

Academic Records Retention Policy

Schedule A: Academic Records

Record Type	Retention Period
Final Exam (non-standardized)	One academic year
Official Grade Sheet	One academic year
Attendance Record	One academic year
Projects (Honors)	One academic year
Copy of Grade Books	One academic year
Course Syllabus	One academic year
Formal Student Final Grade Appeal Documents	Three academic years after final decision
Final Exit State Exam (standardized)	Three fiscal years, ending June 30
Other Standardized Tests	Three fiscal years, ending June 30

Notes:

1. All records will be submitted to the office of the appropriate Associate Dean or Dean responsible for the program or discipline.
2. Individual student exams will not be retained.
3. Health Science programs and other limited access academic programs holding “programmatic accreditation” must comply with specific standards as required. For example, the State Department of Health, American Medical Association and subsidiaries, HIPPA and other regulatory agencies may have additional standards for records retention.
4. All records disposal MUST be by shredding or incineration.

SCHEDULE B: Faculty Evaluations

Record	Retention Period
Student assessment of courses and faculty	Data are retained electronically by Institutional Research & Effectiveness
Classroom observation of faculty	Five years after termination - Faculty permanent personnel file in Human Resources
Performance appraisal of faculty	Five years after termination - Faculty permanent personnel file in Human Resources
Any disciplinary action or other documents	Five years after termination - Faculty permanent personnel file in Human Resources