XIII. Disciplinary Records

1. All records of disciplinary action are maintained confidentially in the student conduct and mediation programs office. In cases which involve suspension, dismissal or expulsion, the academic departments are notified and the action is also recorded on the student’s academic transcript.

2. No one outside the institution shall have access to a student’s disciplinary record nor will the student conduct and mediation programs office disclose any information in these records without the express written consent of the student involved except as provided in the “Family Educational Rights and Privacy Act of 1974.”

3. Students wishing to review their disciplinary records may do so by making a request to the student conduct and mediation programs office. Records will be made available within five (5) business days from the date of request. Students may also have copies made of their records at their own expense, except for audio recordings, which will be erased at the end of each semester unless they are being used in an appeal hearing.

4. Students who believe that their disciplinary records contain information that is inaccurate, misleading, or otherwise in violation of their privacy or other rights should follow procedures described in the “Family Educational Rights and Privacy Act of 1974” in order to correct them.

5. Disciplinary records shall be retained until two (2) years after the date of the student’s graduation or, in the case of withdrawals, the date the student would have normally graduated and then destroyed at the end of the next semester in which the date falls. Records of suspension, dismissal and expulsion shall be retained indefinitely.