

requirement. The Department Chair must consult with the Dean to make this determination.

Repeating a Class

Credit is allowed only once for a course. A course may be repeated if a grade of "D," "F," "NC," or "Z" was received. Only the newly earned grade will be counted and used in computing the grade point average. If a student received a "C" or better and the course is repeated, the first grade will be counted towards grade points even if the second grade is higher.

Note: Prior to fall 2007, the class being repeated will be assigned a repeat grade of "R" before the original grade. Beginning fall 2007, all repeated courses will appear as a letter grade with the repeat indicator appearing in a separate column. All classes being repeated will not affect grade point average.

Official Transcripts

Official transcripts will be prepared for students upon request. Students must complete the following steps:

Submit a transcript request either in person or through the National Student Clearinghouse. There is a fee for transcripts, so please review the transcript request form for fees. The student must not owe any financial obligations to the school nor have any other holds preventing the release of an official transcript.

It is the student's responsibility to update their address and mailing information in their student records. Such information may be updated online via MyGCC or submitted to the Admissions & Registration Office.

See National Student Clearinghouse for additional information. Official transcripts will not be faxed or emailed. Additionally, transcripts will not be released to a third party without the student's written authorization.

Final grades can be accessed by students via the College's self-service portal, MyGCC.

Grading

The assignment of final course grades is the responsibility of each faculty member, which begins with a clear statement in the course syllabus and in discussion with the students in the class. Defining the criteria upon which grades will be determined, is established by the curriculum documents. Instructors must identify the components and the weight of each that make up the final grade in the class syllabus.

In addition to defining the criteria, instructors are responsible for applying the criteria consistently and carefully, using professional judgment for their assessments, and in all cases, being fair to reflect student performance in the context of GCC's expectations for student achievement and the established grading scale. Faculty evaluation of student work

may be appealed using the process described in the Student Grievance Procedure found in the Student Handbook. An Evaluation Review Committee shall be convened to review the faculty member's evaluation of the student's work. Students may contact a Counselor for further guidance. The Student Handbook can be found at www.guamcc.edu.

Grading System

Grades are earned for each course in which a student is officially enrolled. GCC uses a 4-point grading scale. Grade Point Average (GPA) is determined by letter grades A through F using the designated points assigned to each. The grade points assigned to the letter grades are as follows:

- A 4.0 = Excellent achievement
- B 3.0 = Above average achievement
- C 2.0 = Average achievement
- D 1.0 = Below average achievement
- F 0.0 = Failing

The following are grades issued to students which do not impact the student's GPA:

- TF = Technical Failure (student is registered for a course and does not attend a class session)
- TW = Technical Withdrawal
- W = Withdrawal
- I = Incomplete
- CR = Satisfactory Completion
- NC = Unsatisfactory Completion
- P = Satisfactory Completion/Test-Out (Used for developmental courses only)
- Z = Unsatisfactory Progress made; repeated enrollment required (used for developmental courses only)
- AU = Audit
- TC = Transfer Credit

Credit/No Credit Option

Students should consult their counselor or advisor before taking courses using the Credit/No Credit option; this option must be declared in writing prior to the first day of instruction. Credit/No Credit is used for all Credit-by-Examination challenges.

Incomplete or "I" Grade

Incomplete (I) grades may be assigned only when academic work has been interrupted by circumstances beyond the student's control. Incomplete grade requests must be initiated by the student and approved by both the instructor of record and Department Chair by filing an Incomplete Grade Request form. The form must be submitted by the student, along with appropriate documentation if deemed necessary, outlining the circumstances. The instructor and the program chair must approve the request before the last day of the semester in which the Incomplete will be granted.

The student must complete all academic work to replace the "I" grade according to the terms of the agreement with the instructor of record by the end of the next consecutive