

# Oklahoma State University Policy and Procedures

## RETENTION OF GRADE BOOKS AND RECORDS

2-0214  
ACADEMIC AFFAIRS  
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### INTRODUCTION

1.01 The Consolidated General Records Disposition Schedule for State Universities and Colleges set forth by the Oklahoma Archives and Records Commission states:

A. *Instructor Grade Books*: Retain in office five (5) years, then destroy provided no complaints have been filed. If a complaint has been filed destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

B. *Completed Tests, Examinations, and Papers File*: Retain in office until returned to students. Retain unreturned material in office until expiration of academic appeals period, then destroy.

C. *Comprehensive Examination File*: Retain in the academic department for four (4) years, then destroy provided no grievances have been filed. If grievances have been filed destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements

### POLICY

2.01 It is the responsibility of faculty members at Oklahoma State University to ensure the existence of student grade records and certain other materials basic to the conduct of courses.

### PROCEDURES

3.01 Faculty members must maintain written records, in a grade book or comparable formal account, of the results of student examinations, projects, presentations, conditions for the removal of an "I" and other items that count toward the final grade or an incomplete grade.

3.02 Faculty members must maintain copies of syllabi, course policy statements, examinations, and other materials pertinent to their courses for a five-year period.

3.03 The responsible party, faculty member or department head, should retain all grade records for five years; then they may be destroyed provided no complaints have been filed. If a complaint has been filed, the records may be destroyed two years after the exhaustion of all legal remedies, provided records meet all other stipulated retention requirements.

3.04 Faculty members must retain completed tests, examinations and papers until returned to students. If papers are not returned to students, unreturned materials must be retained in office until the expiration of the academic appeals period; then they can be destroyed. The deadline for filing grade appeals is no later than four (4) months after the date the grades are officially due in the Registrars Office, or six (6) weeks after the student begins a new semester, whichever comes first. (OSU Policy and Procedures, 2-0821).

3.05 Complete Qualifying comprehensive or general examinations for Masters or Doctoral degrees must be retained in the academic department for four (4) years. If grievances have been filed destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

3.06 Academic department heads are responsible for ensuring that faculty members and teaching assistants who are leaving Oklahoma State University for an extended time (such as a sabbatical leave) or permanently deposit their written records of student examinations, projects, presentations, and other items that count toward the final grade as well as copies of syllabi, course policy statements and examinations, with their department head. Either originals or exact copies, but not electronic files, are acceptable. Adjuncts must also return all above records to department heads, or in case of OSU- Tulsa, to the VP for Academic Affairs, who will in turn forward them to the department head.

Approved: President Boger, February 1, 1985

Revised: Faculty Council (11/14/03)

Instruction Council (11/21/03)

Deans Council (12/11/03)

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