

University Policy 4.01.02

Retention of Student Records and Work Products

Revised Policy Approval Date: August 25, 2017

Revised Policy Effective Date: September 1, 2017

Revised Procedure Approval Date: August 25, 2017

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POLICY STATEMENT

Capella University follows state and federal guidelines in maintaining student records, which include official transcripts, documents, and files containing student data regarding courses completed, academic credits earned, grades and degrees awarded, and periods of attendance.

Student records are retained according to the university's records retention schedule and this policy. Students' official Capella transcripts are maintained indefinitely. Transcripts serve as the permanent academic record of Capella University work.

Student work products are not maintained indefinitely by Capella University. Capella University encourages students to retain and back up student work products and grading records while pursuing their program. Advanced doctoral students are required to maintain some work products in alignment with Capella University's Research Integrity Standard Operating Procedures.

RATIONALE

The purpose of this policy is to clearly state Capella University's policy and procedures governing the retention of student records and work products.

DEFINITIONS

Grading Record

A grading record is a set of materials relating to computation of grades, including but not limited to the faculty grading roster and committee scoring rubrics.

Student Work Products

Student work products are documents or information pertinent to a student's work in a course, such as assignments, instructions, course-related correspondences, academic work and records.

PROCEDURES

I. Student Work Product Retention

- A. Students are strongly encouraged to retain all course-related work and faculty correspondence related to final course grades in their own electronic files.

- B. Advanced doctoral students are required to retain dissertation or doctoral capstone research records according to Capella University's Research Integrity Standard Operating Procedures.
 - C. Faculty keep all student work products in Capella courserooms and systems for the duration of the course.
 - D. Students have access to courserooms for the duration of their course. Students may also access their course for up to one additional quarter after course completion.
- II. All procedures in this policy apply to students in programs in GuidedPath and FlexPath formats.

POLICY OWNERS

Academic Owner: Registrar, University General Counsel
Operations Owner: Admissions & Records Operations

RELATED DOCUMENTS

University policy 3.01.09 Degree and Certificate Conferral
University policy 3.03.01 Human Research Protections

REVISION HISTORY

Original Policy Approval Date: August 2, 2004
Revision Dates: 1-11-07; 8-25-17
Administrative edits as result of ongoing review: 1-30-07; 2-22-10; 4-17-12; 4-1-18; 7-1-18; 1-1-19; 3-26-21; 7-1-23; 7-1-24; 4-1-25
Formerly university policy 04.03 Retention of Learner Records