



## **FAQ for Student Records at Dalton State**

How long will Dalton State keep my student record on file?

### **Campus Assessment, Response, and Evaluation (CARE) Team:**

Records are kept for a minimum of five (5) years unless there is a pressing issue that necessitates the record to be kept longer. This is done at the discretion of the chairperson of the CARE Team (currently the Dean of Students).

### **Student Conduct (Residential Life & Academic Dishonesty):**

Records will be kept for five (5) years after graduation or date of last attendance but at least 1 year after final notice to Immigration and Naturalization Service.

This series documents academic dishonesty and conduct violations among students. Records may include but are not limited to: incidents reports; final reports; evidence; notifications of allegation; Timely Notice Forms; Conduct-Pending, Conduct-Restitution, and Suspension Lists; Quarterly Security Reports; disciplinary reports; informal discussion notes; formal hearing notes; final summary statements; decision statements; and appeals documentation.

[https://www.usg.edu/records\\_management/schedules/all\\_schedules](https://www.usg.edu/records_management/schedules/all_schedules)

### **Sexual Misconduct & Title IX:**

Records will be kept seven (7) years. §106.45(b)(10)

Records include:

- Reports – supportive measures, why not deliberately indifferent and what measures taken to restore or preserve equal access
- Investigations – determinations, recording of hearing, sanctions, and remedies implemented
- Appeals
- Informal resolutions (and results)
- Training Materials

### **Records Request:**

In the event a student requests to see their record, they will be made available to the student with full consideration given to FERPA regarding students' records. A copy of their record will be presented and reviewed with them by the Dean of Students if necessary, prior to the student leaving with the records.