

Adopted: March 10, 1987

ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

Background statement: During the 1985/86 academic year, the Fairness Board was asked to draft policies on retention of exams by faculty, and student access to exams and other evaluation instruments. At present, there are no provisions within CAM regarding these topics.

AS-247-87/SA&FBC

**RESOLUTION ON
RETENTION OF EXAMS AND STUDENT ACCESS TO SAME**

- WHEREAS, Students have occasionally experienced problems in the past gaining access to exams and other evaluation instruments; and
- WHEREAS, Faculty currently have no formal obligations as far as retention of evaluation materials; and
- WHEREAS, It would be desirable to have a uniform policy on the campus, for the sake of fairness and resolution of any student/faculty disagreement; therefore, be it
- RESOLVED: That the policy listed below be added to the appropriate section of CAM:

Retention of Exams and Other Evaluation Instruments

###.1 Faculty Responsibilities Regarding Retention of Exams and Other Evaluation Instruments

Exams, papers, projects, or other tangible items used in the evaluation of students need not be retained by the instructor beyond the end of the term of evaluation, if there was an announced opportunity for students to retrieve same during the term.

For final exams or other evaluation instruments where no announced opportunity for student review existed before the end of the term, instructors should retain the materials for one full quarter. While special situations may arise requiring deviation from this goal, instructors will be responsible to defend any deviation in the event of a subsequent review of a student's evaluation.

###.2 Student Access to Evaluation Instruments

Upon request, instructors should offer students access to all exams, papers, projects or other items used in evaluation which have been retained by the instructor. (See policy on retention, Section _____ above). At the discretion of the instructor, access may be restricted, such as permitting access only in the instructor's presence during office hours.

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In the event of a student grade grievance, the Fairness Board shall be given access to available evaluation instruments.

Proposed By:
Fairness Board Committee/
Student Affairs Committee
February 17, 1987

Memorandum

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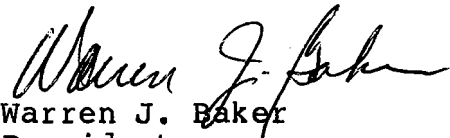
Academic Senate

Date : May 7, 1987

File No.:

Copies : M. Wilson

To : Lloyd Lamouria, Chair
Academic Senate

From : 
Warren J. Baker
President

Subject : ACADEMIC SENATE RESOLUTION ON
RETENTION OF EXAMS AND STUDENT
ACCESS TO SAME (AS-247-87/SA&FBC)

On March 11, you transmitted to me a resolution adopted by the Academic Senate on March 10 relative to retention of exams and student access to same (AS-247-87/SA&FBC). This recommendation has been reviewed by appropriate university staff, and I am pleased to approve the resolution as submitted.

The resolution calls for including a new section of CAM dealing with this issue. The Office of the Vice President for Academic Affairs is currently in the process of doing an editorial revision of CAM section 400 dealing with Academic Affairs, and by copy of this memo I will ask that he include the contents of the Academic Senate resolution within that section of CAM as it is developed.