0575 Graded Work

Description: Faculty and instructor records regarding grades and graded papers, assignments and other work on which students are evaluated or graded.

Examples: Records may include examinations and tests, homework records, dissertations and theses, and term papers.

Retention Period:

a) Graduate theses and dissertations: After graduation, transfer 1 copy to Archives for review.
b) All other records: Retain for 1 year, and then securely destroy.