

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 8.1.4.1
 Related Policy: 8.1.4
 Title: Grading System
 Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
 Responsibility: Registrar

Original Approval Date: 04-08-1993
 Last Cabinet Review: 04-09-2025
 Last Revision: 04-09-2025

Chairperson

Grade reports showing the scholastic mark attained by the student will be issued at the end of each term. The only grades and numerical values used in the calculation of GPA are:

A	EXCELLENT	4 grade points for each credit earned. (No grade points for developmental education or continuing education courses.)
B	ABOVE AVERAGE	3 grade points for each credit earned. (No grade points for developmental education or continuing education courses.)
C	AVERAGE	2 grade points for each credit earned. (No grade points for developmental education or continuing education courses.)
D	BELOW AVERAGE	1 grade point for each credit earned. (No grade points for developmental education or continuing education courses.)
F	FAILURE	0 grade points for each credit attempted. (No grade points for developmental education or continuing education courses.)
WF	WITHDRAWN FAILURE	0 grade points for each credit attempted. (No grade points for developmental education or continuing education courses.)

The following authorized grades and course symbols are not used for calculation of GPA:

W	WITHDRAWN	No credits or grade points.
I	INCOMPLETE	No credits or grade points.
CF	CARRY FORWARD	No credits or grade points. Must be replaced by a permanent grade when course is completed. Student does not re-register for course until "carry forward" is resolved.
E	EXEMPT	Earns credits. No grade points. Awarded for course exemption based on testing, equivalent work or educational experience. A college may choose to grant exemption credit ("E" grade) for continuing education units (CEUs), work experience, experiential learning, and/or training.

TR	TRANSFER	Earns credits. No grade points. Allowable equivalent Tech credits earned at other regionally accredited postsecondary institutions supported by official transcripts.
AU	AUDITS	No credits or grade points.
NC	NO CREDIT	No credits or grade points. Non-punitive grade.
NR	NO REPORT	No credits or grade points. Issued only when instructor does not submit grade reports. Must be replaced by a final grade as soon as received from instructor.
S	SATISFACTORY	Earns credits or Continuing Education Units CEUs. No grade points.
SC	SATISFACTORY COMPLETION	Earns credits. No grade points. Denotes completion of subject requirements prescribed for student.
U	UNSATISFACTORY	No credits, CEUs or grade points.

An Incomplete Grade can be assigned when the students are unable to complete their work or take the final examination because of illness or for other extenuating circumstance over which the students have no control. This grade is submitted only with approval by the assigned instructor. In the case where the instructor is no longer with the College, the Academic Dean or Department Chair can submit the grade on behalf of the instructor. An incomplete must be changed by the end of the following term. Otherwise, the grade becomes an automatic "F" if a grade change has not been submitted.

The Grade Point Average (G.P.A) at HGTC operates on a semester-hour credit system. Semester hour credits represent the number of hours completed with a passing grade. Grade points are determined by the grade earned. Each grade is assigned on a "grade point equivalent" in grade points for each semester hour scheduled.

All grades for attempted courses are shown on the permanent record. Credit hours and points will be computed in the G.P.A. The points assigned to each grade are as follows:

GRADE	POINTS
A	4
B	3
C	2
D	1
F	0
I	Temporarily appears as hours not earned
CF	Temporarily appears as hours not earned

The Grade Point Average is calculated by dividing the total points earned by the total credit hours attempted excluding those hours with non-punitive grades.

A student's points must be at least double the number of semester hours of credit pursued to achieve a 2.00 G.P.A. A student must maintain a program average of "C" (2.00 G.P.A.) or better to graduate.