

RETENTION OF MATERIALS USED IN THE ACADEMIC EVALUATION OF STUDENTS

Faculty members must decide either:

- (1) to retain custody of materials, such as examinations, term papers, and written or creative assignments, used in the academic evaluation of their students for at least 60 days after notice of the student's final course grade has been posted in the student information system. OR
- (2) to make reasonable efforts to return such materials to the student's custody personally, by mail, by email, or via the course content management system.

After the expiration of the 60 day period, the faculty member may retain the records for personal documentation, use in future courses (with permission), or use for accreditation activities. Academic evaluation materials the faculty member elects to not retain must be disposed of properly.

If a student has filed an appeal of his or her grade, or has been granted an extension of time for the filing of such an appeal, or has challenged the accuracy of his or her educational records under the Family Educational Rights and Privacy Act (FERPA), all records must be retained until the identified issue has been resolved. In this event, the faculty member is obligated to exercise extraordinary care for the materials in the faculty member's custody relating to that student's grade in that course, until such time as the issue(s) has been resolved.

Individual campuses, colleges or departments may, at their discretion, adopt more stringent policies for the retention of materials, provided such policies conform to the procedures outlined above.

Reference (will be simplified for published policy):

RP-1.7.2 Disposition and/or Preservation of Records

Records shall be disposed of and/or preserved as set forth in a records retention schedule approved by the Corporation Secretary in accordance with applicable law.

Reference: BRUN, Minutes, 63, p. 189 (December 8, 2001).