

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 2:012	Supersedes Policy Number: N/A
Date: December 3, 2002	Dated: N/A
Subject: Faculty Retention of Unreturned Student Work	
Initiating Authority: Vice President for Academic Affairs	TBR Policy/Guideline Reference: G-070
Approved: <p style="text-align: right;">President: Signature on File</p>	

All materials that affect students' grades ("I" is not a grade) and are not permanently returned to the students must be retained by the instructor for the length of the student grade appeal period, said period being one calendar year from the date the grade is submitted to the Office of the Registrar.