

# Psychology Document Retention Policy

*Accepted as Department policy effective April 24, 2015*

*Vote: Yes (18), No (1), Abstain (0)*

The purpose of this policy is to help the department comply with requirements contained in [Executive Order 1031](#), the *CSU Records/Information Retention and Disposition Schedules*. A CSU web site resource can be found at <http://www.calstate.edu/recordsretention/>. Given that the CSU Schedules do not address graded materials generated within the context of a course, we have established the following department policy.

## Guiding Principle:

- Students should have an opportunity to review and discuss all material contributing to their grade in a class.
- Our expectation is that this review will occur prior to the end of instruction, but we understand that situations may preclude a complete review within a single semester.

## Policy:

### *Graded Course Material:*

- All personally identifiable graded material that has not been picked up by the student will be shredded one calendar year after the end of the term in question with the exception of:
  - Any material that is part of or may be included in allegations of violation(s) of the Student Conduct Code or University Policy (e.g., Academic Integrity).
- Material related to student conduct or academic integrity investigations should be retained for the remainder of the student's enrollment at the university or up to five years from the date the matter was resolved, whichever is shorter.
  - See Senate Policy [S07-2 – Academic Integrity](#) and [CSU Executive Order 1098-Student Conduct Procedures](#) for a discussion of procedures.

### *Grade Rosters, Grade Books and Syllabi:*

- A copy of the instructor's grade book (i.e., list of graded assignments and final grade) should be securely retained for a minimum of seven (7) years after grades have been officially posted.
- Faculty who leave the Department must provide a copy of all retained grade rosters and grade books to the Department Chair prior to their separation from the department or university.
- If, as is Department policy, a copy of each syllabus was not submitted to the Psychology Office at the beginning each semester, then copies of said syllabi should be retained and submitted for each grade book included above.

## Dissemination:

Posted as policy on the department webpage.

## Scope:

This policy is internal to the department.