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.
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

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.