

**MODESTO JUNIOR COLLEGE
ACADEMIC SENATE
RESOLUTION FL99-O:
COURSE ROLL SHEETS DISPOSITION
December 2, 1999**

Proposed by: Executive Board

WHEREAS, State law requires that records reflecting how a grade is determined in a course must be kept for a period of two years, and

WHEREAS, The MJC Records Office accepts these sheets in many forms (including spreadsheets, as well as the roll books), and keeps them in the event a petition for a grade change is submitted within the two year period, and

WHEREAS, The MJC Records Office tries to ensure that official grade sheets conform to the grade received on the roll sheets, and this procedure is currently complicated by the fact that the grade sheets are turned in before the roll sheets return from the Division Offices:

THEREFORE, **BE IT RESOLVED** that the roll sheets or an acceptable facsimile be turned in to the Records Office at the same time as the grade sheets without the unnecessary step of having either document signed by a Division Dean.

First Reading: December 9, 1999

Final Action: January 20, 2000

Disposition: Carried

Forwarded to Administration for implementation