STUDENT MANAGEMENT

Records relating to the management of students within the university

ST85: Student Discipline Case Files

*This is a Personal Information Bank*

These records relate to the investigation by the Associate Deans of the university’s faculties of allegations of academic and non-academic misconduct by university students.

Academic offences include cheating, plagiarism, unauthorized collaboration, impersonating another student, etc.; non-academic offences include disruptive, dangerous, aggressive or threatening behaviour, mischief, vandalism, etc.

This records class excludes records of student discipline managed internally by administrative support units such as Housing & Residences or Athletics.

The records include investigation notes and documents, e.g., copies of examinations and other academic work; decisions; summaries of disciplinary action taken (Form 71A); and related correspondence.

**Authority:** University of Waterloo Act, 1972; UW Policy 71: Student Discipline

**Media:** Paper and/or electronic

**Related Records:** For records of discipline cases investigated by UW Police, see also HS76: Police Incident / Occurrence Case Files

Records of student discipline managed internally by administrative support units such as Housing and Residences or Athletics are classed with the student records of those units.

An anonymized summary of cases is prepared by the Secretariat and posted on the University’s website.

**Responsible Unit(s):** Associate Deans, Secretariat

**Retention:** Decisions: retained by Associate Deans as follows: No disciplinary action: 2 years after the student has graduated or after last registration; Disciplinary action taken: 20 years after the decision is rendered

Case file materials: 3 years after the decision is rendered

Anonymized summaries of disciplinary action taken: retained permanently by the Secretariat

**Disposition:** Secure Destruction

**Other Copies:** Registrar’s Office; Graduate Studies Office; Co-operative Education; other units involved in the case

**Retention:** Up to 1 year after any necessary action on the case has been taken

**Disposition:** Secure Destruction