

Pennsylvania College of Technology

Policy Statement

Title: Retention of Graded Materials &
Grade Books

Number: P 4.50

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 and 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.

Policy:

- I. To ensure informed and accurate responses to questions and grievances relating to student grades, all materials relating to a student's graded coursework for a given semester, unless returned to the student, will be retained by the instructor until the end of the subsequent semester, not including summer (i.e., coursework for spring classes must be held through the completion of the following fall semester).
 - A. Materials to be retained include, but are not limited to, reports and compositions, quizzes, laboratory projects, exams/final exams, and final projects.
 - B. Assessed products from lab performance exams need not be retained; however, the summary rubric with scoring criteria and student results should be retained.
- II. All graded assignments or averages of graded assignments must be regularly updated in the College's learning management system (LMS) throughout the semester. Therefore, the instructor's grade book for both full-time and part-time faculty will be stored within the LMS.
 - A. Grade book data created and stored in the College's LMS is maintained by ITS for three calendar years.
 - B. When averages of graded assignments are recorded in the LMS, rather than individual assignment grades, back up documentation will need to be

recorded either electronically or in a physical grade book and must be retained by the instructor or school office for three full calendar years following the semester in which the course or courses were offered. Part-time faculty grade books must reside in the school office; full-time faculty have that option should they so choose.

- III. Per the [Admissions Procedure, PR4.06](#), placement test scores are valid no longer than the academic year subsequent to the testing year; therefore, testing materials (physical or electronic) are to be retained for two years.
- IV. Applicable storage methods are specified in [Procedure 4.50](#) – Retention of Graded Materials & Grade Books.
- V. The time limits, materials, and methods stipulated in this policy and its related procedure are superseded by the policies of any accrediting body that requires more stringent record keeping practices.

Revision History:

- Date: 07/2020 Updated language in section II to align with requirement for faculty to use the grade book feature within the College's learning management system (LMS).
- Date: 10/2014 Updated to standard layout/template; included exception related to grade books stored in P.L.A.T.O; added retention timeline for placement tests.
- Date: 11/2009 Original implementation

Cross References:

- Retention of Graded Materials & Grade Books Procedure, [PR 4.50](#)
- Admissions Procedure, [PR4.06](#)