



The University Of

T A M P A

# Office of Student Conduct Record Retention Policy

Version: 5.0

Effective Date: 5/1/2017

## Policy Summary:

The Office of Student Conduct requires that all disciplinary records be retained following the procedures outlined in this document. As of July 1, 2016 all disciplinary records will be maintained electronically in Advocate by Symplicity for (7) seven years after the date of the last responsible violation. In instances when a student has been suspended or expelled a student's record may be maintained indefinitely.

## Applicability/Eligibility:

Office of Student Conduct

## Exceptions:

none

## Policy Administration:

Mandating Authority:

(Check all that apply)

Federal Law

University President

Other: (specify)

State Law or Regulation

Accrediting Body

## Responsible Office/Dept/Committee(s):

Name	Campus Address	Phone Number
Office of Student Conduct	Vaughn 202, Campus Box P	813.258.7228

## Responsible Executive(s):

Name	Title	Phone Number
Timothy Nelson	Assistant Dean of Students and Director of Student Conduct	813.258.7228

## Policy Management:

### Policy History:

Date	Version	Reason for Change
1/11/2017	1.0	Initial policy draft
2/20/2017	2.0	Initial policy with edited review
8/29/2020	3.0	Annual Policy Review with Workday Student 3 <sup>rd</sup> Party Release Information edits
8/20/2021	4.0	Annual Policy Review
7/28/2022	5.0	Annual Policy Review

Policy Approvals and Reviews:

Date	Organizational Group
4/3/17	Associate Dean of Students, Jennifer Scaia
4/4/17	Dean of Students, Stephanie Russell Krebs
4/11/17	University Registrar, Michelle Pelaez
4/13/17	Chief Information Officer, Information Technology and Security, Tammy Clark
5/4/17	Vice President of Operations and Planning, Linda Devine

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**Location:** The Office of Student Conduct Records Retention Policy will be posted on the Office of Student Conduct webpage at [www.ut.edu/studentconduct](http://www.ut.edu/studentconduct).

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**Full Policy Text:**

**Policy Statement:**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that provides regulations regarding the access, review, amendment, and disclosure of student educational records. Student disciplinary records are included within the definition of student educational records. The University of Tampa is required to follow the requirements of FERPA. The following information will discuss the standards by which the Office of Student Conduct adheres to the FERPA requirements.

**Access to Student Records:**

Any student has the right to read and inspect their own student disciplinary record. The information contained within their record will be made available to the student upon written request to the Assistant Dean of Students and Director of Student Conduct or designee. No one outside The University of Tampa will be provided access to a student's disciplinary record without written consent of the student, except under certain circumstances that are permitted by FERPA.

Within The University of Tampa community, only members that have a legitimate educational interest in the student disciplinary record are allowed access to the record. It will be the Assistant Dean of Students and Director of Student Conduct's responsibility to determine if a university community member has legitimate educational interest in the record.

**Maintenance of Student Disciplinary Records:**

When reports are received and/or a student has been charged with a potential violation of the Student Code of Conduct, a disciplinary record for the student is created. As of July 1, 2016 all records will be maintained electronically. The disciplinary record includes but is not limited to all information pertinent to any and all reports received by the Office of Student Conduct and proceedings for conduct processes. Each time a student is found responsible for violating the Student Code of Conduct previous findings of responsibility maintained in this file will be utilized in determining appropriate sanctions.

In most cases, a student's disciplinary record will be maintained by the Office of Student Conduct in Advocate by Symplicity for (7) seven years after the date of the last responsible violation. In instances when a student has been suspended or expelled a student's record may be maintained indefinitely.

For example, as of January 1, 2022 all student disciplinary records that did not result in suspension or expulsion which occurred on or before January 1, 2015 have been destroyed.

### **Disclosure of Student Disciplinary Records:**

Students may consent to release information contained in their student disciplinary record to specific third parties. Students may designate a third-party as permitted to access their educational records through [Workday](#).

The student must specifically name the individuals or the entities to whom they desire their educational record to be released. Unless otherwise requested by the student, The Office of Student Conduct will release a summary of the student disciplinary record to the individual or entity specified as a designated third-party within Workday or other signed written consent to release information. This summary will include the violations for which the student has been found responsible and assigned sanctions. Any violations for which a student has been found not responsible or responsible and then completed an approved student conduct intervention program will not be disclosed in this summary.

### **Parental Notification Policy:**

The Office of Student Conduct recognizes that the University's primary relationship is with its students not with their parents or guardians. However, the Office of Student Conduct understands that parents or guardians maintain an interest in their student's academic, behavioral, and personal successes and can play a role in preventing further misconduct. As permitted within the guidelines of disclosure within the Family Educational Rights and Privacy Act, The University of Tampa reserves the right to notify the parents or guardians of any dependent student under the age of twenty-one who has been responsible for violating the Alcohol, Drug or Drug Paraphernalia policies.

This notification is not intended to be punitive to the student but rather encourage communication between the student and parents/guardians. While the Office of Student Conduct can notify parents of violations of the Alcohol, Drug, or Drug Paraphernalia violations, there is no requirement to do so, and the Office of Student Conduct priority and obligation is to correspond and otherwise conduct business with students and not through parents or other third parties.

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