

# NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

## SECTION 4 – ACADEMIC AFFAIRS SUBSECTION 40 – GENERAL

**POLICY NUMBER: BP – 4010**

### **ACADEMIC GRADE RECORDS RETENTION**

#### **1. POLICY REASON/PURPOSE/INTENT**

To establish a policy for academic grade records retention for faculty.

#### **2. DEFINITIONS**

N/A

#### **3. POLICY**

3.1 Faculty will retain required student academic grade records. Academic grade records that are no longer required must be destroyed at the appropriate time and by an appropriate method in accordance with college procedures.

#### **4. APPLICABILITY**

N/A

**EFFECTIVE DATE:** 03/09/2017

**ORIGINAL ADOPTION DATE:** 06/10/2004 (item #9510)

**REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER):** 04/09/2014  
(item #11419); 03/09/2017 (item #12017)

**PRIOR POLICY/PROCEDURE NUMBER:** 6110

**SCHEDULE FOR REVIEW:** 2022

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

**SPONSORING DIVISION/DEPARTMENT:** Educational Services

**RESCINDED DATE:** none

**LEGAL REFERENCE:** none

**CROSS REFERENCE:** none

**PROCEDURE(S) FOR POLICY:** AP-4010.0

**RELATED POLICIES/REFERENCES:** none

**POLICY KEY WORDS:** academic grade record; student records; academic records retention