

Student Conduct Records Retention and Disclosure

1. Retention of student conduct and concern records

As a general rule, student conduct and concern records are retained by the University until the end of the academic year that is seven years after the date of the incident, or for the period of time in which a corresponding sanction is disclosable, whichever is longer. The University reserves the right to retain student conduct and concern records for a longer period of time when the University deems necessary or appropriate. For cases resulting in a student's disciplinary separation from the University (i.e. expulsion), the records are kept indefinitely. The University may also keep records of student conduct matters that remain unresolved or pending at the time a student left or withdrew from (or otherwise ceases enrollment with) the University.

2. Disclosure of student conduct and concern records

Disclosure of student conduct records to external third-parties will only be in accordance with applicable laws and regulations and the Student Records Policy (which is included in the Student Handbook). Student conduct and concern records are considered separate from all other University records and are not included on an academic transcript, except in cases where the awarding of a completed degree is withheld or revoked. Disclosure of specific disciplinary action or referral and the corresponding violation(s) will follow the below guidelines, subject to the additional disclosures discussed below:

1. Non-Reportable Sanctions (Conduct Notice, Verbal Warning, Housing Status Advisory, and Probationary Warning), referrals to the Community Standards Coordinator, cases where no sanction was imposed and the corresponding violation(s) are not disclosed, except when required by law.
2. Sanctions of Disciplinary Probation and the corresponding violation(s) will be disclosed for one (1) year after completion of the sanction. Students may petition the Dean of Students Office to terminate third-party disclosure at graduation in cases where the one-year disclosure period extends beyond the anticipated graduation date. This option is only available for sanctions of Disciplinary Probation and will only be considered within 90 days of the anticipated graduation date.
3. Sanctions of Disciplinary Probation with Loss of Privilege and the corresponding violation(s) will be disclosed for two (2) years after completion of the sanction.
4. Sanctions of Suspension and the corresponding violation(s) will be disclosed for five (5) years after completion of the sanction.
5. Sanctions of Expulsion and the corresponding violation(s) will be disclosed indefinitely.
6. Other disciplinary measures are not disclosed, except when required by law. However, the withholding or revocation of a degree pursuant to this Code shall be noted on a student's academic transcript until such time as the degree is awarded.

While the University only discloses sanctions and violations in accordance with these guidelines, students are encouraged to be forthright with a prospective employer, educational institution, or licensing authority regarding the student's conduct while enrolled at the University.

Notwithstanding the disclosure guidelines above, consistent with applicable laws and regulations:

- The University reserves the right to notify parent(s) or legal guardian(s) about the disciplinary status of their student.
- The University may also indefinitely report matters that remain unresolved or pending at the time a student left or withdrew from (or otherwise ceases enrollment with) the University.

- Student conduct records may be shared internally with University personnel having a legitimate educational interest, including required disclosures pursuant to Title IX and other policies.
- For cases involving: (1) a serious or continuing threat, an alleged crime of violence, or sexual offenses, certain information may be disclosed to the community and/or law enforcement and to the complainant, or (2) a Title IX disciplinary process, information regarding the findings and sanctions will be disclosed to both complainant(s) and respondent(s).