



Operating Protocol-Procedure #: 604
Category: Instruction
Office of Primary Responsibility: Office of Academic Affairs

Approval Date: 10/28/13
Effective Date: 10/28/13
Revised: 10/28/13 (replaces Policy-Procedure 607)

Purpose (Clearly state the rationale and purpose for this Operating Protocol)

To define how grades are maintained at Pueblo Community College.

Applicability (Identify to whom this Operating Protocol applies)

PCC faculty, instructional staff, and Registrar’s Office

Definitions (Define abbreviations, acronyms, and technical terms)

None

References (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

Colorado Department of Personnel’s State Agency Records Management website (<http://coloradoc2.prod.acquia-sites.com/archives/state-agency-records-management>)

State Agencies Records Management Manual – Schedule No. 8 (<http://coloradoc2.prod.acquia-sites.com/sites/default/files/StateRecordsManagementManual.pdf>)

Attachments (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

None

Operating Protocol (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

The grading system at Pueblo Community College is outlined in the college catalog and course syllabi. Faculty and instructors adhere to the following procedure for the recording of grades and maintaining related documentation.

Procedure

The faculty and instructors record students’ final semester grades in the Banner Student Information System (Banner). The grades are maintained in Banner indefinitely. Final grades will be recorded to each student’s academic record by the Office of the Registrar.



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Faculty and instructors must retain any documentation (electronic or paper) pertaining to students' grades for at least two years after grades are recorded in the event a grade is contested by a student. Programs that are accredited through national or state agencies should also adhere to their accrediting body policies and procedures in regards to maintaining student grading records.

Maintenance of student records and files are outlined in the Colorado State Agencies Records Management Manual - Schedule No. 8 found at: <http://coloradoc2.prod.acquia-sites.com/sites/default/files/StateRecordsManagementManual.pdf>