

Retention of Student Records

In order to respond to audits and remain in compliance with State and Federal regulations, records must be maintained in accordance with the retention policy below.

Grade records shall include the scores/grades of all assessments used to determine the final grade or at minimum, indication of course participation.

Note: Course participation is defined as attendance (a minimum of at least once) or participation as outlined in the following:

1. Submitting an academic assignment;
2. Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;
3. Attending a study group that is assigned by the school;
4. Participating in an online discussion about academic matters; initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Records Retention:

1. Instructors must keep -- for a period of one semester following the semester in which the course was taught -- all assessments/evaluations that students are not allowed to keep permanently. Examples of these materials include, but are not limited to, tests, projects, quizzes, final exams, and portfolios. Unreturned assessments/evaluations should be kept through the end of the following semester. For incompletes, refer to the college policy.
2. Each semester, instructors must submit their grade records in compliance with the College Gradebook Policy and the Acceptable Use Policy
3. Note the federal requirement for retention is: Retain until after end of award year in which the student last attended the school, if a loan borrower; or 3 years after end of award year in which documents were submitted, if non-loan student. Federal Law Citation: 34CFR668.24 and 685.309(c)