

DUQUESNE UNIVERSITY
GRADED MATERIALS RETENTION POLICY

Faculty members shall keep students' final examinations and/or final papers and projects for one year beyond the end of the course in question. Students have the right to review their final examinations, papers and projects during this period.

Faculty members shall retain information on course grades for four years beyond the end of the course. Students' rights to appeal course grades are described in the appropriate policy and procedure documents.

When faculty members separate from the University for any reason, including for approved leaves, they shall leave with their department chair all final examinations, papers, projects and course grade information in their possession.