STATEMENT OF PROCEDURE

TITLE: INSTRUCTORS' RECORD KEEPING

NUMBER: 5.2.14

SOURCE OF AUTHORITY: LOCAL

DATE: 11/30/12

SUPERCEDES PROCEDURE DATED: 10/19/06

DATE REVIEWED: 11/30/12

PROCEDURE ORIGINATOR: STUDENT SERVICES

PROCEDURE APPROVAL: DR. RON BARTLEY

I. PURPOSE:

To inform instructors of their responsibilities for record keeping.

II. IMPLEMENTATION:

1. Instructors are responsible for preparing and maintaining the following records:
   
   a. Attendance - Daily
   b. Grades
   c. Class Rolls
   d. Instructor Schedule Sheets
   e. Requisitions (Instructional supplies and equipment)
   f. Course outlines
   g. Inventory of shop and laboratory equipment and supplies
   h. Drop/Add Forms (The instructor copy of this form should be retained until the information is no longer needed).
   i. Veterans' monthly attendance forms (as required by VA).
   j. Other records as needed.
2. Each instructor will be oriented on administrative procedures. It is essential that accurate records are kept in all phases of work.
   
a. Each instructor will keep a daily record of student absences.

b. Veterans' monthly attendance forms must show the number of hours absent each day.

3. All grades are due at the day and the time directed by the Records Office. Instructors will enter grades into the password secure Web Advisor database system. Once this is done, a printed copy of the grades should be signed and forwarded to the Records Office by the instructor. The Records Office will verify the grades in the database and post for students to view via their individual password protected Portal account. Adjunct faculty members will continue to turn in a hard copy of their grade rosters to the Records Office for keying and verification.