

Grades and Records of Student Performance

Records and materials collected by faculty as evidence of student performance and learning are the primary source of data for the evaluation of students for grades. Members of the faculty are responsible for maintaining such records as part of their teaching responsibilities. Such records should be retained for two years following the assignment of final grades for all coursework, either by the faculty member or by the department in which the faculty member is appointed, in the event of the faculty member's leaving the employment of the institution.