

**AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL**

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| Policy Number: 2:012  | Supersedes Policy Number: N/A            |
| Date: December 3, 2002  | Dated: N/A                               |
| Subject: Faculty Retention of Unreturned Student Work                               |  |
| Initiating Authority: Vice President for Academic Affairs                           | TBR Policy/Guideline Reference:<br>G-070 |
| Approved:<br><br><div style="text-align: right;">President: Signature on File</div> |  |

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.