



Written Assignments & Marks Records: Retention of

Category: Academic;

Jurisdiction: Provost and Vice President, Academic; Senate Teaching & Learning Committee;

Approval Authority: Senate;

Established on: February 22, 1994;

Amendments: None.

Resolved that with regard to the retention of written assignments, the instructor in each course retain for one year from the publication of grade:

- a) all written assignments not returned to the student;
 - b) all records pertaining to the calculation of the student's grade.
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Review Period: 7 years;

Date for Next Review: 2020-2021;

Related Policies and Procedures: To be determined;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca.