

**Change of Personal Data**

Any change of personal data such as name, address, telephone number and citizenship must be submitted to the Admissions & Registration Office. Copies of supporting documents are required for change of name and citizenship. Some visa restrictions apply to international students.

**Auditing Courses**

Students wishing to audit a class must complete all admission and registration requirements and procedures, including payment in full of all tuition and fees. Students will be permitted to register on a space-available basis only after all students taking the course for credit have been registered. No credit or grade is given for a course which is audited. Students may participate in class activities only to the extent permitted by the instructor of the class. Students wishing to audit a class must indicate this status at the time of registration.

**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 to make arrangements with instructors to complete work missed due to his or her absence from class.

**Transfer of Credits from Postsecondary Institutions**

GCC will accept credit transfer for all courses successfully completed at any college or university in the United States which is accredited by its regional accrediting body, affiliated accrediting body, the Distance Education Council, or any accrediting body recognized by the United States Department of Education (e.g. MSCHE, NEASC-CIHE, NEASC-CTCI, NCA-HLC, NWCCU, SACS, WASC-ACCJC, WASC-ACSCU, or the DETC) or which is recognized and approved by the Department of Education or Ministry of Education in a foreign country. Credit transfer will be accepted so long as the courses satisfy the following criteria:

- Official transcripts are received directly from the institution where the credits were earned.
- The course is at the postsecondary level; with GCC, this means the course is at the 100 level or above and receives undergraduate level credit.
- Credits earned outside of GCC are equal to or greater than the credits to be received from GCC.
- The student has earned a “C” grade or higher (or equivalent).
- The course is not a credit awarded for life experience.

Evaluations for transfer credit will not begin until official transcripts are received from the originating institution. For a complete list and description of the regional accrediting bodies listed above, please refer to Appendix J of this catalog.

A course which has a discipline designation at the originating institution that corresponds to a discipline designation at GCC will be transferred as coursework in that discipline (e.g. a History course taken elsewhere will transfer as a History course at GCC).

If the transfer course has substantially the same course title and course description as a course at GCC, or where an articulation agreement so indicates, the course will be deemed to be equivalent to the GCC course. Admissions & Registration will contact the originating school, the appropriate academic departments, or Dean’s office if there is a question as to the equivalence of courses.

A course which has a discipline designation at the originating institution which does not correspond to a discipline designation at GCC but for which the course title and description indicates it fulfills a General Education requirement (e.g. SO 130; SI 110) will be entered into the student’s record as fulfilling that general education requirement, upon approval of the department chair and the Dean. A Course Substitution Form will need to be completed and submitted to authorize this transfer.

Program faculty will determine whether any transfer course does or does not fulfill any program requirement, except where there is clear equivalence between the transfer course and the GCC course, in which case the Registrar makes the decision. Transfer students will be advised to contact the Department Chair of their program for evaluation of any course that does not transfer as equivalent to a GCC course but which the student believes should satisfy a program requirement. A form or template will be utilized for this purpose.

The transfer evaluation provided to the student at the beginning of the student’s matriculation at GCC will be entered into the student’s permanent record unless specific errors are found (e.g. misidentifying the number of credits for a course or giving a student credit for a course more than once) or the student requests and is granted a modification by the Dean and the Academic Vice President. In order to perform a transfer evaluation, a student is required to submit a completed Evaluation Request form to the Admissions & Registration office.

Though credits earned with course grades of “C” or better in other accredited or recognized colleges and universities may be accepted for credit at GCC, credits earned with course grades of “D” may also be accepted on a conditional basis until successful completion of subsequent course-work at the College in the same area of study. Only credits applicable toward a diploma, a certificate, or degree at the College will be accepted. Grades, or grade point average will not be transferred. The Registrar, in careful consultation with program faculty (as necessary and appropriate) will determine which credits will be accepted. It is the student’s responsibility to have transcripts of all previous work sent to the College and to request an Evaluation of Records by the Registrar.