EDUCATIONAL DISCIPLINARY BACKGROUND VERIFICATION POLICY

The Dean of Students Office houses official disciplinary records for University of Southern Indiana (USI) students, including Academic Integrity related information. As the Dean of Students is the University administrator charged with disclosing such information, within established student privacy law, all requests for disciplinary background verification should be submitted to the Dean of Students Office. Such requests require a signed release of information consent form from the current/former student. Please note that the Dean of Students Office does not verify academic information and its response will be limited to disciplinary background verification.

There are several methods by which Educational Disciplinary Background Verification requests may be submitted to the Dean of Students Office. Requests can be submitted in person, by mail, fax, or email and must include a signed release of information consent form and current contact information for the current/former student. The Dean of Students Office may contact the current/former student if additional information is needed or to inform them of the information that was disclosed in response to a request.

The Dean of Students is responsible for record keeping related to disciplinary records. Conduct Hearing Officer(s) will ensure that all sanctions are reported by the date required and will submit aggregate data regarding infractions and sanctions to the Dean of Students for compilation in an annual report. A record of disciplinary procedures and findings will be maintained in the student's disciplinary file in the Dean of Students Office. Conduct files do not become part of the students' transcript, but are considered part of the University's educational record for the student.

In cases in which students are found responsible for a policy violation of University policy and receive a sanction of less than suspension or expulsion, records related to the disciplinary hearing will be retained for a minimum period of seven (7) years from the date of the incident complained of. Student disciplinary files may be retained indefinitely at the discretion of the Dean of Students or his/her designee. Release of information may be restricted by the Dean of Students for good cause, upon written petition. Factors considered in review of such petition shall include:

- The nature of the violation and the severity of the harm resulting from the violation;
- The conduct of the student subsequent to the violation.

In cases where students are found responsible for a policy violation and receive a sanction of suspension or expulsion, students' disciplinary files will be considered permanent records. A permanent record indicates that student disciplinary files may be retained and disclosed indefinitely at the discretion of the Dean of Students.

Student organizations are considered to have a continuing relationship with the University of Southern Indiana as long as the organization maintains its official recognition status with USI. Records of behavioral conflicts involving student organizations will also be retained for a minimum of seven (7) years following the date of the incident reported.

For more information or to submit a request, please contact:

University of Southern Indiana
Dean of Students Office
8600 University Blvd.
Evansville, IN 47715
Phone: 812-464-1862
Fax: 812-465-7021
Email: deanofstudents@usi.edu
Campus location: University Center East, Rom 1229

Disciplinary Background Verification Process

1. All in-person investigators must have a signed release of information authorization form, provide the current/former student contact information and provide proper identification and business card or contact information.
2. DOSO will retain a dated copy of the signed release as confirmation of the date the investigator requested the information.
3. All disciplinary information will be reviewed by the Dean of Students, the Assistant Dean of Students or Designee and summarized for the investigator as no original documentation will be given to outside agencies. However, current/former students have the right to request and receive copies of documentation about their disciplinary record.
4. When possible, especially in cases of releasing what may be considered adverse information, the Dean of Students or Designee will attempt to contact the current/former student and share what information has been reported.
5. Student records housed in the DOSO may be subpoenaed or otherwise obtained by governmental authorities, subject to the law.