Retention of Grade Records	2-006 ACADEMIC AFFAIRS August 2013

POLICY

1.01   Faculty members and the academic divisions at OSU Institute of Technology (OSUIT) are responsible for maintaining all documentation necessary for verification of student grades.

PROCEDURES

2.01   Faculty shall maintain secure official course records, in a grade book (paper or electronic) or comparable format, of the results of student examinations, projects, presentations, and other items used in the calculation of the students' final grades.

2.02   Faculty are required to electronically enter final semester grades to the Web For Faculty portal by the published deadline and or at the close of the second business day following the conclusion of the term or session. Along with the final course grade, faculty must include last date of attendance for any student with a grade of "F" or "No Pass". In addition to the final grade for each student, faculty are to include requested data for program assessment projects when and where appropriate.

Adjunct faculty are additionally required to submit their official course records (grade book) to their appropriate division chair's office at the conclusion of each semester.

2.03   A paper record of all final grades for all courses taught each semester must be submitted to the division office at the completion of the reporting period. These records must be maintained for a five-year period.

2.04   Faculty (adjunct faculty and full-time) who are leaving employment from OSUIT must submit original course records to their division chair prior to their final separation date.

2.05   All personnel associated with the handling of students' grades and records should be mindful of each individual's privacy and follow proper document handling and destruction procedures. FERPA guidelines and institutional procedures in the disposal of student records should be followed (see policy 1.014 *Records and Documents Retention, Security and Control*).

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