

Policy No. 314

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
UNDERGRADUATE PROGRAM AND GRADUATE PROGRAMS**

TITLE OF POLICY: RETENTION OF EXAMINATION PAPERS

ORIGINAL DATE: DECEMBER 1996

LAST REVIEWED/REVISED: MARCH 2016

POLICY: All unit, mid-term and final exams shall be retained by faculty for a period of one full year following a student's completion of the course. At the end of that year, all relevant materials such as answer sheets may be destroyed.

At their discretion and for any accreditation or certification requirements, faculty may retain other course materials for a period of one full year or longer following a student's completion of the course. At the end of that year, exemplar materials should be kept for evaluative purposes; other materials may be destroyed.

Reviewed/ Revised: 10/04, 12/04, 12/13, 03/16
Approved by Faculty: 2/73, 03/16