

**Williamsburg Technical College  
PROCEDURE**

**SECTION D – EDUCATIONAL AFFAIRS**

Title <b>GRADE REPORTING AND GRADE CHANGES</b>	Number <b>D-15.1</b>
Division of Responsibility <b>Student Affairs</b>	Approval Date Page <b>1/21/2021 1 of 1</b>
Approval Vice President  _____  President  _____	Supersedes Procedure No. <b>D-15.1</b> Date <b>2/3/14</b>

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

- I. A printed grade roster listing all students officially enrolled in a particular class section will be given to the instructor during the final week of each term.
- II. Grades may be submitted in two methods:
  - A. Manual

The instructor records all grades on the grade roster in ink, dates the sheet, and returns it to the AVP of Student Affairs no later than the “grades due date” on the Academic Calendar.
  - B. Direct Data Entry

The instructor enters grades directly into Colleague by direct system access or through the online portal, prints the grade sheet, signs and dates the sheet in ink, and returns it to the AVP of Student Affairs no later than the “grades due date” on the Academic Calendar.
- III. If a grade change is necessary after the grade sheets have been submitted, the instructor must submit a Grade Change Request form, sign and date the form in ink, and submit it to the Student Affairs Office. Grade Change Forms are available in the Academic Affairs Office. In extenuating circumstances (i.e. death or incapacitation of the instructor), the Vice President for Academic and Student Affairs has the authority to resolve grade errors on behalf of the instructor.
- IV. Grade changes from "I" will be submitted to the Student Affairs Office. Grades of "I" default to "F" if the work is not completed by the 10th class day of the subsequent term.