

# Retention of Records

**9.1** Records pertaining to violations of the Creed will be retained by the Office of Academic Affairs and the Registrar. Should the Office of Student Affairs conduct an investigation into non-academic behavioral misconduct, decisions of the Academic Integrity Committee or the Dean concerning violations of the Creed will be shared.

**9.2** Records of violations of the Creed will be kept in the same manner as academic records retained by the Registrar.

**9.3** Disciplinary records are kept confidential to the extent permitted by law.

**9.3.1.** Records of disciplinary actions resulting in a finding of “not responsible” will be removed from the student’s file in the Office of Academic Affairs and the Registrar’s office.

**9.3.2.** Records of disciplinary actions resulting in a finding of “responsible” and sanctions other than suspension or expulsion are maintained by the Office of Academic Affairs and the Registrar’s office for five years following the date the finding is made at which time they are destroyed.

**9.3.3.** Records of disciplinary actions resulting in a finding of “responsible” and a sanction of suspension or expulsion are maintained by the Office of Academic Affairs and the Registrar’s office in perpetuity. A notation of suspension or expulsion is reflected on the student’s official College academic record (transcript) maintained by the Office of the Registrar.

**9.3.4.** A request to expunge a record may be made to the Dean of the College, with a right to appeal to the President, during the last semester of a student’s attendance before graduation.

**9.3.5.** Records of disciplinary actions resulting in a sanction of suspension or expulsion cannot be expunged.

**9.3.6.** Academic credits earned elsewhere during a period of suspension will **not** be accepted in transfer. Incomplete grades may not be removed during periods of suspension.