

# **Pennsylvania College of Technology**

## **Policy Statement**

**Title:** Retention of Graded Materials &  
Grade Books

**Number:** P 4.50

**Approved by:**  
Presidential Action

**Approved Date:** 11/2009  
**Implementation Date:** 11/2009  
**Last Review Date:** 10/2025  
**Last Revision Date:** 10/2025

**Persons/Departments Affected:**

Faculty, School Offices, Hudock Center for Academic Excellence, 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.
  - A. Grade book data created and stored in the College's LMS is maintained by ITS for the required three calendar years.
  - B. When all graded assignments are recorded in the LMS, no additional steps are necessary to comply with P 4.50.

- C. When only the 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 for three full calendar years following the semester in which the course or courses were offered.
  - i. Back-up documentation for part-time faculty must reside in the school office; full-time faculty have that option should they so choose.
  - ii. If a physical grade book is maintained by the instructor, it must be converted to a digital format prior to submission to the school office.
- III. Per the [Undergraduate Admissions Procedure, PR 4.06](#), 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: 10/2025 Updated language in Section II to require that all physical grade books be converted to digital format prior to submission to school office.

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](#)

Undergraduate Admissions Procedure, [PR 4.06](#)