

Student Affairs Community Standards

Records Liaison: Donna Vrana

CommStd1 Discipline Records

Records containing information regarding a charged student and a student who believes he/she was a victim of a student's misconduct. File may include but is not limited to information about the charge, the process, CDC members names, Incident Reports, verdict and sanctions imposed and appeals.

Retain seven years from date student graduates or leaves college.

CommStd2 Restricted Lists

Weekly lists of students and any one else restricted from campus or campus activities.

Cut off at the end of the fiscal year and retain one year.

CommStd3 CDC (College Disciplinary Committee)

CommStd3.1 Judicial (CDC) Training

Training materials created for training CDC (College Disciplinary Committee) members.

Retain until superseded or no longer of administrative need.

CommStd3.2 Judicial (CDC) Training Member Confidentiality Forms

Forms signed by members of the CDC (College Disciplinary Committee) acknowledging their agreement to keep hearings and other information confidential.

Retain seven years from graduation or withdrawal from the college.

CommStd3.3 CDC Member Lists

Lists of current members of the CDC (College Disciplinary Committee).

Cut off at the end of the fiscal year and retain one year.

CommStd4 On Call Lists

Lists of administrators on call in case of an emergency at the college.

Cut off at the end of the fiscal year and retain one year.

CommStd5 Fine Records

Records of fines imposed and collected by Community Standards and sent to Finance.

Cut off at the end of the fiscal year and retain one year.

CommStd6 Student Request Forms

Forms completed by parties (i.e. FBI, law enforcement) seeking copies of student records.

Retain equal to seven years from date of student graduation or one year from date request received, whichever is longer.

CommStd7 Police Reports

Copies of Police Reports created by Campus Police for various offenses by students and submitted to Community Standards for review.

Cut off at the end of the fiscal year and retain three years.