

**COMMITTEE ON EDUCATIONAL POLICY
POLICY ON RETENTION OF GRADED MATERIALS**

To be reported:

Policy on Retention of Graded Materials, Riverside Division of the Academic Senate

Senate Regulation 5 requires that course grades must be appealed within six weeks of the beginning of the subsequent quarter, not including summer session (R5.1.1). Adjudication of grade appeals benefits greatly from the opportunity to re-examine evaluation materials that were used to determine course grades, including attendance records, assignments, exams, and grade books. However long-term storage of supporting materials can be onerous for physical materials, and may not be under the control of the instructor of record for electronic materials. Instructors also cannot control what happens to materials that have been returned to students. Regardless instructors, students, and the university all benefit from a clear grading policy that specifies the responsibilities of the affected parties with regard to preserving evaluation materials in case an appeal is filed. Therefore, CEP proposes the following policy for the retention of evaluation materials.

Instructors and students are advised to preserve evaluation materials under their control at the end of an academic term for the duration of the period in which a grade appeal may be filed (ref. R5.1.1). Such materials include all assessments and records of performance that affect a student's course grade. Students should not expect instructors to preserve materials that are difficult to store, or that are not under the instructor's control, or for which students have been given a reasonable opportunity to obtain from the instructor. If an appeal is filed, instructors and students must preserve evaluation materials under their control until the appeal has been adjudicated.

This policy does not preclude shorter-term deadlines imposed by the instructor of record for requests by students to re-examine individual assignments for grading inconsistencies or mistakes.

Approvals:

Approved by the Committee on Educational Policy:	February 6, 2015
The Committee on Rules and Jurisdiction finds the wording to be Consistent with the code of the Academic Senate:	March 19, 2015
Reviewed by BCoE Executive Committee:	March 25, 2015
Reviewed by CNAS Executive Committee:	March 20, 2015
Reviewed by GSOE Executive Committee:	March 2, 2015
Reviewed by SoM Executive Committee:	March 30, 2015
Approved by Executive Council in lieu of the Division:	April 13, 2015