

**Community Rights and Responsibilities**  
**Dean of Students Office**  
**Illinois State University**

**RECORDS REQUEST PACKET**

**Introduction**

All disciplinary records are maintained by **Community Rights & Responsibilities (CR&R)** for at least five (5) years. In cases where a student is placed on Disciplinary Probation, the five year period begins after the expiration of the probation. All incidents that take place during a student's academic career at Illinois State University are a single record, so records are maintained at least five years past the final student interaction with the disciplinary process. Students who are suspended or dismissed by the University for disciplinary reasons will have their records maintained by **CR&R** permanently.

**External Access**

Student disciplinary records are protected educational records as defined by the Family Educational Rights and Privacy Act (FERPA). Students have discretionary authority over whether or not any outside individual or agency may access these records. Several exceptions to this include:

1. **CR&R** will always comply with a lawfully-issued subpoena, and will notify students of its intent to comply with such directives.
2. Disciplinary records may be shared with other University officials on a case by case basis.
3. Disciplinary records may be shared with officials at other colleges and universities when there is a compelling interest to do so.
4. Aggrieved parties (as defined in the Student Code of Conduct) have a right to be provided with specific information related to the results of the disciplinary process.
5. FERPA has been amended (by the Higher Education Reauthorization Act of 1998) to allow for parental notification in the event of alcohol and drug violations for financially dependent students under the age of 21. Illinois State University does provide for limited parental notification in these cases.
6. FERPA has been amended (by the Higher Education Reauthorization Act of 1998) to allow for public notification of the outcome of the disciplinary process in the event of acts of violence or non-forcible sexual offenses. While Illinois State University does not provide public release for individual disciplinary records, these events will result in parental notification if consistent with the parental notification policy.

**Student Access**

Students have the right to review and challenge any disciplinary records being maintained under their name. However, students do not the right to demand immediate access to their records. The process for reviewing records is as follows:

In order to physically review his or her own disciplinary records, a written request must be forwarded to **CR&R** (see Records Request Form below). An appointment must be scheduled

with a **CR&R** professional staff member to review the file. Please allow one to three business days for the scheduling of such an appointment. Students wishing to conduct such a review must present a photo identification at the review meeting.

Students wishing to receive copies of their disciplinary records must also file a written request with **CR&R** (see Records Request Form below). Please allow seven to ten business days for the reproduction of disciplinary records. Students making such a request must either present the request in person with proper photo identification or have the request notarized.

Students wishing to have their disciplinary records sent to any third party must follow the procedures noted above for the receiving of copies of disciplinary records.

### **Fees**

Paper copies of disciplinary records are free up to twenty-five pages of paper. Copies after twenty-five pages are subject to a fee of ten cents a page, payable by check to Illinois State University. Payment must be received prior to the records being released.

### **Tapes of Disciplinary Proceedings**

Tapes are made of all University Hearing Panel cases, and are the property of **CR&R**. Copies of tapes are not granted except by a lawfully-issued subpoena, and transcripts will not be provided under any circumstance. Tapes are maintained for a period of ten days, unless an appeal is pending or there is a presentation of false information which results in additional disciplinary action. Students wishing to review their own tape prior to the appeal deadline may do so only by scheduling an appointment with the appropriate professional staff member.

### **Appellate Records**

Appellate records are maintained in accordance with the appropriate process (disciplinary and/or grievance).

### **Mediation Records**

Mediation is an alternative form of dispute resolution and does not result in an official finding of disciplinary action against a student. As such, no records are maintained under an individual's name. The University Mediation Program does maintain a record of disputants in its program, as well as a copy of any agreement reached by the disputants. Mediation records will not be released except by lawfully-issued subpoena.

### **Grievance Records**

Records of grievance proceedings against faculty and staff are maintained for a period of seven (7) years. This includes all written and taped records of the Student Grievance Committee. Grievance records will not be released except by lawfully-issued subpoena.

*Community Rights & Responsibilities, Dean of Students Office  
Illinois State University*

**RECORDS REQUEST FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

SSN: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

I, the above listed student or past student, request access to all disciplinary records maintained under my name within **Community Rights & Responsibilities** at Illinois State University. I understand that it is my right to have access to be able to review and contest the official records.

I am requesting (check all that apply):

Paper copies of all disciplinary records maintained under my name.

NOTICE: Please allow seven to ten business days for the reproduction of disciplinary records. Students making such a request must either present the request in person with proper photo identification or have the request notarized.

Paper copies of disciplinary records are free up to twenty-five pages of paper. Copies after twenty-five pages are subject to a fee of ten cents a page, payable by check or money order to Illinois State University. Payment must be received prior to the records being released.

A meeting with a **CR&R** professional staff member to review any and all disciplinary records maintained under my name.

If you have any questions about reviewing your records, please contact **CR&R** at (309) 438-8621.

SUBMIT TO CR&R

CLEAR