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## Class Records

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### **POLICY STATEMENT**

Full-time faculty will retain class grade records and course syllabi for one full year.

Adjunct faculty will turn-in class grade records to the appropriated Division Office at the end of each semester. The grade records will be retained by the Division Office for a minimum of one full year. Copies of course syllabi must be retained by the Division Office for a minimum of one full year.

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### **RELATED INFORMATION**

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### **POLICY HISTORY**

Adopted April 8, 2003

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