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|  | Responsible Executive: Vice President for Student Affairs |                         |
|   | Responsible Office: Dean of Students                      |                         |
|   | Effective Date: 03/26/2018                                | Last Revised: 6/23/2025 |
|   | Policy Title:<br><br><b>Student Conduct Records</b>       |                         |

## Definitions

**Student Conduct Records**: hard-copy or electronic documents, files, reports, decision letters, audio or video recordings, and similar materials, regardless of the format or storage method or media, produced by the University as part of or resulting from an administrative student conduct investigation, process, or proceeding.

## Policy

### A. Family Educational Rights and Privacy Act

As mandated by the Family Educational Rights and Privacy Act ("FERPA"), students may inspect and review their Student Conduct Records and seek their amendment. With the exceptions outlined in Paragraph B, Student Conduct Records are confidential and may not be released without the student's written consent.

### B. Disclosure of Student Conduct Records

While Student Conduct Records are protected as "education records" under FERPA, there are certain limited circumstances in which these records may be disclosed without the student's consent. Northern Arizona University will disclose to an alleged victim of any crime of violence the final results of a conduct proceeding conducted against the alleged perpetrator of that crime, regardless of whether the University concludes that a violation was committed. Further, the University may disclose to anyone—not just the victim—the final results of a conduct proceeding, if it determines that the student is an alleged perpetrator of a crime of violence and with respect to the allegation made against them, the student has violated University Policy.

### C. Inquiries

1. Persons seeking information regarding Student Conduct Records where disclosure is permissible or required may submit a written inquiry to the Office of Student Rights & Responsibilities, Room 102, University Union, P.O. Box 6015, Northern Arizona University, Flagstaff, Arizona, 86011 or

conduct@nau.edu. The Office of Student Rights & Responsibilities will respond to all such inquiries within a reasonable period not to exceed forty-five (45) business days.

2. Notwithstanding the provisions of Paragraph B, students and former students must authorize release of their Student Conduct Records by completing an [Authorization to Release Student Conduct Records](#) form before any information will be released.

#### D. Retention

The University will retain Student Conduct Records not involving a suspension, expulsion, or degree revocation for a minimum period of seven (7) years from the date the last conduct sanction is imposed. The University will permanently retain Student Conduct Records involving a suspension, expulsion, or degree revocation.

#### E. Transcript Notations

The Registrar shall ensure that notice of any degree revocation will appear on the student's transcript. If the University previously communicated the award of a degree, certificate, or other academic recognition to a third-party, the University may provide notice to that entity of the revocation.

### Related Information\*

[Authorization to Release Student Conduct Records](#)

[Student Code of Conduct Procedures](#)

[Arizona Board of Regents Policy 5-404](#)

[Family Educational Rights and Privacy Act](#)

### Policy History\*

06/23/2025 Compliance-based changes.

03/26/2018 Origination date.

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\* Related Information and Policy History are solely for the user's convenience and are not part of the official university policy.