

Vice Chancellor for Student Affairs

Executive Office

100.01 Student Disciplinary and Grievance Hearing Files

Dates: 1985 -
Volume: 20 Cu. Ft.
Annual Accumulation: 1 1/4 Cu. Ft.
Arrangement: Alphabetical and Chronological

This series contains the records of administrative hearings held for the university's disposition of student disciplinary matters and student grievances by the University Hearing Board. Documentation includes the written charge(s), transcripts of proceedings, exhibits, the written grievance(s) and the Board's finding(s).

Recommendation: Retain in office for five (5) years after the disposition of the respective hearing(s) whichever is longer, then destroy in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved as Amended 05/19/10

This item 100.02 cancelled see 100.04

100.02 Student Appeal Hearing Files

Dates: 1985 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This series documents the proceedings of student appeal hearings held before the University Hearing Board concerning such matters as financial aid, tuition refunds, and state residency determinations. The file series is primarily made up of transcripts of proceedings and the presiding hearing officer's findings.

Recommendation: Retain in office for three (3) years after the disposition of the respective hearing(s) whichever is longer, then destroy in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved as Amended 05/19/10

This item 100.03 cancelled see item 100.05

100.03 Student Absence Notifications

Dates: 1990 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by quarter
Alphabetical by student

These are copies of student absence notifications received by the Office from students, university divisions/departments, or other verifiable sources. These notifications indicate students who have temporarily or indefinitely suspended their enrollment or students who have been absent from classes for extended periods without explanation.

Recommendation: Retain in office for one (1) semester after completion of the semester in which the absence occurred, then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved as Amended 05/19/10

Application 07-12

100.04 Student Tuition and Fee Appeal Files

Dates: 1985 -
Volume: 4 Cu. Ft. / 200 MB
Annual Accumulation: Negligible
Arrangement: Chronological

This series documents the proceedings of student appeal hearings held before the Tuition and Withdrawal Appeal Committee concerning such matters as tuition refunds, and state residency determinations. The file series is primarily composed of student appeals, supporting documentation, decisions rendered and related correspondence.

This item supersedes item 100.02 of this application in order to revise record series title, description and recommendation (to provide for media neutral disposition) per agency request.

Recommendation: Retain in office for three (3) years after the final disposition of the respective hearing(s), then destroy in a secure manner or delete from system providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 08/19/15

100.05 Student Absence and Death Notifications

Dates: 1990 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by quarter
Alphabetical by student

This record series consists of copies of student absence and death notifications received by the Office from students, university divisions/departments, or other verifiable sources. These notifications indicate students who have temporarily or indefinitely suspended their enrollment or students who have been absent from classes for extended periods without explanation (e.g. death).

This item supersedes item 100.03 of this application in order to revise record series title, description and recommendation(to provide for media neutral disposition) per agency request.

Application 07-12

Recommendation: Retain in office for one (1) semester after completion of the semester in which the absence occurred, then destroy in a secure manner or delete from the system provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 08/19/15