

Retaining Course Information and Records

In many cases, we request that faculty members retain papers and other assessment artifacts as outline below and in some cases we *require* these items. We may require these items for accreditation or student learning outcome assessment documentation. In some cases, prior to returning papers, etc. to students, it may be necessary to copy or scan items for our records.

Note that a convenient way to keep documentation is to utilize D2L for assignments. In this way, faculty and the university can access submissions and grades long after the conclusion of the course. http://www.etsu.edu/senate/facultyhandbook/section5.aspx#papers_test

Please consider the following:

Syllabi: See <http://www.etsu.edu/coe/chs/documents/syllabus.pdf>

We ask that instructors of all courses send an electronic copy of the syllabus to the department secretary at the beginning of each semester (and submit any substantial changes).

Student Learning Outcome Assessment and Institutional Effectiveness: See http://www.etsu.edu/coe/chs/documents/slo_assessment.pdf

Due to university and accreditation requirements, we may require artifacts of student work for documentation so that we can record student learning. It is helpful to either have students submit work through D2L as this allows us access long after the course is complete or to make copies/scan student work as required for this purpose. Please see your Program Coordinator or Faculty Liaison for information about needs in your courses.

Fieldwork and Service Learning Courses: See http://www.etsu.edu/coe/chs/documents/field_experience_course_info.pdf

There are many documents associated with these types of courses that require that we retain. Hour logs, contracts, evaluations, etc. are required. In some cases, they may be stored in D2L, in other cases we require the originals to be kept in student files. Please note this and make copies of all documents to provide to students and obtain and submit the originals to the appropriate person. Please see your Program Coordinator or Faculty Liaison for more information.

5.8 Policy on Retention of Papers, Tests, and Records

Unless the papers are returned to the students, East Tennessee State University faculty members will retain papers (including but not limited to tests, examinations, and research papers) on which grades are based at least until the period for grade challenge has expired (one calendar year from the time the grade was issued). Any student who challenges a grade must provide returned papers if they are to be used as evidence for the challenge.

For certain types of objectively scored tests, examinations, and assignments for which reasonable opportunities are provided for students to determine the accuracy of scoring, a record of the results will adequately substitute for the papers themselves.

Faculty members leaving East Tennessee State University will provide their departmental chairperson with the papers and grade records or copies thereof for the year preceding their departure from campus they would be required to keep if they remained at East Tennessee State University.

Academic divisions of East Tennessee State University may develop paper and record retention policies that require or provide for retention of all or certain papers and records for time periods greater than those required by these policies.