REPORT FOR THE UNIVERSITY SENATE

University Senate Committee: Academic Policies

Brief History of Issue - why the issue is being considered:

Chapter 7 in FASH includes the following two statements.

Page 8: The instructor will keep [attendance] records for reference during the session and for at least one year following the end of the session.

Page 11: Two full calendar years after a grade has been reported is the deadline for any change of grade.

There is no statement regarding the length of the period for keeping student course-related work (examinations, papers, etc.). Some instructors hand back examinations, papers, etc. Others retain them but with no guidance for how long they have to keep them.

We believe that it would be advisable to have the same period specified for these three. According to the Registrar, the period of two years for changing a grade is a local decision. The Associate Deans see no need for the two-year period. A one-year period for all three seems reasonable.

A one-year period for the keeping of student course related work does not prohibit instructors’ keeping student course-related work for longer periods. Nor does it require instructors to keep such work if they typically hand it back to the students in class or after the class has ended. In case of request for a grade change, it is up to the student to provide the documentation to support the request.

Points Discussed by Committee:

The need and advantage for having a uniform one-year period.

Pros of Recommendation:

See above

Cons of Recommendation:

None

Technology/Human Resource Impact:

Time to make the changes for change of grade requests and keeping of student course related work
Committee Recommendation:

To establish a uniform period of one year after the end of a session for requesting a change of grade, keeping class attendance records, and keeping student course-related work.

MOTION FOR THE UNIVERSITY SENATE

The University Senate Committee:

by a vote of ___9__ for to ___0__ against on ____April 27, 2010____ (Date)

Recommends that

The University Senate approve the establishment of a period of one year after the end of a session for requesting a change of grade, keeping class attendance records, and keeping student course-related work.

Implementation Date:  Upon approval

Signed: ___Barbara Lozar__________________  
Chair of the Committee

Send to: University Senate Office