

**Revised Policy on Retention of Student Work**  
(Approved February 25, 2005)

A. Document Retention Timeframes:

Faculty shall retain the final examination and other materials, including materials in an electronic form, which contribute to the student's final grade, and which are not returned to the student or otherwise not made available in class to the student, in accordance with the following timeframes:

1. *Spring Semester*: Materials from the spring semester will be retained until the end of the first week of the following spring semester.
2. *Summer Term*: Materials from the summer term will be retained until the end of the first week of the following spring semester.
3. *Fall Semester*: Materials from the fall semester will be retained until the end of the first week of the following fall semester.
4. *Winter Intersession*: Materials from the winter intersession will be retained until the end of the first week of the following fall semester.

When a faculty member has received notice as to the filing of an academic grievance or grade appeal from the Office of the Vice President for Student Affairs, all related course materials, including materials in an electronic form, shall be retained until the case is resolved.

- B. Student's Responsibility: It is the student's responsibility to pick up from the faculty materials that have been made available to students in class.
- C. Departing Faculty: Departments are encouraged to collect from departing faculty all materials as specified above, including materials in an electronic form, which contribute to the student's final grade and retain such materials for a period consistent with the time frames provided above.