

NOTICE OF PROPOSED REGULATION

Date: July 30, 2008

REGULATION TITLE:

Student Honor Code and Student Conduct Code: Records, Holds, Issuance of Transcripts, and Retention of Records in Cases of Disciplinary Action

REGULATION NO.:

6C1-4.050

SUMMARY: The regulation sets forth the conditions under which the Dean of Students may put a hold on transcripts and future registration records (as previously set forth in Regulation 6C1-4.026) as well as the guidelines for issuance of such a transcript. The records retention policy for conduct records is set forth. Student conduct records will be maintained in the Dean of Students Office through the student's graduation, or in cases where the student does not graduate, the record will be maintained as long as the student remains eligible to re-enroll. Student conduct records are retained for longer periods of time or permanently if the student was expelled, suspended or blocked from enrollment, was found responsible for a significant violation of the Student Honor Code, has a hold or overlay, or in situations that may result in future litigation. A student may request that his or her conduct record be destroyed after he or she has applied to graduate. The record will be destroyed provided the student committed only one Student Conduct Code violation and did not violate the Student Honor Code or commit any significant violation of the Student Conduct Code. The decision on whether or not to destroy the record in these circumstances is final.

AUTHORITY: BOG Resolution dated January 7, 2003.

COMMENTS CONCERNING THE PROPOSED REGULATION SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. The comments must identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: Rebecca J. Holt, Administrative Assistant, 123 Tigert Hall, Post Office Box 113125, University of Florida, Gainesville, Florida 32611, 352-392-1358 office, 352-392-4387 facsimile, regulations@ufl.edu.

NAME OF PERSON WHO APPROVED THE PROPOSED REGULATION: Patricia Telles-Irvin, Vice President for Student Affairs.

THE FULL TEXT OF THE PROPOSED REGULATION IS ATTACHED TO THIS NOTICE.

**REGULATIONS OF
UNIVERSITY OF FLORIDA**

6C1-4.050 Student Honor Code and Student Conduct Code: Records Holds, Issuance of Transcripts, and Retention of Records in Cases of Disciplinary Action.

(1) The transcripts and future registration records of students subject to disciplinary action are placed on hold in accordance with the following guidelines:

(a) The Dean of Students Office will place a hold on the records where:

1. a student has committed Student Honor Code and/or Student Conduct Code violation culminating in suspension and/or expulsion;
2. a student has been placed on interim suspension pending investigation and hearing in accordance with Regulation 6C1-4.044;
3. a student has failed to appear before the Director of Student Conduct and Conflict Resolution or designee, the Coordinator of Residential Judicial Programs or designee, the Health Science Center Student Conduct Committee, the Student Conduct Committee or the College of Law Honor Committee when notified as to his or her involvement in disciplinary matters;
4. when a student fails to complete required sanctions by the assigned deadline; or
5. a student with severe behavior problems is no longer attending the University, and it is the determination of the Dean of Students or designee that a complete review of his or her record is to be made prior to re-enrollment.

(2) When a student requests issuance of his or her transcript to another educational institution, outside agency or individual, such transcript shall be issued subject to the following guidelines:

(a) If the Dean of Students Office has placed a hold on the transcript of a student in accordance with paragraphs (1)(a)1, 2, 3, or 4 above, the transcript will be issued with an overlay which states that the student is not in good standing with the University.

(b) If the Dean of Students Office has placed a hold on the transcript of a student in accordance with paragraph (1)(a)5 above, the Dean of Students or designee will review the record to determine and decide whether the transcript will be issued with an overlay which states that the student currently is not in good standing with the University and to contact the Dean of Students Office for additional information.

(3) The Dean of Students Office has adopted the following Retention of Records Policy: Student conduct records will be maintained in the Dean of Students Office through the student's graduation from the University. In cases where the student does not graduate, the record will be maintained as long as the student remains eligible to re-enroll. In cases where a student goes directly from an undergraduate status to a graduate or professional status, the record will be maintained until completion of the graduate or professional degree. Student conduct records shall be retained for longer periods of time or permanently if the student was expelled, suspended or blocked from enrollment, was found responsible for a significant violation of the Student Honor Code, has a hold or an overlay, or in situations that may result in future litigation.

(4) The student conduct file of an accused student shall be destroyed within one calendar year if the student is found not responsible for violating the Student Conduct Code.

(5) Notwithstanding the foregoing, if during the year of the student's graduation, the student requests in writing that his or her conduct record be destroyed, and that student can demonstrate that he or she has applied to graduate, that record will be evaluated. The record will

be destroyed provided the student committed only one Student Conduct Code violation and did not:

- (a) violate the Student Honor Code;
- (b) cause personal injury;
- (c) cause significant property damage;
- (d) commit a felony violation of a state controlled substance law;
- (e) disrupt the orderly operation of the University;
- (f) violate the firearm, explosives, dangerous chemicals, ammunition or weaponry regulations of the University; or
- (g) rise to the level of magnitude, or impact of violations described in (a)-(f) above.

The decision of the Dean of Students or designee on whether or not to destroy a disciplinary record under this section (5) is final and is not appealable.

Specific Authority: BOG Resolution dated January 7, 2003.

History: New _____, Formerly 6C1-4.026.