
**LONG ISLAND UNIVERSITY - BROOKLYN CAMPUS
SCHOOL OF BUSINESS, PUBLIC ADMINISTRATION AND
INFORMATION SCIENCES**

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2.0 FACULTY RECORD KEEPING

In accordance with University policy all full-time and adjunct instructors are required to maintain proper and accurate student records and to retain them for the length of time outlined below:

RECORD	ON FILE	TIME LIMIT
Change of grade	Student Record	6 years
Class roster *	Department	6 years
Grade posting *	Department	6 years
Attendance verification	Faculty	6 years
Class withdrawal	Student record	6 years
Drop/Add	Student Record	1 year
Final examination #	Faculty	1 year

Additional Guidelines and Requirements:

* Attendance records for each section taught, along with grade books and/or cards, are to be filed in the department at the end of the semester.

Students have the right to see their graded final examinations, therefore instructors are advised to keep examinations on file for one year.