

## 03.04 Records

### Description

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1. **Case records** All records pertaining to academic integrity are kept by the Associate Dean of Academic Affairs. These records will be retained for five years, after which they will be destroyed. These records do not become part of the student's regular academic file. If a student is found not responsible following an Academic Integrity Committee hearing, no records are to be retained. However, a summary of the case and its disposition, deleting the student's name, is retained by the Associate Dean of Academic Affairs for his or her use in summarizing the disposition of recent cases for the department chairs.

If the student is found responsible for a violation of the academic integrity policy, a full written report of the case and its disposition is to be prepared. The report should include a copy of all available evidence as well as the recordings from the hearing (if applicable).

2. **Transcript notations** Academic transcripts issued during periods of suspension or expulsion will be accompanied by a letter from the Eastman registrar indicating that the student is currently suspended or expelled from the Eastman School for academic disciplinary reasons.

### Date

2024/07/06