

**University Policy 4.01.02****Retention of Learner Records  
and Work Products****Policy Revision Approval Date: August 25, 2017****Policy Revision Effective Date: September 1, 2017****Procedure Approval Date: August 25, 2017****Procedure Effective Date: September 1, 2017****POLICY STATEMENT**

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

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

Learner work products are not maintained indefinitely by Capella University. Capella University encourages learners to retain and back up learner work products and grading records while pursuing their program. Advanced doctoral learners 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 learner 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 instructor grading roster and committee scoring rubrics.

**Learner Work Products**

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

**PROCEDURES****I. Learner Work Product Retention**

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

### **POLICY OWNERS**

Academic Owner: Admissions and Transfer Officer, Legal  
Operations Owner: Learner Services and Operations

### **RELATED DOCUMENTS**

3.01.09 Degree and Certificate Conferral  
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  
Formerly university policy 04.03 Retention of Learner Records