

Undergraduate Student Handbook

Volume 2017 2017-2018

Article 12

9-2017

Article VI: Record Retention

Saint Mary's College of California

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Recommended Citation

Saint Mary's College of California (2017) "Article VI: Record Retention," *Undergraduate Student Handbook*: Vol. 2017 , Article 12.
Available at: <http://digitalcommons.stmarys-ca.edu/undergrad-handbook/vol2017/iss1/12>

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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 intimate partner violence, non-consensual sexual contact, sexual assault, sexual misconduct or stalking 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.