

## UNIVERSITY OF BALTIMORE

### I-12.2 CASE DOCUMENTATION AND DISCIPLINARY RECORDS

Approved: April 2006

Last Update: Fall 2014

#### [Requests to Provide Documentation](#)

At the request of an adjudicator, a student must provide all requested documentation in their possession related to a conduct, non-discrimination and/or sexual misconduct concern. They are also required to actively and honestly participate in the student conduct process. Any student who refuses to participate in the process may be charged with a violation of the Code of Conduct.

#### [Electronic Information and Files](#)

All electronic information and files accessed, created, stored, shared or processed using university resources are considered university property and may be accessed, reviewed and/or shared with appropriate individuals as part of the adjudication process.

#### [Disciplinary Records](#)

Disciplinary records include all documentation regarding student Academic Integrity and Code of Conduct concerns, discrimination complaints and sexual misconduct complaints. All student conduct records are maintained by the Office of Community Life.

#### [Information to Remain on File](#)

Academic Integrity and Code of Conduct files are kept on record for a minimum of seven years after the student completes their degree or is no longer an actively enrolled. Records of cases where the student receives a sanction of suspension, dismissal, and/or expulsion will remain on file permanently. Students who have a Resolution through Agreement on file and did not have any additional violations brought against them during the completion of their degree, may request to have their documentation expunged upon their graduation or after the time allowed for the completion of their program.

Records that have met the seven year requirement are destroyed annually. The Office of Community Life retains the right to make all decisions regarding conduct records and record elimination.

#### [Request to Review Disciplinary Records: Written Documentation](#)

At any time, a student may request to review their disciplinary record. A request for review must be made in writing to the Office of Community Life. Requests will be honored within sixty (60) days. The Dean of Students has sole discretion to make special accommodations and exceptions to this on a case-by-case basis for extenuating circumstances.

Written documentation will be released to individuals in compliance with legal directives

according to state/federal law.

#### [Request to Review Hearing Audio](#)

At any time, the respondent and/or complainant may request to review their Administrative or Board Hearing audio. Reviews must take place in the Office of Community Life and the Dean of Student. The audio may not be recorded or copied.

A request for review must be made in writing to the Office of Community Life. Requests will be honored within sixty (60) days. The Dean of Students has sole discretion to make special accommodations and exceptions to this on a case-by-case basis for extenuating circumstances.

Audio files will be released to individuals in compliance with legal directives according to state/federal law.