

Pre-College Programs: Code of Conduct, Policies, and Procedures

Carnegie Mellon seeks to provide education of the highest quality so that all students will be prepared to achieve their potential as professionals and as thoughtful, well-informed individuals. In addition, the university encourages and supports scholarship, research, and artistic production, both as essential components of its educational program and in fulfillment of the special role of an academic institution as a source of new knowledge and understanding. As a private university, Carnegie Mellon is free to set its own measures of excellence and to determine its own objectives.

Pre-College students at Carnegie Mellon are engaged in preparation for academic study of the highest standards. To assure the validity of the learning experience, the university establishes clear standards for student work and life. The policies set forth by the university exist to serve as a guide for each student to ensure the proper atmosphere necessary for academic and social development.

The following are groups of violations that constitute misconduct for which members of the Pre-College community may be held accountable. This list references policies that may be outlined in greater detail in this document or other campus resources. It should be understood that the university is not limited by this list when it initiates the student conduct process, and further that any violation of university policy or applicable laws necessarily violates community standards. The university is not limited by this list nor by other published policies when it initiates student conduct actions since it is not possible to anticipate all of the behavior of the population. The university reserves the right to review off-campus incidents involving Pre-College students to determine if a violation of community standards has occurred and whether resolution through the student conduct process is warranted.

Integrity and Academics

Pre-College students at Carnegie Mellon are members of an academic community dedicated to the achievement of excellence. Therefore, students are expected to meet the highest standards of conduct. Failure to meet the expectations of high standards of integrity will be addressed through the Pre-College student conduct process.

Examples of violations of community standards in relation to integrity include, but are not limited to:

- Cheating, plagiarism, or inappropriate collaboration
- Destruction of another person's work, specifically through the use of computer facilities
- Reverse engineering software or hardware without permission of the intellectual property owner
- Falsification of data
- Altering or misuse of university documents
- Invasion of or accessing personal files or a computer account other than one's own
- Misuse of computer facilities
- Violation of copyright laws including computing or Web-related documentation
- Violation of the Carnegie Mellon University Computing Policy
- Other acts that compromise the integrity of the academic process
- Theft
- Violation of the Pre-College Code of Conduct or the [Carnegie Mellon Code](#)
- Providing false information to a university official
- Intentional misrepresentation of another individual through electronic communication or any other means

Carnegie Mellon University Policies on Integrity and Academics

In addition to this Pre-College Code of Conduct, the following Carnegie Mellon University standards, policies and procedures also apply:

- [Academic Integrity Policy](#): Please note, for Pre-College students, the procedures for handling violations of academic integrity will differ from the Undergraduate and Graduate students' process. All violations will be investigated, and an administrative summary decision will be made regarding appropriate disciplinary sanctions for the student which may include expulsion.

- [Computing Policy](#)
- [Concessions, Solicitations, Lotteries, and Raffles](#)
- [Fair Use](#)
- [Freedom of Expression Policy](#)
- [Licensing and Trademark](#)
- [Make up of Absence from Class Due to Illness](#) - Please note: Pre-College students must notify their academic department directly and notify their RA or other representative from Pre-College Student Affairs if they are ill and cannot attend class.
- [Political Activities](#)
- [Publications](#)
- [Separation of the Individual's and Institution's Interest](#)
- [Student Privacy Rights](#)
- [Trademarks – Use of Carnegie Mellon](#)
- [Unauthorized Possession of Keys](#)
- [Utility Lines and Building Alterations](#)

Pre-College Policies on Integrity and Academics

1. Attendance and Participation

Students are expected to fulfill all the requirements of the academic program in which they are enrolled, including, without limitation: attending and participating in all classes; completing all assigned coursework, homework, projects, exams; and any other program requirements. Students who fail to attend class and/or to meet program requirements without explicit approval from their program directors may face an academic expulsion. If students have a legitimate circumstance, illness, or emergency that affects their ability to attend class or fulfill the requirements of the program, they must give notice to the academic program directors as soon as reasonably possible. If extended absences are needed due to illness, students will need to contact the Office of Disability Resources to request accommodations. Only approved accommodations will be honored.

