HANDLING GRADED WRITTEN MATERIALS

Faculty members giving students any type of test, quiz, research, or other type of paper or any type of written proficiency examination that affects the student's final (cumulative) grade during the semester shall:

- Return the written graded material to the student within fifteen (15) days, inclusive of the day the material is due, in which the University has classes, or
- Hold the written graded material for a period of thirty (30) days, inclusive of the day the material is due, in which the University has classes. During this period the material must be available for inspection by the student who did the work.

Faculty members giving students any type of test, quiz, research, or other type of paper or any type of written proficiency examination that affects the student's final (cumulative) grade at the end of the semester shall:

- Offer to mail the graded material to the student provided the student supplies a stamped, self-addressed envelope. Such materials must be postmarked within fifteen (15) calendar days of the last day of the semester. The last day of the semester shall be the day in which all classes and examinations cease for the semester. This policy is applicable to take home examinations.
- If the material is not returned or cannot be returned as a result of standardized testing, the graded material shall be made available for inspection by the student who did the work for a period of not less than the first thirty (30) class days of the following semester.

For Lewiston-Auburn College courses, final exams and papers are kept on file for student pick-up for one semester after the course is completed.