

FACULTY

CODE: 6110

ITEM: 9510

ACADEMIC RECORDS RETENTION POLICY

Faculty will retain required student academic records. Academic records that are no longer required must be destroyed at the appropriate time and by an appropriate method.

Original policy date: 06/10/04 (Item #9510)

ACADEMIC RECORDS RETENTION PROCEDURES

1. Faculty members are responsible for retaining student academic records, including attendance and grade 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. Grade records are defined as grades/percentages/points assigned to each of the course components identified in the syllabus and used to determine a student's final grade.
2. Student academic records will be maintained and protected in a safe and confidential location to ensure the privacy of students and to be in compliance with FERPA laws.
3. Faculty will be responsible for the complete destruction of outdated academic student academic records each fall [see #1]. Appropriate methods of destruction of print records will include shredding or incineration. Academic records stored on removable media must be destroyed via the use of a media shredder.
4. Any faculty member terminating employment with Northeast Community College will turn in attendance and grade records to the appropriate Division Dean.