

# MANUAL OF POLICY

---

**POLICY NUMBER:** IV-20

**PAGE** 1 of 1


**POLICY TITLE:** Student Evaluation Records

**LEGAL AUTHORITY:** FLORIDA STATUTE 1002.22

**DATE OF LAST REVIEW:** 9/29/2005, 6/19/2007, 7/21/2009, 7/19/2011 and 7/16/2013

**DATE OF BOARD ACTION:** 8/24/1981, 7/22/2003, 9/29/2005 and 7/19/2011

1. Faculty members are required to maintain a daily record of student class attendance. This does not imply that attendance must be a factor in determination of final grades. The consideration of absences as they relate to a student's final grade is the responsibility of the faculty member and the department.
2. Grade book, attendance data, test data, and other materials deemed essential by the faculty member to assign grades, are the property of Miami Dade College. For full time faculty members these records may be maintained in their exclusive possession and control in a confidential manner pursuant to the provisions of Section 1002.22, Florida Statutes, and protected in accordance with the Family Education Rights and Privacy Act (FERPA).
3. At the end of the term, should a full time faculty member prefer, their records may be transferred to the department chairperson for maintenance. For part time faculty members upon completion of the teaching assignment at the end of each term, or for full time faculty members who are absent for any reason, including suspension, resignation, or termination, these records should be turned in to the department chairperson for maintenance.
4. All evaluation records will be maintained for a minimum period of four calendar years following the assignment of the grade.
5. All faculty members shall provide students with a written statement describing grading practices for the course at the beginning of the term.

	7/16/13
<b>CHAIRMAN</b>	<b>DATE</b>