

## Article XII. Conduct Records

Conduct records are maintained by the Office of the Associate Dean of Students in the following manner:

1. Records included in the federally required Campus Safety Report may be purged seven (7) years after the student's last enrollment date.
2. Other records may be purged five (5) years following the student's last enrollment date.

**NOTE:** *Records resulting in suspension or expulsion may be maintained permanently.*

These retention periods may change based on the Texas A&M University System, federal and/or state mandated requirements.

**Disclosure of Records:** Student Conduct Records fall under the federal regulations described in the Family Educational Rights and Privacy Act (FERPA) (as amended). Accordingly, Student Conduct & Community Standards may only release conduct records if one or more of the following conditions exist:

- The student has given written consent to the release of privacy (FERPA waiver on file to Registrar's Office, (e.g. background check waiver, condition of employment waiver, educational record release, etc.).
- An imminent concern for health and/or safety exists.
- The student involved was under 21 years of age and was found in violation of an alcohol or drug policy. (See Article V for more information).
- A faculty or staff member of the University has an educational need to know in order to complete their job duties.

**Transcript Notation:** When a sanction of suspension or expulsion is levied as a result of a violation of the *Student Code of Conduct*, a notation will be made on the student's academic transcript without exception or time limitation. The notation will differentiate between academic and conduct violations that lead to the assigned sanction.

Access to conduct records is provided in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended and the *Confidentiality of Student Records* policy. A student may request verification of conduct records by providing written authorization to release the records through completion of the proper paperwork at the Public Information Office. Students are able to file an addendum to their record to further explain, clarify or refute information obtained within the record. Expunged records may be retained by the University for two additional years solely to comply with federal law.