

CLEMSON UNIVERSITY

VICE PRESIDENT FOR STUDENT AFFAIRS
DIRECTOR OF UNIVERSITY HOUSING
OFFICE OF STUDENT CONDUCT

CU 13091 **JUDICIAL SERVICES CASE FILES**
(Sanctions of Disciplinary Probation or Less)

Description:

Used to administer cases and issue decisions concerning sanctions of disciplinary probation or less. Information includes background data, case number, incident reports, notices of charges filed, administrative contracts, description of violation, decisions to dismiss charges when justified, and correspondence.

Retention:

Case files for findings of not guilty or dismissed charges:
1 year after decision is made, destroy.

Other records:
6 years after disciplinary action is taken, destroy.

Supersedes: CU 09376

Schedule approved 8/27/01

CU 13092 **JUDICIAL SERVICES CASE FILES**
(Sanctions of Suspension or Expulsion)

Description:

Used to administer cases and issue decisions concerning sanctions of suspension or expulsion. Information includes background data, case number, incident reports, notices of

charges filed, administrative contracts, names of witnesses, summary of evidence, administrative hearing testimony, decisions to dismiss charges when justified, student suspensions or expulsions, letters of appeal, and related correspondence.

Retention:

Audio tapes:

5 days after hearing or until all appeals have been satisfied, destroy or reuse.

Case files for findings of not guilty or charges dismissed:

1 year after decision is made, destroy.

Other records:

10 years after disciplinary action is taken, destroy.

Supersedes: CU 09376

Schedule approved 8/27/01

CU 9377 **RECORDS ON STUDENTS WITH DISABILITIES**

Description:

Document background information not available in the Judicial Services Case File, concerning disabled students who committed offenses or violations of university policies and regulations. Also used to document disabled students' participation in university services and activities. Information includes name of student, type of disability, student activities, services received and any complaint or violation regarding the student.

Retention:

6 years, destroy.

Schedule approved 9/27/96