ST85 – Student Discipline Case Files

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.

This records class is a Personal Information Bank.

Content & Scope
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.

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
Associate Deans, Secretariat.

Information Steward
- University Secretary, for anonymized summaries of cases.
- Dean of the relevant faculty, for all other records.

Privacy Classification
- Public: anonymized summaries of cases.
- Restricted: all other records.

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

Authority
University of Waterloo Act, 1972; Policy 71 – Student Discipline.

Retention Rationale
The retention period is based on operational use.

Other Units with Copies
Registrar's Office; Graduate Studies and Postdoctoral Affairs; Co-operative Education; other units involved in the case.

Retention of Copies
Up to 1 year after any necessary action on the case has been taken.

Disposition of Copies
Secure Destruction

Approval Date(s)
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