

Student Viewing of Final Exams and Papers

Faculty and students should be able to work together in a realm of mutual trust. When this occurs, the educational process will be enhanced. Therefore, to this end, the following policy has been adopted:

1. Faculty members have the responsibility of making final exams and papers available for student viewing. However, the faculty member may or may not allow students to retain these materials.
2. Faculty members must make papers and final examinations accessible to students for a period of one semester after a final grade has been issued, or when an "incomplete" becomes a final grade (an "incomplete" is not a final grade). The summer sessions are excluded as being considered semesters.
 - a. Students who do not examine a paper and/or final examination within the time frame stated above shall forfeit any further viewing privileges and the faculty member may do with the materials as he or she sees fit.
 - b. If a student is ill, or otherwise unable physically to view the materials, he or she must notify the faculty member in writing within one semester. If notified, the faculty member will return the materials or retain them for a mutually agreeable period until viewed.
 - c. If a faculty member is on sabbatical leave, medical leave, or any other type of leave of absence, the materials shall be retained for one semester following the faculty member's return.
3. If a student wishes to dispute a grade and the unreturned final exam and/or paper is relevant, the student must notify the faculty member in writing within one semester. The faculty member will either return the materials or retain them until the dispute is settled.
4. If a professor either refuses to show or makes inaccessible final examinations and/or papers, the student may take the following due process route to attempt to resolve the situation: department chairperson, dean of that particular college, Senate Ethics Committee.