

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Course Records and/or Grade Books

EFFECTIVE DATE: July 1, 2000; Revised: March 14, 2013

Faculty members must retain appropriate course materials and records—i.e., examinations, papers, attendance rosters, etc. for one full semester after the conclusion of the semester in which the course is completed excluding the summer sessions. At the end of the semester or at the end of summer sessions, a copy of grade records/ book, last date of attendance and a copy of the syllabus must be submitted to the department office. These records will be retained in the department office for five years so that they can be consulted if necessary. Course materials for students who have been assigned an Incomplete (I) grade will be retained for one full semester after the conclusion of the semester in which the final grade was assigned.