2. Grading Policy (Pre-College Summer Session only)

Each instructor will have their own pre-announced policy for determining letter grades (A, B, C, D, and R, with no + or – grades) for student performance in the courses. Courses cannot be taken on an Audit or Pass/Fail basis. At the end of the program, instructors will submit all grades on grade report sheets to Enrollment Services. However, Enrollment Services will record only A and B grades for permanent record on the official Carnegie Mellon transcript of grades. No C, D, nor R grades will be recorded. It will be possible to have C grades officially recorded on a student's Carnegie Mellon transcript, but a request to do this must be made by the student to the University Registrar within one year after the program ends. A grade of C is generally an "average" grade for a course and is considered a passing grade. The C grade will count for academic credit at Carnegie Mellon but may not count as transfer credit depending on the policy of other institutions. This is not the normal grading policy for Undergraduate Carnegie Mellon students, rather a special policy for Pre-College students seeking to test their backgrounds and skills in challenging university courses without the penalty of failure or low grades.

In order to retain the option of not having a grade recorded for a particular course or courses for whatever reason, students must attend and participate fully in class on a regular basis, meeting the faculty member's standard for student engagement. Otherwise, the option to remove low grades from the official academic transcript will not apply.

Students will receive their transcript or evaluation approximately eight weeks after the program ends. Grade report sheets with actual grades and an official Carnegie Mellon transcript of grades with A and B grades (C also if requested) recorded will be sent to you. Additional copies of transcripts may be ordered from The HUB at the standard fee structure.

Programs that provide an evaluation (AI Scholars, Architecture, Art, Computational Biology, Computer Science Scholars, Design, Drama, Music, NHSGA, Summer Academy for Math and Science, and Writing & Culture) will be sent approximately eight weeks after the program ends. Evaluations will be kept on file in the Pre-College Programs Office for 1 year after the evaluation has been sent. If a student loses their copy, they may request a copy for up to 1 year. After the year has expired, a student may only receive a verification of enrollment from the Registrar's Office.

Pre-College Summer Session students ONLY: Students that wish to exclude/include grades from their official academic record will need to take that action by October 31. They can send an email to cmuregistrar@andrew.cmu.edu from their own email account requesting that the grade be added back on. The request needs to come from the student directly and not from a parent or guardian. In the email, they need to provide their name, date of birth, and the course for which grade they would like to have added back on.

3. Financial Obligations

Tuition must be paid in full by May 5. Enrollment will be cancelled for any student who does not submit the full payment by May 5. Payments may be made by visiting [the SIO \(Student Information Online\) website](#).

Welfare of Others

Carnegie Mellon University and Pre-College Programs holds as its highest priority the welfare of its community members. Any behavior that places individuals in any kind of risk will be addressed through the Pre-College student conduct process. The sanctions that may result from this type of behavior may be severe.

Examples of violations of community standards in relation to the welfare of others include, but are not limited to:

- Assault
- Tampering with or alternating of life support systems
- Harassment, including discriminatory harassment
- Unreasonable noise
- Violation of the Carnegie Mellon University Policy against Sexual Harassment and Sexual Assault
- Violation of the Carnegie Mellon University policy on HIV/AIDS
- Violation of the Carnegie Mellon University policy on hazing
- Hosting a disorderly event
- Endangering the welfare of others
- Dating Violence
- Domestic Violence
- Stalking
- Violation of a No Contact Agreement or No Contact Order

Carnegie Mellon University Policies on Welfare of Others

In addition to this Pre-College Code of Conduct, the following Carnegie Mellon University standards, policies and procedures also apply:

- [Discriminatory Harassment](#)
- [Hazing](#)
- [No Contact Agreements/No Contact Orders](#)
- [Policy Against Retaliation](#)
- [Workplace Threats & Violence](#)

Pre-College Policies on Welfare of Others

1. Bullying

A summer Pre-College student is expected to conduct him/herself/themself in a mature, responsible, and thoughtful manner. Disorderly conduct, bullying and any actions or behavior, including threats which harass, endanger, or cause injury to other members of the university community are prohibited and will result in expulsion. This includes phone harassment, electronic harassment, sexual harassment, classroom, residence hall or dining hall disruptions, and/or excessive noise that results in complaint, and/or failure to observe established quiet hours.

2. Quiet Hours

Quiet hours are to be observed from 9 p.m. to 8 a.m. Sunday through Thursday, and 12 a.m. to 10 a.m. Friday through Saturday. All students must respect the rights of others to work, study, or sleep during those times. Courtesy hours are in effect 24/7.

