

Office for Institutional Equity Record Retention Policy

Policy Background

Responsible Position for Policy: Director of the Office for Institutional Equity

Office Responsible for Policy: Office for Institutional Equity

Scope of Policy: STUDENT, STAFF, FACULTY records

Issue Date: 08/01/2019

Last Revision Date: 08/26/2024

Policy Text

The Director of the Office for Institutional Equity will retain records of all reports, regardless of whether the matter is resolved by means of adaptive resolution or formal resolution for no less than seven (7) years. Reports resolved by means of adaptive resolution are not part of a student's conduct file or academic transcript. Reports resolved by means of adaptive resolution involving faculty or staff members will remain in their employee files as appropriate.

Affirmative findings of responsibility in matters resolved through formal resolution are part of a student's conduct file or employee's employment record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of these files.

In addition to the records described above, records of expulsion for students or dismissal for employees are, in general, permanently recorded on a student's academic transcript or in an employee's employment record. The conduct files of students who have been expelled from the College are maintained in the Dean of Students Office indefinitely. The Conduct files of employees who have been dismissed are maintained by the Office for Institutional Equity indefinitely. Conduct files of students and employees who have not been expelled will be shredded or otherwise destroyed after the seven (7) year retention deadline has passed. Further questions about record retention should be directed to the Office for Institutional Equity.

Approval Process

Frequency of Review: This policy will be reviewed biannually.

Necessary Approval Constituents: Director of the Office for Institutional Equity and General Counsel