

# CLEMSON UNIVERSITY

VICE PRESIDENT FOR STUDENT AFFAIRS DIRECTOR  
OF UNIVERSITY HOUSING/ OFFICE OF STUDENT  
CONDUCT  
OFFICE OF COMMUNITY AND ETHICAL  
STANDARDS

## **CU 13091 SANCTIONS OF DISCIPLINARY PROBATION OR LESS CASE FILES**

### 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 charges dismissed :  
1 year after decision is made, destroy.

All other records:

7 years after disciplinary action is taken, destroy.

REVISED.

Schedule approved 8/27/01; Revised 05/18/13

## **CU 13092 SANCTIONS OF SUSPENSION OR DISMISSAL**

### Description:

Used to administer cases and issue decisions concerning sanctions of suspension or dismissal. 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 dismissals, letters of appeal, and related correspondence.

Retention:

Hearing Recordings:

6 months after hearing or until all appeals have been satisfied, destroy.

Case files for findings of not guilty or charges dismissed:

1 year, destroy.

All other records:

10 years after disciplinary action is taken, destroy.

REVISED.

Schedule approved 8/27/01; Revised 05/18/13

**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