

AA-004-156

Student Work Retention Policy

Discussion

May 25, 2016

Current Proposed Text

Student work refers to examinations and other materials, including materials in electronic form, which contribute to the student's final grade in a course and/or to the fulfillment of the requirements for a degree, program, or certification offered by the University.

Students have the right to examine their work even if instructors choose to retain it rather than returning it. It is the student's responsibility to request to examine their work within one academic term after a grade is assigned for the related courses(s). For the purposes of this policy summer is not considered an academic term. If a faculty member is not teaching, the academic term in question is the term in which the faculty member returns. If a student does not request to examine their work within that time, the faculty has no further obligation to produce said work for student review.

Student work pertaining to a grade appeal or other request for inspection or review that is not completed within one academic term as defined above must be retained until the appeal process is completed.