Disciplinary Record Retention

Summary/Purpose: To provide a safe and confidential disciplinary process including record retention.

Disciplinary hearings held through the University judicial system are closed to the public. Suspension or expulsion from the University may be noted on a student’s transcript. Imposition of other sanctions shall be noted within a student’s confidential disciplinary record maintained by the Office of the Dean of Students as well as Student Housing and Residence Life. Student disciplinary records shall not be disclosed to third parties except as required by the Campus Security Act or allowed by the Federal Educational Rights and Privacy Act. Records of student disciplinary hearings will be retained under the direction of the Office of the Dean of Students or other appropriate judicial body or officer for three years following a student’s graduation from the University or date of last attendance. If a case involves suspension or expulsion from the University or involves ongoing or pending litigation, the records may be kept longer.