

Returning Course Materials Back to Undergraduates

With respect to returning students' course work, please ensure that this is done during class time. In the event that you do not have ample time to return assignments or tests to the students before the end of the term, or there are students not present in class when you hand them back, please set up office hours with either yourself or your TAs and announce these times to your students. If you still have assignments not picked up, the main office can then (and only then) provide assistance in this matter.

After the completion of the course, you may submit the assignments to the office for distribution. Please make sure to inform your students where they are located (Sidney Smith Hall, 4th floor, room 4020).

Before submitting students' work to the office, please note that all items **MUST** be **alphabetized**. Your assistance will be greatly appreciated.

Students will be asked to show their student card to retrieve the assignments.

The office will keep the course materials for two weeks on a consistent schedule, which is listed below. After the two weeks, you will be asked to retrieve all remaining course materials, or they will be placed in your mailbox. Please keep all term course materials (including tests) for **one year** from the date submitted/written.

Completed Course Term	Two Weeks Holding
Fall "F"	3 rd and 4 th weeks of January
Fall "Y"	1 st and 2 nd weeks of June
Winter "S"	1 st and 2 nd weeks of June
Summer "F"	1 st and 2 nd weeks of July
Summer "S" or "Y"	1 st and 2 nd weeks of September