

Pennsylvania College of Technology

Procedure Statement

Title: Retention of Graded Materials &
Grade Books

Number: PR4.50

Approved by:
Board Action
Presidential Action

Approved Date: 11/2009
Implementation Date: 11/2009
Last Review Date: 07/2020
Last Revision Date: 07/2020

Persons/Departments Affected:

Faculty, School Offices, College Transitions & First Year Initiatives, and Students

Responsible Department:

Academic Affairs

Definitions:

Grade book – A physical or electronic medium in which a record of student semester grades is maintained.

Procedure:

- I. All course-related graded materials that are to be retained per [Policy 4.50](#), Retention of Graded Materials & Grade Books may be kept in faculty offices or in space provided by the school office.
- II. Placement testing materials are to be retained in the College Transitions & First Year Initiatives office (physical) and on the College’s network storage (electronic).
- III. Full-time faculty will retain possession of past grade books, per [Policy 4.50](#), using the appropriate storage method:
 - A. Electronically retained grade books must be stored on college network drives; storage on thumb drives, CDs/DVDs, and other portable devices is not acceptable. Grade book files stored on such devices can be given to the school office for transfer to appropriate network storage areas.
 - i. Grade book data created and stored in the College’s learning management system (LMS) is maintained by ITS for three calendar years in compliance with [Policy 4.50](#). Therefore, separate storage on network drives or hardcopy is not required.
 - B. Physical grade books can be stored in faculty offices or in areas provided by the school office, but must be accessible by College personnel.

- C. Full-time faculty who retire or otherwise separate from the College must turn over all grade book materials to the academic school office at the time of departure.
- IV. All graded assignments or averages of graded assignments must be regularly updated in the College's LMS throughout the semester. Therefore, the instructor's grade book for both full-time and part-time faculty will be stored within the LMS.
- V. When averages of graded assignments are recorded in the LMS, rather than individual assignment grades, back up documentation will need to be recorded in either an electronically-retained or physical grade book.
 - A. School offices will maintain the electronic or physical storage of the back up documentation for part-time faculty. Part-time faculty will turn over the complete grade books (electronically or physically) at the end of each semester, after grades for all students have been submitted to the Registrar.
 - B. Full-time faculty will retain back up documentation electronically on the College network drives or in a physical grade book stored in faculty offices or in areas provided by the school office, but must be accessible by College personnel.
- VI. The time limits, materials, and methods stipulated in this statement and in the associated policy, [P 4.50](#), are superseded by the policies of any accrediting body that requires more stringent record keeping practices.

Revision History:

- Date: 07/2020 Updated language to align with requirement for faculty to use the grade book feature within the College's learning management system (LMS).
- Date: 10/2014 Added language to address ITS-maintained data within the College's learning management system (LMS); added section related to storing placement testing materials; updated to standard layout/template.
- Date: 11/2009 Original implementation

Cross References:

- Retention of Graded Materials & Grade Books Policy, [P 4.50](#)