INTO OSU Student Records Retention Policy

The following records retention policies and practices apply to INTO OSU programs.

INTO OSU's record retention policy reflects Oregon University System's policy:
http://arcweb.sos.state.or.us

> Examinations, Tests, Term Papers and Homework records: Records document work of student subject mastery in institution courses not returned to the student. Records may include but are not limited to examinations and answers; quizzes and answers; homework assignments; course papers; term papers; and essay assignments. This series does not include graduate students qualifying or comprehensive examinations. (Retention: (a) **1 term after completion** for uncontested grade results, destroy (b) Until resolved for contested grade results, destroy)

Diagnostic and Formative Assessments and Records of Student Achievement

Academic English Program: Diagnostic tests, unit tests, exams, and essays/papers are retained by the instructor during the term and are collected for storage by Academic Support at the end of the term. Graded homework assignments are returned to students and not retained by the instructor. The instructor records student attendance and grade data, including a cumulative midterm grade, on the Blackboard site attached to the course.

> Blackboard sites become unavailable to instructors and program administrators at the end of the term but can be retrieved if a student protests a grade during the subsequent term. Blackboard archives student submissions and grades for two years.

> Archived tests, exams, and essays/papers are destroyed by Academic Support after being held in storage for a full term.

General English Program: Diagnostic tests, unit tests, exams, and essays/papers are retained by the instructor during the term and are collected for storage by Academic Support at the end of the term. Graded homework assignments are returned to students and not retained by the instructor. The instructor records student attendance and grade data, including a cumulative midterm grade, on the Blackboard site attached to the course.

> Blackboard sites become unavailable to instructors and program administrators at the end of the term but can be retrieved if a student protests a grade during the

subsequent term. Blackboard archives student submissions and grades for two years.

Archived tests, exams, and essays/papers are destroyed by Academic Support after being held in storage for a full term.

Graduate Pathway Program: Diagnostic tests, unit tests, exams, and essays/papers are retained by the instructor during the term and are collected for storage by Academic Support at the end of the term. Graded homework assignments are returned to students and not retained by the instructor. The instructor records student attendance and grade data, including a cumulative midterm grade, on the Blackboard site attached to the course.

Blackboard sites become unavailable to instructors and program administrators at the end of the term but can be retrieved if a student protests a grade during the subsequent term. Blackboard archives student submissions and grades for two years.

Archived tests, exams, and essays/papers are destroyed by Academic Support after being held in storage for a full term.

Undergraduate Pathway Program: Diagnostic tests, unit tests, exams, and essays/papers are retained by the instructor during the term and are collected for storage by Academic Support at the end of the term. Graded homework assignments are returned to students and not retained by the instructor. The instructor records student attendance and grade data, including a cumulative midterm grade, on the Blackboard site attached to the course.

Blackboard sites become unavailable to instructors and program administrators at the end of the term but can be retrieved if a student protests a grade during the subsequent term. Blackboard archives student submissions and grades for two years.

Archived tests, exams, and essays/papers are destroyed by Academic Support after being held in storage for a full term.

Final Examinations and Records of Student Achievement

Academic English Program: After grading, final exams are collected and stored in a secure location for one term, in accordance with OSU record retention policies.

General English Program: After grading, final exams are collected and stored in a secure location for one term, in accordance with OSU record retention policies.

Graduate Pathway Program: After grading, final exams are collected and stored in a secure location for one term, in accordance with OSU record retention policies.

Undergraduate Pathway Program: After grading, final exams are collected and stored in a secure location for one term, in accordance with OSU record retention policies.

Midterm Progress Reports

Academic English: Midterm progress reports are created for all students in this program. Instructors enter grades and attendance data in the Blackboard sites and they are uploaded from there into Datawarehouse. An Excel spreadsheet that records all of the midterm grades is kept on the share drive. Copies of students' individual grades and attendance reports are kept on an Academic Support Archive DVD. The data is always retrievable through the INTO OSU online portal.

General English: General English students do not have midterm progress reports. They have final grades at the end of each session. Each session is five weeks. Final grade reports at the end of the first session can be used as a measure of progress for students in General English. Copies of students' individual grades and attendance reports are kept on an Academic Support Archive DVD. The data is always retrievable through the INTO OSU online portal.

Graduate Pathway: Midterm progress reports are created for all students in this program. ALS instructors enter grades and attendance data in the Blackboard sites and they are uploaded from there into Datawarehouse. The Academic Support Assistant e-mails OSU professors teaching Pathway students to request midterm grades. The Academic Support assistant manually records these grades and the data is transferred via INTO OSU's portal to an Excel spreadsheet and individual grade reports. An Excel spreadsheet records all of the midterm grades is kept on the share drive. Copies of students' individual grades and attendance reports are kept on an Academic Support Archive DVD. The data is always retrievable through the INTO OSU online portal.

Undergraduate Pathway: Midterm progress reports are created for all students in this program. ALS instructors enter grades and attendance data in the Blackboard sites and they are uploaded from there into Datawarehouse. The Academic Support Assistant e-mails OSU professors teaching Pathway students to request midterm grades. The Academic Support assistant manually records these grades and the data is transferred via INTO OSU's portal to an Excel spreadsheet and individual grade reports. An Excel spreadsheet records all of the midterm grades is kept on the share drive. Copies of students' individual grades and attendance reports are kept on an Academic Support Archive DVD. The data is always retrievable through the INTO OSU online portal.

<u>Final Course Grades</u>

Academic English Program: Instructors submit final course grades to the end-of-term spreadsheet and to Banner via Online Services. If there is a grade change, it is recorded in both locations. Final grade reporting and retention is managed by the OSU Registrar and is governed by OSU record retention policies. Students have access to their grades through their OSU accounts or through transcripts generated by the Registrar. Students have access to attendance averages and final grade reports when they request them from INTO OSU's Welcome desk.

General English Program: Instructors submit final course grades for both sessions to the end-of-term spreadsheet and to Banner via Online Services. If there is a grade change, it is recorded in both locations. Final grade reporting and retention is managed by the OSU Registrar and is governed by OSU record retention policies. Students have access to their grades through their OSU accounts or through transcripts generated by the Registrar. Students have access to attendance averages and final grade reports when they request them from INTO OSU's Welcome desk.

Graduate Pathway Program: Instructors submit final course grades to Banner via Online Services. Grade changes are submitted through Online Services. Final grade reporting and retention is managed by the OSU Registrar and is governed by OSU record retention policies. Students have access to their grades through their OSU accounts or through transcripts generated by the Registrar. Students have access to attendance averages and final grade reports when they request them from INTO OSU's Welcome desk.

Undergraduate Pathway Program: Instructors submit final course grades to Banner via Online Services. Grade changes are submitted through Online Services. Final grade reporting and retention is managed by the OSU Registrar and is governed by OSU record retention policies. Students have access to their grades through their OSU accounts or through transcripts generated by the Registrar. Students have access to attendance averages and final grade reports when they request them from INTO OSU's Welcome desk.

BK, August 2013