3. Sexual Harassment and Sexual Assault

Pre-College students are expected to understand and follow the [Carnegie Mellon Sexual Harassment and Sexual Assault Policy](#). This policy will be explained in detail during Pre-College Orientation.

All reports involving sexual harassment or sexual assault will be provided to the Carnegie Mellon Office of Title IX Initiatives. In the event of an incident involving a Pre-College student(s), the process for handling complaints will be through a summary action process as opposed to the University Community Standards process. If child abuse is suspected, the university will report it to the county of jurisdiction consistent with our [Policy for the Protection of Children](#).

Property

The care and upkeep of our campus buildings, grounds and facilities are critical to providing students, faculty and staff with an environment that is conducive to learning. Any behavior that jeopardizes the maintenance of the campus or an individual's property will be addressed through the Pre-College student conduct process.

Examples of violations of community standards in relation to property include, but are not limited to:

- Improper possession of property
- Improper placement of posters/banners
- Trespassing on roofs, parapets, and other non-public areas
- Propping open doors that are kept locked for security purposes
- Unauthorized possession or use of keys or access cards
- Unauthorized tapping into or altering university utility lines
- Irresponsible use of university property or services
- Theft of any kind
- Vandalism
- Willful destruction of, disabling, or damaging computer facilities, equipment or software
- Willful mutilation, destruction, or illegal possession of library materials
- Violation of the Carnegie Mellon University Library Policies
- Violation of the Carnegie Mellon University Housing Services policies

Carnegie Mellon University Policies on Property

In addition to this Pre-College Code of Conduct, the following Carnegie Mellon University standards, policies and procedures also apply:

- [Damage to Carnegie Mellon Property](#)
- [Inspection of University Spaces](#)
- [Library Policies](#) – Please note, Pre-College students must observe Pre-College curfew; therefore, the hours listed in the university policy do not apply.
- [Recycling Policy](#)
- [Steam Tunnels](#)

Pre-College Policies on Property

1. Campus Construction

There is a significant amount of construction on campus. For the purposes of ensuring the safety of all individuals in the program, students are not permitted on the grounds of any construction site at any time. Any student found on a construction site will be subject to immediate disciplinary action, which may include expulsion from the program.

2. Residential Access and Accommodations

All students residing in the residence halls must occupy their assigned room each night of the program and abide by the established curfew protocols and the Housing and Dining Agreement. Only the main entrance is to be utilized; all other access doors are for emergency use only, unless authorized as part of an accommodation. Utilization of the other exits could result in disciplinary action.

3. Theft/Damages

Suspected incidents of theft, damage, and vandalism will be reported to the Carnegie Mellon Police Department. All incidents will be investigated. Students involved with theft, intentional damage or vandalism will lead to disciplinary action, which may include expulsion from the program.

4. Trespassing

Pre-College students are not permitted in any other residence hall, fraternity/sorority, and/or academic building not affiliated with Pre-College programs for any reason, including social events or visitation. Violations of this policy may lead to disciplinary action, which may include expulsion from the program.

5. Library

All Pre-College students are responsible for any materials that they rent from the library. If an item from the library goes missing or is damaged, it is the responsibility of the Pre-College student to pay any fines associated with the damage/loss. If a Pre-College student does not pay the balance by the end of the program, they will not receive any transcripts or evaluations until they do so.

Health, Safety, and Security

Carnegie Mellon has established basic guidelines that have been approved by students, staff, and faculty. These policies ensure the safe and functional operation of the university. Pre-College students are expected to abide by these policies at all times. Failure to abide by these guidelines will be addressed through the Pre-College student conduct process.

