

**Austin Peay State
University**

Faculty Retention of Unreturned Student Work

POLICIES

Issued: March 25, 2017

Responsible Official: Provost and Senior Vice President for

Academic Affairs

Responsible Office: Academic Affairs

Policy Statement

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.

Revision Dates

APSU Policy 2:012 – Rev.: March 25, 2017

APSU Policy 2:012– Issued: December 3, 2002

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
<input checked="" type="checkbox"/>					

Approved

President: signature on file