

**ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-800-15

RESOLUTION ON MODIFICATION OF RETENTION OF EXAMS POLICY

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WHEREAS, Students have the right to view their final exams, papers, projects, or other tangible items used as evaluation instruments; and

WHEREAS, Such access is necessary for a student to understand the grade which was assigned and, if he or she finds it necessary, dispute it by filing a complaint with the Fairness Board; and

WHEREAS, There are often times following the completion of a quarter, especially over the summer, when either the student or the faculty member is away from campus, or unforeseen circumstances, such as illness by either a student or instructor, which delay access by the student to these evaluation instruments beyond the current one quarter minimum retention period required of instructors; and

WHEREAS, Faculty are often unaware of even the current requirement that they maintain evaluation instruments and records for at least one quarter; therefore be it

RESOLVED: That the following changes be made to the appropriate section of the Academic Programs website (wording following AS-247-87/SA&FBC):
“Faculty Responsibilities Regarding Retention of Exams and Other Evaluation Instruments
Exams, papers, projects, or other tangible items used in the evaluation of students need not be retained by the instructor beyond the end of the term of evaluation, if there was an announced opportunity for students to retrieve same during the term. For final exams or other evaluation instruments where no announced opportunity for student review existed before the end of the term, instructors should retain the materials for two full quarters. While special situations may arise requiring deviation from this goal, instructors will be responsible to defend any deviation in the event of a subsequent review of a student’s evaluations”; and be it further

RESOLVED: That the Deans of the colleges be encouraged to make their faculty aware of this policy on retention of exams, papers, projects, or other tangible items used as evaluation instruments, and student access to same.

Proposed by: Academic Senate Fairness Board
Date: March 30, 2015
Revised: May 26, 2015

State of California
Memorandum

CAL POLY
SAN LUIS OBISPO

To: Gary Laver
Chair, Academic Senate

Date: June 30, 2015

From: Jeffrey D. Armstrong
President



Copies: K. Enz Finken
M. Pedersen
C. Sunata

Subject: Response to Academic Senate Resolution AS-800-15
Resolution on Modification of Retention of Exams Policy

This memo acknowledges receipt and approval of the above-entitled Academic Senate resolution.

Please express my appreciation to the Academic Senate Fairness Board members for their attention to this important matter.