

**UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING**

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

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**TITLE OF POLICY:**                      **RETENTION OF EXAMINATION PAPERS**

**DATE EFFECTIVE:**                      **SEPTEMBER 1, 1989**

**LAST REVIEWED/REVISED:**      **JANUARY 2014**

**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 Total Faculty Organization: 02/73, 06/08, 01/14  
Revisions approved by Undergraduate Faculty Organization 10/88  
Reviewed 88-89, 96-97, 07-08, 10-11, 13-14