



## 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 work within one semester after a grade is assigned for the related course(s). If a student does not request the return of their work within that time, the faculty has no further obligation to retain said work.

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

#### 2. FACULTY RESPONSIBILITY:

For the purpose of evaluation, all student work may be retained by the University or its academic employees for a reasonable time. This holds true whether or not the work was produced utilizing State of California resources or materials. Ordinarily, a "reasonable" time for work submitted for a course grade shall be until, at least, the last day of the semester after final grades for the course are assigned. Some programs require the accumulation of student work that involves more than one course. For such instances, a "reasonable" time shall be until the date of the awarding of such degree or certification.

At their option, evaluators of the products of student work may return such products to students earlier than the above time limits.

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 semester, the department involved shall retain for the requisite period of time all student work not previously returned to students, along with the class grade books.

#### 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 until at least the last day of the semester after final grades for the course are assigned.

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.

**EFFECTIVE DATE: August 16, 2013**  
Supersedes UPS 320.005 dated 6-17-05  
and ASD 13-92

Source: Academic Standards Committee