TITLE OF POLICY: RETENTION OF EXAMINATION PAPERS
DATE EFFECTIVE: SEPTEMBER 1, 1989
LAST REVIEWED/REVISED: DECEMBER 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 successful completion of the course. At the end of that year, all relevant materials such as answer sheets may be destroyed.

At their discretion, faculty may return or retain other course materials for a period of one full year following a student’s successful completion of the course. At the end of that year, exemplar materials should be kept for evaluative purposes; other materials may be destroyed.

Approved by Faculty: 02/73, 06/08
Revisions approved by Undergraduate Faculty Organization 10/88
Reviewed 88-89, 96-97, 07-08, 10-11, 16-17