

Changing Hours/Cancellation Policy

Service selection occurs several months in advance to allow for schedule planning. This means personal schedules may need to be altered in order to meet the requirements for continued CCSC scholarship allocation. If there is a class schedule conflict, students may change those conflicting CCSC service hours once per semester. Please review the following.

Before Aug. 14:

Due to the large volume of CCSC students, schedule changes cannot occur until all CCSC students have had an opportunity to sign up for service hours before the Aug. 14 deadline.

Starting Aug. 15:

Unless service hours must be changed due to a class schedule conflict, selected service hours cannot be adjusted due to the large volume of CCSC students.

In order to reschedule conflicting service hours, make an appointment with David Butler via email at David.Butler@gcu.edu.

Please be prepared to provide two dates and times that work best to schedule your appointment.

- Volunteers are held responsible for meeting with David Butler to reschedule their service hours
- Volunteers are asked to reschedule their hours at least one week prior to their originally scheduled time
- Volunteers may be asked to provide a copy of their class schedule

If service hours are missed due to illness or a medical appointment, CCSC students must reschedule those missing hours with David Butler within one week. A doctor's note or proof of a health clinic visit may be requested.

Unless a CCSC student has rescheduled their hours with David Butler, missed service hours will be documented and sent to the correlating SSA. Students that fail to complete their selected service hours, without properly rescheduling, may have their CCSC scholarship revoked. Please ensure you are planning and completing your selected hours. It would be truly unfortunate to lose such an incredible scholarship.

For any questions or to schedule your appointment, contact:

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