



MANUAL OF POLICY

POLICY NUMBER: I-27

POLICY TITLE: Student Evaluation Records

LEGAL AUTHORITY: Florida Statutes 475.001-475.5018

DATE OF LAST REVIEW: 3/28/2022

1. Faculty members are required to maintain a daily record of student class attendance. However, this in no way implies that attendance should be used as a determining factor in grades. It is up to the individual professor and the academic unit to determine how absences should be weighted in a student's final grade.
2. The materials used to assign grades, including the gradebook, attendance records, test scores, and other information, are the property of R. A. Thomas Educational Center. Faculty members may maintain these records in their sole ownership and control in a private manner that is protected in accordance with the Family Educational Rights and Privacy Act (FERPA). A full-time faculty member's records may be transferred to the department chairperson for maintenance at the end of the semester.
3. All evaluation records shall be kept on file for at least five calendar years after the grade has been assigned. At the start of the term, every faculty member is required to give students a written statement outlining the grading procedures for the course.

DocuSigned by:	
<i>Randen A. Thomas</i>	3/28/2022
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PRESIDENT	DATE