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	Issued: (original policy date) May 3, 2011	Revised: (date)

Policy Title: *Faculty Maintenance and Retention of Student Records*

Policy Status: ☒ New

☐ Revision

☐ Supersedes existing policy titled:

☐ Deletion

Policy Purpose/Reason: To implement a standard university policy on faculty retention of grade records and student work.

Effective Date of Policy (Note: Enter a date here only if the effective date is not next July 1):

Background:

Definitions:

Full Policy Statement:

Student Record Security: Instructors are responsible for keeping accurate, secure student grade records. Grade information kept electronically must be stored on a computer that is password protected. Instructors may keep grade books by hand (in hard copy form) but they must be kept in a secure location.

Student Record Duration: Grade books must be kept at least two years, while final exams/papers that are not returned to students must be kept for at least one year after the completion of the course in case of student grade appeal or retroactive request for withdrawal from CMU*. In case of instructor Leave, all records must be kept by the department head until the retention durations have expired. Graded student work that is ready to be destroyed should be shredded.

*MSC at time of adoption.

Exclusions or Special Circumstances:

Policy Summary for Catalog: NA

Related Documents:

Policies:

Forms:

Other:

Approved by (signatures as applicable):

Faculty Senate Committee: Academic Policies Committee recommendation

Faculty Senate: Faculty Senate Action: 5/3/2011

Vice President for Academic Affairs: Approval from Carol Futhey 5/15/2011

President _____/date_____

Board of Trustees (if applicable)_____/date_____

Expiration Date (if applicable):