

	<i>Responsible Office or Department:</i>	Student Affairs
	<i>Effective Date:</i>	5/22/2025
<b>Judicial Records Retention</b>		

**PURPOSE:**

This policy establishes guidelines for the retention, access, and disclosure of student disciplinary records at Niagara University. It ensures compliance with the Family Educational Rights and Privacy Act (FERPA) in the United States. This policy aims to balance the need to maintain accurate records, protect student privacy, and comply with legal obligations.

**SCOPE:**

This policy applies to all student disciplinary records created, maintained, or used by Niagara University, including records pertaining to students at all campuses and locations. It governs the retention, access, and disclosure of such records in accordance with FERPA.

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**MAIN PROVISIONS:**

Niagara University maintains student disciplinary records for a period of three years after a student's date of graduation. If a student leaves Niagara University before graduating, their judicial records will be kept for a maximum of three years from the date of their original anticipated graduation year.

There are two exceptions to this retention period:

1. Records reported to the Department of Education for Clery purposes will be destroyed after seven (7) years.
2. Records of students who receive sanctions of University suspension or dismissal will be kept permanently; this retention is because the finding was adverse enough to be relevant to future educational institutions and employers who may inquire about the record. All records are maintained electronically and access will be granted to any school official who has a legitimate educational need to know in order to carry out the duties of their professional position.

For inquiries during the period for which the university has retained the full file, only cases adjudicated with a finding of "responsible" will be disclosed by the Dean of Students upon release and inquiry.

Information about student's disciplinary history can be provided with or without their consent to person's outside of the University as outlined by FERPA. Students may arrange to view their disciplinary record by contacting the Dean of Students' office; permission for the record to be disclosed to a third party may be arranged through the "FERPA Online" utility on MyNU. Former students should direct all records requests to the Records Office.

**PROCEDURES:**

None

**ADDITIONAL INFORMATION:**

None

**POLICY HISTORY:**

- Originated: 1/1/2012
- Current Effective Date: 5/22/2025
- Next Review Date: **5/22/2028**
- Revision/Renewal Log:
  - Renewed 5/2025 – purpose and scope added for compliance with policy template, no other changes