

DISCIPLINARY RECORDS

The Office of the Dean of Students maintains disciplinary records and a disciplinary tracking system that includes, but is not limited to, the accused student's name and related information, description of the incident, parties involved, Code of Student Conduct violations, sanctions, and other data deemed relevant by the Office of the Dean of Students. This information is maintained in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended.

A respondent's disciplinary records shall be made available to student conduct officers, hearing bodies, and College officials designated in the ESF Student Handbook and related documents as necessary after a determination of responsibility is made. College Hearing Board members shall have no information about a respondent's previous conduct violations or sanctions prior to the determination of responsibility for a violation of the Code of Student Conduct. The Office of the Dean of Students may share disciplinary record information with institutions in which a student seeks or plans to enroll.

Access to disciplinary records will not be provided without the express written permission of students except in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. FERPA allows for parental/guardian notification in cases where students under the age of 21 are found responsible for alcohol and/or drug violations and/or when there is a change in a student's status such as the loss of housing, interim suspension, suspension, or expulsion as the result of student conduct action.

The Office of the Dean of Students retains disciplinary records as outlined in the SUNY Records Retention and Disposition Schedule, Document 6609. Disposition (outcome) letters outlining sanctions of Written Reprimand and/or Disciplinary Probation, and corresponding incident files are retained one year after a student graduates or two years after the date of last registration. Disposition (outcome) letters outlining sanctions of suspension and/or expulsion are retained in the permanent academic record and in the Office of the Dean of Students.