

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.1.4.2  
Related Policy: 8.1.4  
Title: Evaluation and Grading  
Authority: Title 59, Chapter 53, Sections 810-860 of the  
1976 Code of Laws of South Carolina, as Amended  
Responsibility: Vice President for Academic Affairs

Original Approval Date: 09-09-1993  
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Chairperson

Tests and examinations help faculty evaluate the results of instruction, the work of the student, the curriculum, and provide information for instructional improvement. Tests and examinations also help measure the progress, or the lack of it, made by individuals or groups.

Test and examinations should be returned as soon as possible. Returning the tests and exams the first period following administering them is preferred. Faculty-made tests, whatever the type, must be constructed and interpreted in light of the purpose and objectives of the learning experience.

## Final Exam

All faculty must give an exam or assignment during the period designated for final exams. Permission to change the exam schedule must be authorized by the appropriate Dean or Associate Dean.

## Grading

Horry-Georgetown Technical College has a standardized grading scale for academic courses. A different grading scale may exist in some academic programs. The grading scale is provided for each class. Refer to the specific academic program section. The grading scale is:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

This grading system is contained in the College Catalog. Each faculty has the full responsibility for evaluating the achievement of their students. Each faculty should be thoroughly familiar with these requirements.

During the first week of class, students should be informed of:

1. Course requirements,
2. Methods of evaluation, and
3. How the final grade is determined.

The faculty must provide this material and information to students in each course through an instructional package.

Frequent and varied evaluations of students should be made throughout the semester. Early referral of a student to a faculty advisor or counselor when they appear to have personal and/or academic problems is essential.

End of Semester Faculty Procedures:

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. At the end of a semester or term, all faculty should submit final grades through the College portal and send a copy of their attendance and grades for each course to the vice President for Academic Affairs through Grades Going Green.