



Policy on Disciplinary Record Reporting Practices

From time to time, the College receives requests from external parties for the disciplinary records of an undergraduate student. The practice of the Office of Student Judicial Affairs at St. Norbert College is to only report information out to external parties when any of the following criteria are met:

1) We receive a request for a disciplinary record and the student provides signed authorization for release of his or her disciplinary record to a specific external party (*ex: graduate school application, military background check, Bar Examination Background Check, law enforcement application, etc.*) and 2) when the College receives a court mandate to release the disciplinary record of a student.

The practice of the Office of Student Judicial Affairs is to report any *formal disciplinary action* taken against a student that results in a finding of “responsible” for a St. Norbert College policy violation and a sanction of disciplinary probation or greater. Our disciplinary standings, in order of increasing severity, are: *Formal Warning, Residential Probation, Disciplinary Probation, Suspension, Expulsion*. Disciplinary records are maintained for 7 years post-graduation date from the College. Each sanction generally includes the infraction(s) the student was found responsible, a disciplinary standing, and additional educational assignments.

The Office of Student Judicial Affairs does not report any *informal disciplinary action* of a student. This can include minor infractions reported in the residence halls to granting a pardon from disciplinary consequences as a result of medical response for alcohol-related illness and/or injury.

When the Office of Student Judicial Affairs reports that a student has no disciplinary record, it is under the parameters described above. If a student’s record is no longer on file because of the seven-year limitation, the Office of Student Judicial Affairs will state that information.

Any questions regarding our disciplinary record reporting practices can be directed to our office at **920-403-3054** or judicialaffairs@snc.edu.

In addition, inquiries requesting a student’s disciplinary history (*ex: Dean’s Certification Form, etc.*), can be **mailed** to:

St. Norbert College
Office of Student Judicial Affairs
100 Grant Street
De Pere, WI 54115