

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-004-156

Student Work Retention Policy

Academic Affairs Committee

Date:

Executive Committee  
Received and Forwarded

Date: 04 January 2017

Academic Senate

Date: 11 January 2017  
First Reading

**Resources Recommended and Consulted:**

Recommended	Consulted
Policy in University Manual	Policy in University Manual
CSU policy	CSU policy, policies on other campuses
Deans, Associate Deans	Deans, Associate Deans
Department Chairs	Department Chairs
	General Council

**Background:**

The policy in the University Manual concerning retention of student work is quite brief and is combined with the finals policy (Policy Number 1439). This is the second of two referrals to expand and separate those two policies. The first, on Final Exams, was passed by the senate and approved by the President on April 6, 2016 (AS-2495-156-AA).

**Current Policy on Retention of Student Material (Unrevised Policy Number 1439):**

Final examinations will be administered at the time and location published in the quarterly class schedule and/or online, unless advance arrangements approved by the department chair and college dean have been made for a change of schedule which will not conflict with other final examinations.

Early scheduling of final examinations for graduating seniors during the quarter of commencement is at the discretion of the faculty member in charge of the class.

*If not returned immediately, final written exams and final written projects must be kept for at least one quarter beyond the time when they were either taken or due. Students have the right to review their exams or projects.*

*Faculty members have the right to determine the disposition of the final examinations after one quarter.*

**Recommendation**

The Academic Affairs Committee recommends adoption by the Academic Senate and recommendation to the President to approve the Student Work Retention Policy (as stated below) and to add it to the University Manual.

**RETENTION OF STUDENT WORK**

1.1 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. Duplicative copies in any format (such as digital or photographic copies) that preserve the content of the original work upon which grade evaluation is based are acceptable.

1.2 Students have the right to examine their work even if the instructor chooses to retain it rather than return it. It is the student's responsibility to review their work within one academic term after a grade is assigned for the related courses(s). If a student does not review their work within this time, the faculty has no further obligation to produce said work for student review. After one academic term, faculty members have the right to determine the method of disposal of the work. This disposal shall be in accordance with the Family Educational Rights and Privacy Act (FERPA). For the purposes of this policy summer is not considered an academic term. If the instructor is on leave, on sabbatical, or is not currently on the faculty including those participating in the Faculty Early Retirement Program, the academic term in question is the term in which the faculty member returns.

1.3 Student work pertaining to a grade appeal or other official review that is not completed must be retained until the appeal process is completed; provided the appeal process or other official review commenced within the academic term as defined in the subsection 1.2 of this policy.