

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 8.1.5
Title: Grade Books
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
Last Cabinet Review: 03-15-2017
Last Revision: 03-15-2017

Chairperson

The grade records for each curriculum credit course taught at Horry-Georgetown Technical College is an official school record. All grade books should be kept up to date and maintained in the College's learning management system of Desire2Learn (D2L). Faculty must submit the grade records to the Department Chair of the curriculum before employment is terminated. At the end of each semester, all faculty must submit electronic copies of the grade book for each course to the Office of the Vice President for Academic Affairs; records should remain on file for a minimum of three years.