

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 8.1.1.5
Related Policy: 8.1.1
Title: End-of-Semester Faculty Procedures
Responsibility: Vice President for Academic Affairs

Original Approval Date: 08-01-1994
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Last Revision: 09-27-2017

President

For each semester's academic documentation and records to be completed in an orderly and effective manner, the following information should be followed accordingly:

1. Final exams (if given) should be retained for a period of one year. Adjuncts should turn these into their department chairs or maintained within the College's learning management system for access by the Chair. Any adjuncts not returning next semester should turn in textbooks and any equipment received to their department heads.
2. All adjunct faculty who give students an "I" (incomplete) for a course should submit to their Department Chairs a list of requirements for each student and recommended grading procedures. Students should also be informed of these requirements to insure consistency and avoid misunderstandings. Full-time faculty will make their own arrangements with students for make-up of incompletes. Normally, all of their work should be completed within one semester.
3. Department Chairs should brief adjunct and full-time faculty on courses and procedures for the next semester. Course packages and textbooks should be supplied.
4. At the end of a semester or term, all faculty should submit final grades through WaveNet and send a copy of their attendance and grades for each course to the vice President for Academic Affairs through Grades Going Green.