

Pennsylvania College of Technology

Procedure Statement

Title: Retention of Graded Materials &
Grade Books

Number: PR 4.50

Approved by:
Board Action
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.

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. All course-related graded assignments or averages of graded assignments must be regularly updated in the College's learning management system (LMS) throughout the semester.
 - A. When all graded assignments are recorded in the LMS, all grade book data is maintained by Information Technology Services for three calendar years in compliance with [Policy 4.50](#). Therefore, separate storage on network drives or hardcopy is not required.
 - B. When only the averages of graded assignments are recorded in the LMS, rather than individual assignment grades, back-up documentation must be recorded either electronically or in a physical grade book and retained for three full calendar years following the semester in which the course or courses were offered.

- III. Full-time faculty will retain possession of past back-up documentation, per [Policy 4.50](#), using the appropriate storage method.
 - A. Electronically retained records must be stored on College cloud or network drives; storage on thumb drives, CDs/DVDs, laptops, and other portable devices is not acceptable.
 - B. Physical grade books can be stored in faculty offices and must be accessible by College personnel.
 - A. Full-time faculty who retire or otherwise separate from the College must turn over all back-up documentation to the academic school office at the time of departure. Physical grade books must be converted to a digital format prior to submission to the school office.
- IV. School offices will maintain the back-up documentation for part-time faculty. Part-time faculty will turn over the records at the end of each semester, after grades for all students have been submitted to the Registrar. Any physical grade books must be converted to a digital format prior to submission to school offices.
- V. 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.
- VI. The Hudock Center for Academic Excellence holds primary responsibility for maintaining and providing access to placement testing materials. All placement testing materials are retained on the appropriate College information systems.

Revision History:

- Date: 10/2025 Updated language to require that all physical grade books be converted to digital format prior to submission to school office. Clarified language on acceptable locations for storage of electronic records outside the LMS.
- 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](#)