SECTION 8: STUDENT RECORDS

8-6 DISCIPLINARY AND HEARING RECORDS

A. For each student or student organization who/that receive a disciplinary sanction (see Section 2-4 of the Code) the University shall maintain a written record reflecting the nature of the violation, sanction assessed, and other pertinent information. Files are “Active” until the matter is resolved. Records are kept in accordance with the university’s General Records Retention Schedule, currently six years following the current academic year.

B. Students needing to review their disciplinary or hearing records are asked to contact the Dean of Students Office or Housing Office, as appropriate, to schedule an appointment to conduct the review of these records.

C. The contents of a student’s disciplinary record may be made available to persons outside the University only upon written request of the student, in response to a court order or subject to Section 8-3 of the Code.

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