

Section:	II.3.40	
Title:	Retention of Student Work	
Effective Date:	March 5, 2014	
Approved By:	Provost	
Responsible Unit:	Academic Affairs	
Related Documents:	N/A	
History		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
<u>2.0</u>		<u>Revised</u>
1.0	March 5, 2014	New policy; initial release

I. INTRODUCTION

This policy defines to the retention of student work by an instructor.

II. DEFINITIONS

N/A

III. POLICY

- A. Excluding work which has been returned to students, all instructional faculty are required to retain culminating student projects, exams, papers or documentation of these tasks in a form determined appropriate by the responsible faculty. The work (or documentation of the work) must be retained for a period of one academic semester following the semester in which that work was submitted for a course grade. For summer courses, work must be retained through the following fall semester; for winter courses, work must be retained through the following spring semester.
 - B. In the event that an appeal of the student grade is in progress, the work must be retained until the appeal is exhausted.
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- C. In cases where coursework is submitted electronically, faculty could consult with IT or Instructional Design about proper procedures regarding downloading and /or saving student work.
- D. Faculty leaving the employment of The College of New Jersey are required to submit to their department chair final student exams, papers, projects, or documentation of such culminating learning tasks so that these materials may be retained by The College for the period described above.