

# Academic Affairs Manual

## Retention of Grade Records

(Supercedes PM 93-07)

1. All instructors shall keep a complete set of records from which their grades were determined for a minimum of one year or the resolution of a timely-filed grade appeal.
2. Full-time faculty members who are leaving the campus for any reason (Sabbatical, leave of absence, or retirement) will provide their department or program office with complete sets of such grades for the past one year.
3. All temporary faculty members shall submit complete copies of such grade records to their department or program office at the end of each semester.
4. Course material not returned to students should be kept for one year or until the resolution of a timely-filed grade appeal.

Approved: Allen A. Mori

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