

## **Grade retention policy**

Background: Per [CTO401.021 in Washington's Community and Technical College System General Retention Schedule](#), a record of papers, projects and other assignments submitted by students in fulfillment of course or program requirements must be maintained in an accessible location for the time a student has to appeal a grade plus 1 quarter. If an instructor leaves the college prior to the designated retention period, their gradebook/s must be retained by the Office of Instruction or other designated administrative office. If attendance is factored into the grade, then a record of student attendance must be maintained as well.

Grade Retention Policy: A record of papers, projects, and other assignments submitted by students in fulfillment of course or program requirements must be maintained for three quarters after the completion of the quarter. For ease of access, this record should be maintained in Canvas. If an instructor elects not to keep track of grades (and attendance, if required) in Canvas, they must submit a written proposal to their Division Chair explaining where their grades and attendance records will be maintained so that they are accessible to the Chair or their designee in the event of an emergency. If the instructor leaves the college prior to the end of the designated three-quarter retention period, their grade and attendance records should be submitted to the office of the VPAA. If attendance factors into the grade, then a record of student attendance as recorded by instructors in fulfillment of course or program requirements must be similarly maintained.

## **Revision History**

July 20, 2020 - Advanced draft discussed in Cabinet

August 19, 2020 - Approved by Instruction Cabinet