

ADMINISTRATIVE PROCEDURE

Southwestern Oregon Community College

AP 4400 Archiving Guidelines for Faculty

Intent

To ensure student privacy by providing faculty with record keeping guidelines and providing a secure and convenient way to dispose of records.

Steps/Responsibilities

Instructors are to keep all unreturned, graded assignments for 90 days after the final grade has been submitted as students have up to 90 days to complete the grade appeal.

The official grades are electronically entered at the end of term into Jenzabar's myLakerLink.

Grade books should be turned into the Registrar's office at the Student First Stop Center for storage in the vault whenever a faculty member leaves the college or no longer wants to store grade books over a year old.

Student advising records are to be kept for one academic year after the last year the student was enrolled.

All material containing a grade, a student's academic information, or a student I.D. number are to be placed in secure, confidential shredding barrels, with the documents shredded in accordance to any required regulation. This includes advising information from ESPS, green bars with student I.D. numbers or placement scores, and all papers and tests with grades and students' names.

Outcomes

Ensures Southwestern protects students' privacy.

Associated Oregon State Archive Rules:

[166-450-0120](#)

Student Records, Academic- (2) Grade Records

Approved as APP: December 4, 2013

Updated number: October 12, 2023 (Formerly APP 4021)

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