

## 3357:13-14-263 Academic Records Retention

### (A) Course Grades

- (1) All grade books will be kept by full-time faculty members for one year after completion of a given term.
- (2) All adjunct faculty will submit a copy of their grade records to their divisional dean at the end of each semester.
- (3) Full-time faculty will turn in a copy of their grade records for the most recent years upon leaving the college.
- (4) All final exams and other graded unreturned class work will be kept for one full term after the term in which the work was completed except for grades that have been appealed.

### (B) Student Files Maintained Within Departments

- (1) Individual student files maintained within departments shall be disposed of according to departmental guidelines.

(a) Student work should be kept for a length of time as outlined in the following table:

Record Title	Description/Cross Reference	Retention	Disposition	Primary Department	Notes
Student work kept by faculty	Student work produced in classes--e.g. student papers; journals, audio, video and photographic productions; exams; quizzes; projects; portfolios; etc.; not returned to students because (1) the student never made arrangements to have the work returned, or (2) the faculty's policy is to keep that work.	Retain 1 year after the end of the end of the semester in which the work was produced	Destroy	Academic – Each Department	By policy, students have only one semester to challenge their grade for the course.
Documentation related to student grades	Documentation kept by academic personnel, concerning students with concerns about their about grades.	Retain 1 year after the end of the semester during which the documentation was produced	Destroy	Academic – Each Department	By policy, students have only one semester to challenge their grade for the course
Documentation related to student issues	Documentation, electronic or otherwise, kept by faculty, concerning student issues not concerning grades	Retain 6 years after the end of the semester during which the documentation was produced	Destroy	Academic – Each Department	After 6 years, the documentation for a single event should not be relevant
Gradebooks	Faculty gradebooks (originals), manual or electronic	Maintained by faculty until submitted to his/her supervisor	Submit to supervisor prior to leaving the institution	Academic – Each Department	Faculty have responsibility for maintaining their original records until they are submitted to the supervisor
Faculty gradebooks submitted to the supervisor	Copies and originals of faculty gradebook pages and gradebooks submitted to the faculty supervisor.	Retain for 7 yrs.	Review for permanent retention	Academic – Each Department	As official records, retention needs to be for a longer period of time
Supervisors' documentation related to student issues	"Sole possession" notes and other communications, electronic or otherwise, kept by academic supervisors, documenting conversations with student issues, behavioral or otherwise.	Retain for 7 yrs.	Review for permanent retention	Academic – Each Department	Retain long enough to document patterns of behavior
Course syllabi and outlines	Department copies of faculty syllabi and course outlines	Retain for 11 yrs	Destroy	Academic – Each Department	Retain for future transfer student requests and accreditation agencies

- (b) Business, Industry and Technology guideline: All staff of the division will dispose of student files as to protect confidentiality (ie.shredding or deleting from electronic files.

Effective Date: September 1, 2011

Expires: September 1, 2016

Review Dates: 9/17/91, 9/1/01, 9/1/11