

CLASS ROLLS AND GRADE BOOKS

A student should not be allowed to remain in class if he or she does not have proper authorization. It should be understood that it is the responsibility of the instructor to maintain accurate class records. This includes attendance records as well as grade records. A permanent class roll should not be entered in the grade book until after the twelfth class day during the long sessions or the equivalent period during the summer sessions.

1. Class rolls (including teacher notations explaining how grades were arrived at) are to be maintained for one full year after the semester in which the grades were given. Class rolls will remain in the possession of individual instructors so long as the instructor remains at MCC. Departing regular faculty members will be expected to submit class rolls for the past year to their Divisional Director. Part-time teachers will be expected to submit class rolls at the end of each semester.
2. Grade books will remain in the possession of regular faculty members as long as they remain at MCC. Part-time teachers will return grade books to their Divisional Director at the end of the semester.