

Subject: Grade Verification (Retention of Graded Work)
Policy Number: G20
Date: April 25, 2003
Reviewed: December 15, 2008

POLICY:

It is the student's responsibility to maintain and produce all graded work to support review for settlement of disputed grades.

PROCEDURE:

The faculty will return graded work to students except final examinations. Photocopies of work graded "C+" or lower will be retained by faculty for at least six months. In the case of an Incomplete grade, the work should be maintained for two years. Faculty are to retain copies of exams for one semester after a course is offered. Faculty should review graded exams and papers with their students if the student desires.