



# California University of Pennsylvania

## **Graduate School POLICY: Course Records and Grade Books**

### **A. Purpose & Scope**

To describe the retention of course materials by faculty members

### **B. Definition(s)**

### **C. Policy**

Faculty members must retain appropriate course materials and records (i.e., examinations, papers, attendance rosters, etc.) for at least one semester after a course is completed. Course materials for students who have been assigned a grade of Incomplete should be retained for one year after the grade has been assigned. Records must be kept for all courses taught and must be retained in the possession of faculty members during their association with the University. Upon termination of service to the University, all faculty members must leave their records with the Dean of the School of Graduate Studies & Research. When a faculty member goes on leave, all grade books must be left at the University so that they can be consulted if necessary.

### **D. Procedure(s)**

### **E. Effective Date:** 2005-2006 Graduate Catalog

**Updated Date:** August 15, 2010

**Amended Date:**