



March 20, 2015

To: Jose Wudka, Chair  
Riverside Division

From: Sarjeet Gill, Chair, Executive Committee  
College of Natural and Agricultural Science

**Re: CEP Policy for the Retention of Graded Materials**

The CNAS Executive Committee at their March 10<sup>th</sup> meeting reviewed the CEP Policy for the Retention of Graded Materials. The Committee has recently created a new CNAS regulation and would like to suggest for some of the wording to be included in the CEP Policy for the Retention of Graded Material. Please see the drafted regulation below:

R5.1.1.1 To allow any student to meet the 6 week appeal window of R5.1.1 and to allow for the referenced appeal process to run its course, original graded materials that have not been returned to or picked up by a student should be retained by the instructor for the entirety of the academic year quarter following the issuing of the original grade (retention quarter). (For these procedures, Summer Session is not considered a quarter.) A student should be allowed reasonably unrestrictive opportunities to view or pick up the graded materials during this retention quarter. Retention of such graded materials beyond the retention quarter is not required, but is recommended for up to one year in light of R1.1.7 and R1.4.2. Shredding or controlled combustion is also recommended as the preferred mechanism of destruction of such materials after the retention period, to preserve privacy of student records.