

ACADEMIC AFFAIRS POLICY LETTER

RETENTION OF STUDENT WORK, GRADE RECORDS, AND GRADE APPEALS

Effective July 7, 2010

1. The following should be retained by instructors for at least one calendar year after the completion of a course :
 - classwork used for student evaluation (e.g., projects, papers, tests) that is not returned to students.
 - grade books (paper or electronic) containing records of how student grades were computed.
2. At the end of a calendar year, student work not picked up should be destroyed. If a student's grade is under appeal, the instructor should retain the classwork still in the instructor's possession and the grade book used for that course until the appeal is settled.
3. Discarded student work should be shredded or otherwise altered so that the student's identity remains anonymous.
4. In the event of extended absence from the community, faculty members should report the location of the grade book to their department head or dean.
5. Adjuncts, retirees, and faculty leaving Ferris for other employment should leave their grade books, as well as all other retained student work, with their department head or dean.
6. Students receiving an "I" (Incomplete) have until the Friday of exam week of the following semester to complete the necessary work. If the work is not completed, the "I" automatically becomes an "F," or an otherwise determined default grade, unless the instructor submits a written authorization for a time extension to the Records Office. No time extensions will be given beyond one year after the close of the semester in which the "I" was received. An "I" may not be made up after one year and will automatically become an "F."
7. Students receiving an "IP" (In Progress) must complete all the required work for the course(s) by the close of the semester following the end of the last course in the sequence in which the "IP" was received. If the work is not completed, the "IP" automatically becomes an "F," or in the case of classes taught on a Credit/No Credit basis, a grade of "No Credit" is given, unless the instructor submits a written authorization for a time extension to the Records Office.