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| Policy Source: Gwinnett Tech | Owner: VP of Economic Development | Effective 4/1/15 |
| Division: Continuing Education | Reviewed: 1/2016, 3/2019 , 1/2021 Revised: | |

8.5 GT Grading Policy

Unless otherwise designated, noncredit continuing education courses do not award letter grades or scores for course work. Enrolled participants who successfully attend classes and complete assignments are awarded certificates of completion at the end of the course. Certain courses may incorporate professional certification and/or prepare students for licensure or certification examinations. Attendance records and completion of designated course assignments are maintained for those courses that require related documentation, and are shared with the awarding agency or organization only upon the permission to do so by the student. The department may charge the student for costs associated with preparing and providing the records and related documentation, including but not limited to administrative processing, photocopying and/or mailing costs.

Attendance records are maintained for a period of seven years following completion of the course by the student. All requests for information on attendance must be made in writing and submitted by the attending student. Requests for all information concerning a student are governed by federal FERPA guidelines and are handled in accordance with applicable policies as provided by Gwinnett Technical College and the Technical College System of Georgia.