
Academic Affairs**RETENTION OF STUDENT WORK, GRADE RECORDS, AND GRADE APPEALS**

1. The following should be retained by instructors for at least one calendar year after the completion of a course :
 - Classwork used for student evaluation (e.g., projects, papers, tests) that is not returned to students.
 - Grade books (paper or electronic) containing records of how student grades were computed.
2. At the end of a calendar year, student work not picked up can be discarded. If a student's grade is under appeal, the instructor should retain the classwork still in his or her possession and the grade book used for that course.
3. Discarded student work should be shredded or otherwise altered so that the student's identity remains anonymous.
4. In the event of extended absence from the community, faculty members should report the location of the grade book to their department head or dean.
5. Adjuncts, retirees, and faculty leaving Ferris for other employment should leave their grade books with their department head or dean.
6. Students have one year to appeal a course grade. After a year, grades cannot be changed.
7. Students receiving an "I" (Incomplete) have until the close of the following semester to complete the necessary work. If the work is not completed, the "I" automatically becomes an "F," unless the instructor submits a written authorization for a time extension to the Registrar's Office.
8. Students receiving an "IP" (In Progress) must complete all the required work for the course(s) by the close of the semester following the end of the last course in the sequence in which the "IP" was received. If the work is not completed, the "IP" automatically becomes an "F," unless the instructor submits a written authorization for a time extension to the Registrar's Office.