

Gradebooks

(Reviewed by Academic Affairs and Approved by the Faculty Senate, November 9, 2023)

Gradebooks, whether electronic or hardcopy, are considered the property of the College and should be kept secure. Faculty must turn in their most recent gradebooks (grade sheet printouts if grades are electronic) to their immediate supervisor at the conclusion of their employment. University System policy states that gradebooks should be held for one term after completion when there are no contested grades. If there are contested grade results, the gradebooks should be held for one term after completion or until the issue is resolved, whichever is longer. Dalton State College recommends that faculty retain gradebooks for one calendar year after term completion. Discarded gradebooks should be securely shredded. (University System of Georgia, Records Management and Archives, Examinations, Tests, Term Papers, Homework Records, and Grade Books, Number: 0472-06-012).