

INSTITUTIONAL DIRECTIVE 8-3

July 25, 2005

Title: The Establishment of Policies on Grading, Attendance, Honors and Probation

I. Purpose

The purpose of this directive is to set forth procedures and denote responsibilities for the establishment of policies on grading, attendance, honors and probation.

II. Policy

It is the policy of Piedmont Technical College to establish specific guidelines on grading, attendance, honors and probation.

III. Procedures and Responsibilities

- A. The need for a new or amended policy statement is brought to the attention of the Council of Deans by a college committee or by any member of the college community.
- B. The initiating committee or staff member develops a rough draft position statement and forwards this to the Academic Deans Council for review and recommendations.
- C. The final policy statement shall be approved by the Academic Deans Council and presented to the Institutional Officers by the Vice President of Education.
- D. The President approves the policy statement, drafts an amended policy which he will approve, or disapproves the policy.
- E. The policy is implemented by the staff of the Academic Affairs Division and Student Development Division.

Office of Responsibility: Vice President of Education

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