

**NORTHEAST COMMUNITY COLLEGE**

**ADMINISTRATIVE PROCEDURE NUMBER: AP-4010.0**

**FOR POLICY NUMBER: BP – 4010**

**ACADEMIC GRADE RECORDS RETENTION PROCEDURES**

**1. PROCEDURE SUMMARY STATEMENT**

To establish procedures for academic grade records retention for faculty.

**2. DEFINITIONS**

2.1 Academic Year: Extends from August 1 through July 31 and includes the following terms, in exact order: Fall, Spring, and Summer.

2.2 Grade Records: Grades/percentages/points assigned to each of the course components identified in the syllabus and used to determine a student's final grade.

**3. PROCEDURE**

3.1 Faculty members are responsible for retaining student academic grade records, including attendance records, for three years following the end of the academic year during which each course is taught. The academic year includes the fall, spring, and all summer sessions.

3.2 Student academic grade records will be maintained and protected in a secure location to ensure the privacy of students and to be in compliance with FERPA laws.

3.3 Faculty will be responsible for the complete destruction of student academic grade records older than three years each fall [see 3.1]. Destruction of grade records will be accomplished according to AP—3070.0, Records Management Procedure.

3.4 Any faculty member terminating employment with Northeast Community College will turn in academic grade records to the appropriate Division Dean.

**4. APPLICABILITY**

N/A

**ISSUE DATE:** 05/01/2014

**EFFECTIVE DATE:** 02/22/2017

**REVISION DATE(S):** 06/10/2004 (item #9510); 05/01/2014; 02/22/2017

**PRIOR POLICY/PROCEDURE NUMBER:** 6110.a

**SCHEDULE FOR REVIEW:** 2022

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Educational Services

**SPONSORING DIVISION/DEPARTMENT:** Educational Services

**RELATED PROCEDURES/ REFERENCE:** none

**PROCEDURE KEY WORDS:** academic grade records; record retention