



Student Conduct and Community Standards

STUDENT AFFAIRS AT WASHINGTON UNIVERSITY

POLICY ON REPORTING OF STUDENT CONDUCT VIOLATIONS

Washington University's Office of Student Conduct and Community Standards (OSCCS) complies with the Family Educational Rights and Privacy Act (FERPA) in responding to requests for information from a student's educational record by an external agency or employer or another educational institution to which a current or former student is applying.

The OSCCS reports any *formal* student conduct case against a student if the student is found responsible for a Washington University Student Conduct Code violation and a sanction of probation or greater is imposed and regardless of the university office or School responsible for overseeing the student conduct case (e.g., OSCCS, Residential Life, Campus Life, the Title IX Office, the individual Schools). University student conduct sanctions increase in severity from a warning to probation, suspension, or expulsion, and can also include fines, restitution, educational or community service components. OSCCS does not report any *formal* student conduct case against a student if they are found responsible for a violation of the Code and the only sanction imposed is a formal warning, subject to two exceptions. First, if a student is found responsible for an academic integrity violation by an individual School or the Student Conduct Board, the University will report that matter, regardless of the sanction imposed. Second, if a student is found responsible for violation of the Code in a second, subsequent formal student conduct case, the University will provide a report including *all* violations of the Code.

OSCCS records are maintained for a minimum of 10 years following the date of the final decision regarding the violation, except for records related to suspensions and expulsions, which are maintained indefinitely.

If a student is suspended or expelled, a student's transcript will include a permanent notation. While a student's case is pending, a hold may be placed on a student's record. For academic integrity cases pending in the Schools, a hold may be placed at the discretion of the School. For non-academic student conduct cases pending with OSCCS, a hold will be placed if suspension or expulsion may be imposed as potential sanctions or if a student fails to appear at a meeting with the OSCCS or fails to complete their sanctions. If a student wishes to have a transcript sent out to a third party while the case is pending, the transcript may include a notation advising that the student conduct matter is pending.

The OSCCS does not report any *informal* student conduct action taken against a student. Informal action can occur in the residence halls through Residential Life staff; in student organization matters handled through Campus Life staff; by; or where a student is granted amnesty from disciplinary action for alcohol and drug-related violations pursuant to the University's amnesty policy.

Students at the University are encouraged to be truthful and report any student conduct action taken against them in response to inquiries and requests for information from an external agency or employer or another educational institution, whether reportable by the University or not. At times, therefore, the University may be unable to verify a student's self-disclosed conduct.

When comparing student records from different institutions, please keep in mind that institutions differ in what actions they deem to be reportable. Disciplinary action that Washington University reports might not be considered reportable by another institution. Please do not hesitate to contact the Office of Student Conduct and Community Standards with any questions about our student conduct record reporting practices.

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