

September 2016

Article VI: Record Retention

Saint Mary's College of California

Follow this and additional works at: <https://digitalcommons.stmarys-ca.edu/undergrad-handbook>

Recommended Citation

Saint Mary's College of California (2016) "Article VI: Record Retention," *Student Handbook*: Vol. 2016 , Article 12.
Available at: <https://digitalcommons.stmarys-ca.edu/undergrad-handbook/vol2016/iss1/12>

This Main Text is brought to you for free and open access by the SMC Handbooks at Saint Mary's Digital Commons. It has been accepted for inclusion in Student Handbook by an authorized editor of Saint Mary's Digital Commons. For more information, please contact digitalcommons@stmarys-ca.edu.

ARTICLE VI: RECORD RETENTION

Discipline records are maintained by the Dean of Students, or designee, and are kept for four (4) years after the student earns a degree or withdraws from the College. After four years, student discipline records are purged. Student discipline files involving sexual assault, sexual misconduct or sexual harassment are kept in the Office of the Dean of Students. For those students who are separated from the College, records will be maintained until four (4) years after their scheduled degree completion date. The College permanently maintains the records of those students who are expelled from the College in the Office of the Dean of Students. Students are responsible for updating directory information, including address, with the Office of the Registrar.