

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 Dean of Students 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 or designee, the Coordinator of Residential Judicial Programs or the Student Honor Court when reasonably notified as to his or her~~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 or her~~his/her~~ record is to be made prior to readmission.

(2) When a student requests issuance of his or her~~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 Dean of Students Office~~for Student Services~~."

(3) The Dean of Students Office~~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. Student conduct records shall be retained for longer periods of time or permanently if the student was expelled, dismissed, suspended or blocked from enrollment and in situations that may result in future litigation. The student conduct file of an accused student shall be destroyed if the student is not found responsible for violating the Student Conduct Code. Notwithstanding the foregoing, if during the semester~~at the time~~ of the student's graduation, the student requests in writing that his or her~~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 1001.74(4), 1006.61240.227(1), 240.237 FS.

Law Implemented 1001.74(10), 1006.60240.227(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, 6-21-00, _____.