

## **Chapter 20: Disciplinary Records and Retention**

Board policies [CIA \(LEGAL\)](#), [CIA \(LOCAL\)](#), and [FM \(LOCAL\)](#) are associated with this chapter.

Collin College will maintain for every student alleged or determined to have committed misconduct at Collin College a disciplinary record that will reflect the charge(s), the disposition of the charge(s), the sanction(s) assessed, if any, and any other pertinent information. The disciplinary record will be separate from the student's academic record and will be treated as confidential; the contents will not be revealed except on request of the student or in accordance with applicable state or federal laws.

The disciplinary record will be maintained permanently in the event that a student is expelled or subject to an extended four (4) calendar year suspension. In all other cases, the disciplinary record will be maintained for three (3) years from the end of the academic calendar year of the most recent alleged incident, in accordance with Collin College's records retention schedule.

In certain disciplinary cases where a student is ineligible to re-enroll at Collin College, a disciplinary notation will also be placed on their Collin College transcript. For more information, see [Chapter 17: Disciplinary Penalties, Disciplinary Notations on Collin College Transcripts](#) in this *Student Code of Conduct*.