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