

**ACADEMIC RECORD KEEPING**

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PURPOSE

Students are granted the right to inspect their educational records under FERPA. Therefore, graded examinations, papers, and other records of evaluation will be made available to the student for inspection. If the faculty chooses to retain these materials rather than return them to students, they must be kept for a period of one (1) year to provide the opportunity for review and to resolve any grade or other academic decision disputes. If graded materials are returned to the student, then any uncollected materials must be kept for one (1) term. Faculty are strongly encouraged to return, scan and archive material within the Learning Management System, as this system is maintained for the required timeframe.