

Student Conduct and Community Responsibilities

Dean of Students Office

Illinois State University

RECORDS REQUEST PACKET

Introduction

All student conduct records are maintained by **Student Conduct and Community Responsibilities (SCCR)** for at least seven (7) years. In cases where a student is placed on Disciplinary Probation, the five-year period begins after the expiration of the probation. All incidents that take place during a student's career at the Illinois State University are a single record, so records are maintained at least seven years past the final student interaction with the disciplinary process. Students who are suspended or dismissed by the University for disciplinary reasons will have their records maintained by **SCCR** permanently.

External Access

Student conduct records are protected educational records as defined by the Family Educational Rights and Privacy Act (FERPA). Students have discretionary authority over whether or not any outside individual –OR– agency may access these records. Several exceptions to this include:

1. **SCCR** will always comply with a lawfully-issued subpoena and will notify students of its intent to comply with such directives.
2. Disciplinary records may be shared with other University officials on a case-by-case basis.
3. Disciplinary records may be shared with officials at other colleges and universities when there is a compelling interest to do so.
4. Aggrieved Parties and Complainants (as defined in the Student Code of Conduct) have a right to be provided with specific information related to the results of the conduct process.
5. FERPA has been amended (by the Higher Education Reauthorization Act of 1998) to allow for parental notification in the event of alcohol and drug violations for financially dependent students under the age of 21. Illinois State University does provide for limited parental notification in these cases.
6. FERPA has been amended (by the Higher Education Reauthorization Act of 1998) to allow for public notification of the outcome of the conduct process in the event of acts of violence or non-forcible sexual offenses. While Illinois State University does not provide public release for individual student conduct records, these events will result in parental notification if consistent with the parental notification policy.

Student Access

Students have the right to review and challenge any conduct records being maintained under their name. However, students do not have the right to demand immediate access to their records. The process for reviewing records is as follows:

In order to physically review his or her own student conduct records, a written request must be forwarded to **SCCR** (see Records Request Form below). An appointment must be scheduled with a **SCCR** professional staff member to review the file. Please allow one to three business days for the scheduling of such an appointment. Students wishing to conduct such a review must present a photo identification at the review meeting.

Students wishing to receive copies of their student conduct records must also file a written request with **SCCR** (see Records Request form below). Please allow seven to ten business days for the reproduction of disciplinary records. Students making such a request must either present the request in person with proper identification or have the request notarized.

Students wishing to have their student conduct records sent to any third party must follow the procedures noted above for the receiving of copies of disciplinary records.

Digital Recordings of Disciplinary Proceedings

Digital recordings are made of all Formal Hearing cases and are the property of **SCCR**. Copies of recordings are not granted except by a lawfully-issued subpoena, and transcripts will not be provided under any circumstance. Recordings are maintained for a period of ten days, unless an appeal is pending or there is a presentation of false information which results in additional disciplinary action. Students wishing to review their own recording prior to the appeal deadline may do so only by scheduling an appointment with the appropriate professional staff member.

Appellate Records

Appellate records are maintained in accordance with the appropriate process.

Non-Adjudicatory Records (Conflict Resolution Program)

Mediation, Conflict Coaching, Restorative Justice, Facilitated Dialogue, and Arbitration are alternative forms of dispute resolution and do not result in an official finding of disciplinary action against a student. As such, no records are maintained under an individual's name. The Conflict Resolution Program does maintain a record of disputants in its program, as well as a copy of any agreement reached by the disputants. Non-Adjudicatory records will not be released except by lawfully- issued subpoena.

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RECORDS REQUEST FORM

Name:

Address:

UID:

Phone:

E-Mail:

I, the above listed student or past student, request access to all student conduct records maintained under my name within **Student Conduct and Community Responsibilities** at Illinois State University. I understand that it is my right to have access to be able to review and contest the official records.

I am requesting (check all that apply):

Paper copies of all disciplinary records maintained under my name.

Notice: Please allow seven to ten business days for the reproduction of disciplinary records. Students making such a request must either present the request in person with proper photo identification or have the request notarized.

Paper copies of disciplinary records are free up to twenty-five pages of paper. Copies after twenty-five pages are subject to a fee of ten cents a page, payable by check or money order to Illinois State University. Payment must be received prior to the records being released.

Paper copies of all disciplinary records maintained under my name to be sent to a third party. Note conditions for the release of the records (above). Please supply information on the third party here:

A meeting with a **SCCR** professional staff member to review any and all student conduct records maintained under my name.

If you have any questions about reviewing your records, please contact **SCCR** at (309) 438-8621.

Name (Signature)

Date

Name (Printed)

Notary Public (REQUIRED if not hand-delivered to SCCR)