

## **PROPOSAL 14-97**

### **POLICY ON CORRECTING STUDENT GRADES AND RETENTION OF STUDENT WORK**

A student having an error in a final course grade received should contact the instructor and the registrar as soon as possible but no later than one month after the beginning of the next quarter. Graded student work (exams, papers, homework, etc.) which has not been returned to the student should be retained by the instructor of record for at least one month after the beginning of the next quarter or until existing disputes have been resolved.

**Adopted by Senate: April 30, 1997**

**Approved by President: May 14, 1997**

**Revised in Proposal 11-07**

**Amended with Proposal 13-08 to reflect quarter to semester changes**

**Became Senate Policy 310.1**