

PROCEDURE

Number:	41-14
Title:	Faculty Record Keeping
Responsibility:	Academic Affairs
Original Approval Date:	2/3/2004
Last Cabinet Review:	4/1/25
Last Revision:	4/1/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC:

Other:

Procedure Description

PURPOSE

To establish standardized procedures for keeping student records.

PROCEDURE

It is essential that faculty maintain accurate records throughout all phases of their work in the electronic FDTC learning management system (LMS).

1. Attendance: Each instructor must maintain a daily record of student absences and tardiness. Attendance is maintained in the FDTC LMS.
2. Grades: Grades will be given throughout each semester. Final examinations will be administered to all students according to the published exam schedules. The final grade will be given at the end of the semester. All grades are maintained in the FDTC LMS. Final grades are reported through Self-Service.
3. Grade Books: All grades and attendance must be maintained in the electronic gradebook for the class section on the FDTC LMS platform.