



## University Policy Statement

### UPS 320.005

## RETENTION OF STUDENT WORK

“Student work” refers to all products (assignments, research, tests, examinations, notes, discussions, papers, etc.), regardless of medium, submitted in fulfillment (or partial fulfillment) of the requirements for a course, degree, program or certification offered by the University.

#### 1. STUDENT RESPONSIBILITY:

It is the student's responsibility to request the return of student course work within one year after the final grade is assigned for the related course(s). If a student does not request the return of their work within that time, the instructor has no further obligation to retain said work.

Student work need not be returned to the student at State expense.

#### 2. INSTRUCTOR RESPONSIBILITY:

**Retention for Evaluation:** The University or its academic employees may retain all student work for the purpose of evaluation for a reasonable amount of time. This holds true whether or not the work was produced utilizing State of California resources or materials.

**Retention after Course Completion:** Evaluated work not returned to the student during the semester shall be retained by the instructor or chair of the academic unit for one year after course completion, as directed by the CSU Records/Information Retention and Disposition Schedule, regardless of whether the work is submitted physically or through email, the course Learning Management System (LMS), or other means of electronic submission. Some programs require the accumulation of student work that involves more than one course. For such instances, a reasonable amount of time shall be until the date of the awarding of such degree or certification.

According to the CSU's retention and disposition schedule, student portfolios (culminating experience project) must be kept for at least two years.

It is recommended that faculty members include their practice on student work retention in the course syllabus.

In the case of faculty who will not be on campus the following two semesters, the chair of the academic unit involved shall retain for the requisite period of time all student work not previously returned to students, along with the class grade books, and shall assume responsibility for work retained on the LMS.

3. EXCEPTIONS:

The student has no right to the return of any test or examination; it is the faculty prerogative to either retain custody or return these to students. If retained, the student does have a right to review and discuss tests and examinations with the custodial faculty member. Tests and examinations not returned to students shall be retained on file for one year.

When student work must be put on permanent deposit with the University as a part of the student's degree requirements (e.g., a bound M.A. thesis or MFA project), this policy on the return of such work shall not apply.

In the cases of delayed grades (I, RP, RD), the work submitted must either be returned to the student or be retained until a final grade is assigned (at which time the retention policy for graded work detailed in section 2 above shall apply).

In any case where student work remaining in faculty custody may be needed as evidence in an academic appeal, the faculty member shall retain such work until the appeal has been concluded.

Source: Academic Standards Committee

**EFFECTIVE DATE: May 12, 2025**  
Supersedes UPS 320.005 dated 8-16-13  
and ASD 13-92