

PSYCHOLOGY DEPARTMENT RECORDS RETENTION POLICY

Academic records, including completed class tests, examinations, course papers, grade books, and grade sheets are retained for one year after the grades for a particular class are submitted. At the end of this one year period, such records may be destroyed. Faculty, lecturers, or graduate student instructors who graduate or separate from the University should turn in active records (i.e., those within the one year period), to the Associate Head prior to their departure. Graduate student teaching assistants or graders should turn in all academic records to the instructor of record at the end of the active semester.