

RULES OF
DEPARTMENT OF EDUCATION
DIVISION OF UNIVERSITIES
UNIVERSITY OF FLORIDA

6C1-4.026 Student Affairs: Issuance of Transcripts, Flagging of Records, and Retention of Records in Cases of Disciplinary Action.

The transcripts and future registration records of students subject to disciplinary action are flagged in accordance with the following guidelines:

- (1) The Office for Student Judicial Affairs will flag the records where:
 - (a) such a request is made by the UF Student Honor Court due to pending action for which a penalty may be assessed under the Academic Honesty Guidelines;
 - (b) a student has committed disciplinary acts culminating in suspension and/or expulsion;
 - (c) a student has failed to appear before the Director of Student Judicial Affairs when reasonably notified as to his/her involvement in disciplinary matters;
 - (d) a student with severe behavior problems is no longer attending the University, and it is the determination of the Director of Student Judicial Affairs that a complete review of his/her record is to be made prior to readmission.
- (2) When a student requests issuance of his/her transcript to another educational institution, outside agency or individual, such transcript shall be issued subject to the following guidelines:

(a) If the student has had a disciplinary action taken against him/her which falls under (1)(a) or (b) above, the transcript can only be sent with an overlay indicating that disciplinary action has been or will be taken, and in situations involving (1)(c) or (d) above, the Director of Student Judicial Affairs will review the record to determine and decide whether the transcripts should be sent with an overlay.

(b) The overlay states: "This transcript reflects only the academic record of the student; this student currently is not in good standing and further information should be requested from the Office for Student Services."

(3) The Office for Student Judicial Affairs has adopted the following Retention of Records Policy: Student disciplinary records will be maintained in the Dean of Students Office for a period of nine years from the student's matriculation at the University. Notwithstanding the foregoing, if at the time of the student's graduation, the student requests in writing that his/her disciplinary record be destroyed, that record will be evaluated. The record will be destroyed provided the student had committed only one disciplinary violation which resulted in a written reprimand, and did not:

- (a) cause personal injury;
- (b) cause property damage;
- (c) result in a felony violation of a state controlled substance law;
- (d) disrupt the orderly operation of the University;
- (e) violate the firearm, explosives, dangerous chemicals, ammunition or weaponry

regulations of the University;

- (f) rise to the level of magnitude, or impact of violations described in (a)--(e) above;

or

(g) comes within the jurisdiction of the Off-Campus Conduct section of the Student Conduct Code.

Specific 240.227(1), 240.237 FS.

Law Implemented 240.227(1), (7), 240.237, 240.261, 120.81(1) FS.

History--New 9-29-75, Amended 9-15-83, Formerly 6C1-4.26, Amended 5-18-92, 5-19-93, 6-21-2000.