

## STUDENT CONDUCT RECORDS

### POLICY SUMMARY

This policy outlines the circumstances when Northern Arizona University will and will not disclose Student Conduct Records and establishes standards for the retention of Student Conduct Records of various types.

### REASON FOR THIS POLICY

Maintenance, retention and disclosure of Student Conduct Records must occur in accordance with applicable legal mandates and official University policy.

### ENTITIES AFFECTED BY THIS POLICY

- Office of the Dean of Students
- Office of the Registrar
- Student Rights and Responsibilities

### WHO SHOULD KNOW THIS POLICY

- All students
- All staff responsible for student conduct
- University officials responsible for administering student records

### DEFINITIONS

**Student Conduct Records:** hard-copy or electronic documents, files, reports, decision letters, audio or video recordings, and similar materials, regardless of the format or storage method or media, produced by the University as part of or resulting from an administrative student conduct investigation, process, or proceeding.

### POLICY

#### A. Family Educational Rights and Privacy Act

As mandated by the Family Educational Rights and Privacy Act (“FERPA”), students may inspect and review their Student Conduct Records and seek their amendment. With the exceptions outlined in Paragraph B, Student Conduct Records are confidential and may not be released without the student’s written consent.

#### B. Disclosure of Student Conduct Records

While Student Conduct Records are protected as “education records” under FERPA, there are certain limited circumstances in which these records may be disclosed without the student's consent. Northern Arizona University will disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a conduct proceeding conducted against the alleged perpetrator of that crime, regardless of whether the University concludes that a violation was committed. Further, the University may disclose to anyone—not just the victim—the final results of a conduct proceeding, if it determines that the student is an alleged perpetrator of

a crime of violence or non-forcible sex offense, and with respect to the allegation made against them, the student has violated University Policy.

### C. Inquiries

Persons seeking information regarding Student Conduct Records where disclosure is permissible or required may submit a written inquiry to the Office of the Dean of Students, Room 105, University Union, P.O. Box 6015, Northern Arizona University, Flagstaff, Arizona, 86011 or [deanofstudents@nau.edu](mailto:deanofstudents@nau.edu). The Office of the Dean of Students will respond to all such inquiries within a reasonable period not to exceed forty-five (45) calendar days.

### D. Retention

The University will retain Student Conduct Records not involving a suspension, expulsion, or degree revocation for a minimum period of seven (7) years from the date the last conduct sanction is imposed. The University will permanently retain Student Conduct Records involving a suspension, expulsion, or degree revocation.

### E. Transcript Notations

The Registrar shall ensure that notice of any degree revocation will appear on the student's transcript. If the University previously communicated the award of a degree, certificate, or other academic recognition to a third-party, the University may provide notice to that entity of the revocation.

## RESPONSIBILITIES

**Office of the Dean of Students**: ensures that Student Conduct Records are retained and disclosed in accordance with this and all other applicable legal and policy requirements.

**Office of the Registrar**: ensures that Student Conduct Records are retained and disclosed in accordance with this and other applicable legal and policy requirements.

## PROCEDURES

There are no procedures associated with this policy.

## RELATED INFORMATION

### Forms or Tools

[Optional Authorization to Release Student Education Record Information](#)

### Cross-References

[Student Code of Conduct Procedures](#)

[Student Sexual or Gender-Based Harassment and Sexual Misconduct Policy and Procedures](#)

### Sources

[Arizona Board of Regents Policy 5-402](#)

[Family Educational Rights and Privacy Act](#)

## APPENDIX

None.