



Health Sciences
School of Nursing

ACADEMIC POLICIES AND PROCEDURES FOR THE UNDERGRADUATE PROGRAM AND GRADUATE PROGRAMS

Retention of Course Materials and Examination Papers

Date Effective	December 1996
Date Reviewed / Revised	May 2025
Program Level	General

POLICY:

Examination papers are retained for a designated period of time to meet relevant requirements.

PROCEDURE:

All unit, mid-term and final exams shall be retained by faculty for a period of one full year or longer for any accreditation or certification requirements following a student's completion of the course (electronic or paper copy). 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.

APPROVAL & REVISION HISTORY

Reviewed/Revised: 10/04, 12/04, 12/13, 03/16, 10/22, 05/25

Approved by Faculty: 2/73