Article XII. Conduct Records
Conduct records are maintained by the Office of Student Conduct & Advocacy 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: The records may be retained permanently if the student was expelled, suspended, or blocked from reenrollment and/or in situations that may result in future litigation.

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 (e.g. FERPA waiver on file to Registrar’s Office, 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.
- TAMU-CC reserves the right to notify other colleges and universities on a need-to-know basis as allowed by state and federal regulations.

Transcript Notation: Transcripts of students with pending conduct investigations that could result in expulsion or suspension of one (1) semester or greater, will be held until the conduct process is complete.

When a sanction of suspension or expulsion is levied as a result of a violation of the SCoC, a notation will be made on the student’s academic transcript. The notation will differentiate between academic and conduct violations that led to the assigned sanction. The notation will also include the department responsible for issuing the separation. Finally, the notation will include the dates of separation from the University (if applicable).

Request for Transcript Notation Removal: Notations for expulsion, dismissal, and suspension of one (1) semester or greater will remain on student transcripts and may only be removed upon request by the student, if:

(a) The student is eligible to reenroll in the institution (i.e., suspensions and dismissals only); and
(b) The institution determines that good cause exists to remove the notation.

Requests for removal must be in writing and addressed and delivered to the Office of Student Conduct & Advocacy. Students must follow the process found on the Student Conduct & Community Standards webpage.
NOTE: For additional information see System Rule [http://policies.tamus.edu/11-99-02.pdf](http://policies.tamus.edu/11-99-02.pdf) and TAMU-CC Conduct Requirements for Admissions Applications and Transcripts ([11.99.02.CO.01](#)) procedure.

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 their individual student conduct records via written request to the Office of Student Conduct & Advocacy.