



**Title: End of Semester Turn In Policy**

**Effective Date: February 27, 2024**

**Last Revision Date:**

**Cancellation:**

**Department/Office: Education, Training, and Student Success**

### *End of Semester Turn In Policy*

#### **PURPOSE**

To state the policy and procedure of end-of-semester checkout for all faculty.

#### **SCOPE**

This policy applies to all Nunez Community College faculty, full-time, adjunct, and dual enrollment instructors.

#### **POLICY**

At the end of each academic semester, all instructors are to complete/submit the following information into the designated Faculty Turn-in Canvas course:

- Attendance records for all in-person, hybrid, flex, and online synchronous courses
- Blank copy of the final exam or record of exam in an outside application stored in Canvas
- Answer key for the final exam or record of exam in an outside application stored in Canvas
  - There may be certain exceptions, for example, an English essay will not have an answer key
- Student copy of final exam or record of the student exams in an outside application stored in Canvas
- A copy of each course's gradebook, including final course grades
- Grades submitted into LOLA
- Knowbe4 training is up to date with no outstanding videos to be watched
- Ensure that SACS data has been assessed in LMS
- Assessment data should be electronically turned in to the Program Chair, by due date provided
- Complete the End-of-Semester checkout form



Policy & Procedure No. 1.031  
**Nunez Community College**

At the end of each academic year, all instructors are to physically turn in the following to the appropriate departments:

- Library resources
- Equipment/Tools

At the end of each academic year, all adjunct/dual enrollment instructors are to physically turn in the following to their Program Chair/facilities:

- Textbooks/Instructor manuals (to be turned in to their Program Chair)
- Keys (to be turned in to Facilities)

X	Reviewing Council/Entity	Review Date	Effective Date	Notes
	Academic Affairs Committee	02/02/2024		
	Executive Cabinet	02/27/2024		
	Chancellor	02/27/2024	02/27/2024	

*Policy Reference: N/A*

*Forms Referenced: N/A*

*Distribution:* Distributed Electronically via College’s Internet

**Chancellor’s Signature/Approval**

Signature:   
Chancellor

Date: 02/27/2024