

	<b>POLICY</b>		<b>Motion No.</b>	<b>AASS 1001-2019</b>
	<b>Retention of Academic Records by Faculty</b>		<b>Effective Date</b>	<b>02/26/2019</b>
			<b>Responsible Department</b>	<b>Academic Affairs/Student Services</b>
			<b>Reviewed by an attorney</b>	<b>N/A</b>

**SCOPE**

This policy establishes requirements for the maintenance, retention, and disposal of Faculty records of student grades and assignments. This policy applies to all Penn Highlands faculty maintained student records.

**POLICY**

All faculty members (full-time and adjunct) are required to keep academic records which result in a grade assignment for a period of one year after the time frames established in the Academic Grievance process have passed. If a faculty member is no longer employed by Pennsylvania Highlands Community College and academic records are stored on college property or in electronic format, the college is responsible for maintaining confidentiality of these records, their continued storage for time frames established in this policy, and the eventual destruction of these records.

Academic Records are considered to be, but not limited to, hard copies of quizzes, exams, term papers, class assignments and/or capstone projects. All academic records will be maintained by the individual faculty member in a manner that assures confidentiality to the student.

Electronic records maintained in the Assessment Database will be maintained for a minimum of eight years or the accreditation cycle. Electronic records stored in the college’s Learning Management System (LMS) will be maintained for a minimum of one year after the Academic Grievance process has passed and as long as the LMS program is capable of storing these records.

At the end of the expiration period, the faculty member may destroy the academic record(s) in a manner that assures confidentiality. The acceptable manner of destroying hard copy academic records is shredding or causing to be shredded. Academic records must not be destroyed by placing in trash receptacles. In cases of electronic academic records, their destruction will be consistent with the methods of deletion provided by the vendor.

Effective Date	Motion Number	Document Author	Description of Change
02/26/2019	AASS 1001-2019	Academic Affairs/ Student Services	Initial Release