major, or may add an additional major at any time during a regular semester. Request forms are available at the Admissions & Registration Office.

### Grade Reports

Final grade reports are available via MyGCC, after the official end of the semester date.

### Grade Appeal Procedure

Assessment & Counseling Office  
Student Services & Administration Building  
(2000), Rm. 2129 & 2133  
671-735-5583/5562/5563 & 5582

The student must make an appeal within thirty (30) calendar days after the start of the semester (spring or fall) immediately following the semester in which the final grade in

question was awarded. First, the student should attempt to resolve the problem with the appropriate instructor. If after the initial meeting with the appropriate instructor, the concern regarding the grade in question is not resolved, the student must submit a Grade Appeal Form requesting for a review of his / her grade to the Department Chairperson who will consult with the instructor and student in an attempt to reach a resolution. If needed, the student may consult with a counselor to assist the student with completing the Grade Appeal Form and with preparing the appropriate documentation: class work, tests, portfolio, etc. If the grade in question is still not satisfactorily resolved through discussions led by the Department Chairperson; the Department Chairperson will forward the student's Grade Appeal Form and a memorandum from the Department Chairperson, explaining the reason resolution to the grade in question was not met, to the Dean of the School in which the grade appeal is being made within two (2) working days.

The Dean will work with the Department Chair to convene the Grade Appeal Panel. The Dean of the School in which the grade appeal is being made, will make every effort to convene the Grade Appeal Panel within five (5) working days of receipt of the Grade Appeal Form. If the appeal cannot be accommodated within the framework of a regular academic term, the process will be initiated at the start of the next regular academic term. If the grade in question is one that is awarded on the semester of the student's anticipated graduation, the Dean will decide if the student will be allowed to participate in the graduation ceremony pending the resolution of the student's grade appeal.