

6.4.7 Recordkeeping and Reporting

A. Recordkeeping

1. In Case of Minor Offense. When the Registrar receives a copy of a letter of warning from an instructor to a student, pursuant to paragraph 6.4.3.A.7, the Registrar shall place the instructor's letter of warning in the student's record. ~~When the student graduates, if the student has committed no offenses subsequently, the letter shall be destroyed.~~ If the student commits no offenses subsequently, then, after the student graduates, the Registrar shall reveal the existence of the offense to parties outside the University only under the following circumstances:

(1) when a court-ordered subpoena seeks a student's entire academic record (not just the transcript), or when it specifically seeks the record of a student's academic offenses;

(2) when the student has authorized the release of his or her record to a third party, and that party requests either a student's entire academic record (not just the transcript) or specifically the record of a student's academic offenses.