Examples of violations of community standards in relation to health, safety, and security include, but are not limited to:

- Harboring of pets
- Failure to comply with a request to produce identification
- Violation of the Carnegie Mellon University Smoking Policy
- Disorderly or disruptive behavior
- Failure to comply with a reasonable request of a university official
- Violation of the Pre-College Alcohol and Drug Policy
- Unauthorized use of appliances
- Tampering with or misuse of fire safety equipment
- Failure to evacuate for fire drills and alarms
- Violation of the Carnegie Mellon University Policy on Deadly Weapons
- Unauthorized entry into secured spaces
- Installation of a private locking system
- Violation of the Carnegie Mellon University bicycle/wheeled transportation policy
- The use of pyrotechnics, fireworks or hazardous devices
- Improper storage of chemicals, gases or hazardous materials
- Violation of the Pre-College Housing Agreement

Carnegie Mellon University Policies on Health, Safety, and Security

In addition to this Pre-College Code of Conduct, the following Carnegie Mellon University standards, policies and procedures also apply:

- [AIDS Policy](#)
- [Bicycle/Wheeled Transportation Policy](#)
- [Deadly Weapons](#)
- [Disorderly Conduct](#)
- [Drones](#)
- [Emergency Response Plan](#)
- [Emergency \(Temporary\) Closing of the University](#)
- [Environmental Health and Safety](#)
- [Fire Extinguisher & Sprinkler Systems](#)
- [On-Campus Emergencies](#)
- [Protection of Children in Carnegie Mellon University Programs, Activities, and Facilities](#)
- [Riotous & Disorderly Behavior](#)
- [Safety Hazards](#)
- [University Smoking Policy](#)

Pre-College Policies on Health, Safety, and Security

1. Absence From Campus

Students who will be away from campus overnight or for an extended leave must have an approved [Absence From Campus Request](#), verified by the student's parent or guardian by phone, granting permission for the absence. The [Absence From Campus Request](#) must be submitted at least 48 hours in advance of the student's departure from campus. All students must be accompanied by a responsible adult (21 or over) and that person must be named on the Absence From Campus Request and approved by the student's parent or guardian. "Blanket" permission statements, which do not indicate specific dates and times of departure and return, will not

be accepted. Under most circumstances students will not be permitted to leave campus for an overnight stay unless picked up by a parent, guardian, or other responsible adult over the age of 21.

2. Zero-Tolerance Alcohol and Drugs Policy

Students are expected to abide by Commonwealth of Pennsylvania law, which prohibits any person under 21 years of age to possess, purchase, consume, or transport alcoholic beverages. The law also prohibits misrepresenting one's age or using a fake ID card or another's ID card for the purpose of obtaining alcohol. Entering and/or frequenting bars or lounges without a parent or guardian is illegal. Students who possess, purchase, consume, or transport alcohol will likely be immediately expelled. Students in the presence of others possessing, purchasing, consuming, or transporting alcohol may also be expelled.

Students are further expected to abide by Federal and State laws, which prohibits the sale, possession, production, purchase, or use of drugs. Sale, possession, production, purchase, or use of drugs prohibited by Federal and State law will likely result in immediate expulsion. Students in the presence of individuals who are selling, possessing, producing, purchasing, or using drugs may also be expelled. All students are expected to cooperate with the university in any investigation to enforce these rules regarding alcohol and drugs.

Students are not permitted to share medications whether prescription or over the counter. Students are also expected to responsibly self-administer their prescription medication. All medications are required to be secured in a lock box brought from home.

3. Curfew/Sign In

All residential students must be physically present and sign in nightly at their residence hall by 10 p.m. on Sunday through Thursday, and by 11 p.m. on Friday and Saturday evenings. All students are required to stay on their assigned floor within their residence hall during the hours of 11 p.m. – 6:30 a.m. Sunday through Thursday nights, and 12:00 a.m. - 6:30 a.m. Friday and Saturday nights. Any student found on another floor, outdoors, in another hall, or anywhere else during these hours will be subject to disciplinary action. Failure to sign in for curfew will result in implementation of a missing-person search and/or disciplinary action. Guests are never permitted in the building during curfew hours.

Once a student has signed in for the night, they will not be permitted to leave their residence hall under any circumstances other than an approved Absence From Campus Request or an emergency (see "Absence From Campus").

Students and parents / guardians must understand that the practice of signing-in and maintaining curfew helps to ensure student safety. A violation of this practice, regardless of the intention or potential for harm, will thus be considered a most serious violation. No system alone, however, can ensure personal safety. Parents / Guardians should not allow their student(s) to participate in the program if they have any doubts about the student's maturity and responsibility in this regard.

