

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Retention of Grade Records	2-006 ACADEMIC AFFAIRS July 2009
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POLICY

- 1.01 Faculty members and the academic divisions at Oklahoma State University Institute of Technology are responsible maintaining all documentation necessary for verification of student grades.

PROCEDURES

- 2.01 Faculty members shall maintain secure official course records, in a grade book (paper or electronic) or comparable format, of the results of student examinations, projects, presentations, and other items used in the calculation of the final grade.
- 2.02 Faculty are required to electronically post final semester grades to Web For Faculty.
- 2.03 A paper record of all final grades for all courses taught each semester must be submitted to the division office at the completion of the reporting period. On the paper record, in addition to the final grade for each student, faculty are to include a numerical grade to the Pass or Fail included for the Assessment. The numerical grade allows for a more accurate data collection to be utilized in improving curriculum.
- 2.04 Adjunct instructors and faculty members who are leaving employment from Oklahoma State University Institute of Technology must submit original course records to their division chair at the conclusion of the semester.
- 2.05 All records shall be maintained for at least three years after grades are submitted to the Registrar's Office.

Approved: August 1996
Revised: February 2005
Revised: July 2009