



ADJUNCT FACULTY CLEARANCE FORM

GCC requires adjunct faculty to complete a clearance form at the end of each semester, before the final paycheck is distributed. Clearance includes submitting grades via MyGCC, returning departmental materials to the DC, and returning any materials from the Learning Resource Center. Clearance Forms are available from the DC and completed forms are to be submitted to the Dean's Office in the Student Services and Administration Building, 2nd Floor.

INSTRUCTOR'S NAME (Print)	SEMESTER/YEAR
COURSE NUMBER (S)	DEPARTMENT/SCHOOL
MAILING ADDRESS	PHONE NUMBER

	Initial (If cleared)	Date
LEARNING RESOURCES CENTER <input type="checkbox"/> Audio Visual Equipment and/or other instructional material provided through the Learning Resource Center.		
STUDENT SUPPORT ADMINISTRATOR - B Building <input type="checkbox"/> Keys - Classroom <input type="checkbox"/> ID Card		
DEPARTMENT CHAIRPERSON <input type="checkbox"/> All Teacher's Editions/Manuals and/or other Instructional Materials provided through the Department Chairperson <input type="checkbox"/> Textbook and Equipment Inventory <input type="checkbox"/> Keys - Desks/Cabinets/Classroom <input type="checkbox"/> Grade Report(s)/Attendance Sheets (Please attach a copy when submitting the Clearance Form)		
TPS ASSOCIATE DEAN – Student Services and Administration Building, 2nd Floor.		

NOTE: *Clearance forms submitted after that last day to submit grades may result in the faculty member receiving the final pay after the date indicated on the Adjunct Faculty Assignment Sheet.*

INSTRUCTOR'S SIGNATURE	DATE
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