

EASTERN ILLINOIS UNIVERSITY
OFFICE OF THE PROVOST AND VICE PRESIDENT
FOR ACADEMIC AFFAIRS

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Provost and Vice President for Academic Affairs

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TO: Christie Roszkowski, Chair, CAA
Kathleen O'Rourke, Chair, CGS

RE: Record Retention for Academic Materials

DATE: September 15, 2006

By way of background sometime ago, the University had a citation in an audit report concerning the absence of a policy pertaining to the retention of student materials which form the basis of course grades. As you may know, the State has very elaborate record retention policies that apply to business documents and other materials generated at the University. It turns out, however, that there is no such policy or statement anywhere in our official documents including our internal governing policies pertaining to graded work.

To address this oversight, I have attached a proposed statement that would address this. I believe it would be most appropriate as an addition to the IGP #46, Grades. The basic premise is simply that materials not returned to students need to be retained for a sufficient period of time such that if a student question is received regarding the assignment of a grade that the materials on which the grade was based that were retained by the faculty member will be available to help in forming the response. This may be another item where a joint meeting of CAA and CGS would be appropriate, but I will leave that decision to the chairs.

BML/ksj
Attachment

Record Retention for Academic Materials.

Record Retention for Academic Materials. Instructors shall keep accurate records of all marks which are used in determining a student's grade and shall retain such records for at least one academic year from the date on which the grade was submitted. Instructional staff members who are going on leave or who are leaving the employ of the University shall deposit copies of such grading records in departmental (or college) offices.

All papers, exams, reports, etc., submitted by students in fulfillment of course requirements and not returned to students also shall be subject to these provisions. Unless informed otherwise in writing, students shall normally have the right to examine such exams and papers, etc., under conditions and stipulations determined by the course instructor.

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TO: Darren Hendrickson, Chair, Council on Academic Affairs

RE: Revision to the Record Retention Policy for Academic Materials

DATE: October 23, 2009

On 10-5-06, CAA approved a new policy governing the retention of academic materials used to determine student grades. This week, CGS approved revisions that both clarify the policy and provide faculty with more flexibility as to how they must make these records available to the department chairperson:

Record Retention for Academic Materials. Instructors shall keep accurate records of all marks which are used in determining a student's grade and shall retain such records for at least one academic year from the date on which the grade was submitted. Instructional staff members who ~~are going on leave~~ **will be unavailable for one semester or more** or who are leaving the employ of the University shall ~~deposit~~ **make** copies of such grading records **accessible to the department chairperson** ~~in departmental (or college) offices~~.

All papers, exams, reports, etc., submitted by students in fulfillment of course requirements and not returned to students also shall be subject to these provisions. Unless informed otherwise in writing, students shall normally have the right to examine such exams and papers, etc., under conditions and stipulations determined by the course instructor.

With CAA's approval, I would like to forward the revised version of this policy to the President's Council for inclusion in IGP #46, Grades.