

UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING

ACADEMIC POLICIES AND PROCEDURES FOR THE  
UNDERGRADUATE PROGRAM AND GRADUATE PROGRAMS

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<b>TITLE OF POLICY:</b>	<b>RETENTION OF COURSE MATERIALS AND EXAMINATION PAPERS</b>
<b>ORIGINAL DATE:</b>	<b>DECEMBER 1996</b>
<b>LAST REVIEWED/REVISED:</b>	<b>MAY 2025</b>
<b>POLICY</b>	<b>Examination papers are retained for a designated period of time to meet relevant requirements</b>
<b>PROCEDURE:</b>	<p>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.</p> <p>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.</p>

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

Approved by Faculty: 2/73