

Subject: Grade Verification (Retention of Graded Work)

Policy Number: A3.55

Date: 5/7/96

Revised: 4/15/16

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. Copies 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.