

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 8.1.5
Title: Grade Records
Authority: Title 59, Chapter 53, Sections 810-860 of the
1976 Code of Laws of South Carolina, as Amended
Responsibility: Executive Vice President for Academic and Workforce
Development
Original Approval Date: 09-09-1993
Last Cabinet Review: 03-01-2023
Last Revision: 03-01-2023

Chairperson

The grade records for each curriculum credit course taught at Horry-Georgetown Technical College is an official school record. All grades 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 grades for each course; records should remain on file for a minimum of three years.