4. Emergency Contact

Every student is expected to designate emergency contacts on the emergency contact information online form for the university to contact in the case of a personal emergency or conduct situations. This form must be completed in full in order to comply with enrollment for Pre-College programs. In the event of an emergency, injury, illness, conduct issues, or missing student, the first emergency contact will be called. If that person is unavailable, the second will be contacted and so on. Additionally, students are able to submit a confidential contact for notification through the missing student protocol. *This applies even if listed emergency contacts are not the primary caregiver / parent / guardian.*

5. Fire Safety Regulations

Fire safety regulations and instructions will be discussed during the first floor meetings by a Pre-College staff member. Students can also expect a fire drill in both the residence halls and academic buildings during the program. Students are expected to exercise caution at all times and evacuate when fire alarms sound. All Carnegie Mellon University fire alarms are directly tied into the City of Pittsburgh's fire departments. As a result, activating any fire alarm box on campus unnecessarily will result not only in university disciplinary action and/or fine, but will also involve violation of civil law and the legal penalties that go with it. For the purpose of fire safety, items such as candles, incense and open coil appliances are not permitted in the residence halls.

6. Guests and Visitors

Guests are not permitted in the residence halls with the exception of family members during move-in or move-out. If family members / guardians plan to assist their student with move-in or move-out, please be aware that only those individuals listed as approved visitors will be permitted to enter the building. Those individuals must show ID and sign in and out each entry and exit. Guests are never permitted in the residence halls during curfew hours (see "Curfew/Sign- In").

Carnegie Mellon undergraduate students not affiliated with Pre-College Programs are not permitted in the Pre-College residence halls.

Pre-College students are permitted to visit other students in their rooms in a manner consistent with the curfew policy. When visiting another Pre-College student in their room, the room door (and the suite door, if applicable) must remain open throughout the visit.

7. Health Insurance

Policy Rationale: The cost of health care in the United States presents a potentially serious health risk and financial risk to students and their accompanying dependents. The absence of adequate health insurance coverage is a barrier to care. As such, Carnegie Mellon requires that Pre-College students carry health insurance while you are participating in Pre-College Programs.

Policy Statement: All Pre-College students are required to carry health insurance that covers emergency care for both inpatient & outpatient medical care. In the absence of adequate health insurance coverage, the student is required to acquire a short-term plan while attending CMU's Pre-College Programs, such as one of the policies below. Pre-College students may also choose any other plan that meets the requirements.

Samples of short-term insurance policies that may be purchased include the following. Please note that these are merely samples of the type of insurance and not endorsed by CMU nor affiliated with CMU in any way:

International Students: If you do not currently have health insurance that covers emergency care both for inpatient and outpatient medical care while you are in the United States, please refer to [Visitors Coverage](#) or [Trawick International](#) for short-term coverage. ***This insurance is not affiliated with Carnegie Mellon University. If copay/deductibles are applied, and/or providers/facilities/services are not covered by the insurance, students will be responsible for the payment at the time of service.***

All other students: If you do not currently have health insurance that covers emergency care both for inpatient and outpatient medical care while you are participating in Pre-College Programs, please refer to [eHealth](#) for short term coverage. ***This insurance is not affiliated with Carnegie Mellon University. If copay/deductibles are applied, and/or providers/facilities/services are not covered by the insurance, students will be responsible for the payment at the time of service.***

Failure to maintain continuous coverage will result in mandatory withdrawal from Pre-College Programs.

8. Housing Assignments and Roommates

A large part of the university experience is learning to live with a roommate. Pre-College students will typically be housed in a shared living space. Room or roommate changes during the program are not permitted except in extreme circumstances. The Pre-College residential staff is trained in conflict resolution and will help mediate issues should roommate conflicts arise.

Carnegie Mellon University strives to make on-campus housing an inclusive and welcoming space for all students. Pre-College students who have questions about their housing assignment related to their sex, biological gender, gender identity, gender expression, and/or sexual orientation should contact the Pre-College Student Affairs. Students requesting housing accommodations or services related to a disability should contact the Office of Disability Resources.

9. Mandated Reporting

In accordance with Commonwealth of Pennsylvania law, all school employees and volunteers are required to report any suspected child abuse including sexual harassment and sexual assault.

10. Missing Student Protocol

Any community member may contact the University Police, The Office of Pre-College Programs, or Office of the Dean of Student Affairs to report concern that a student may be missing. If the report did not originate through University Police, the information will be immediately conveyed to University Police to begin an investigation. In addition, if a Pre-College student does not sign in for curfew, and if the student is unable to be found by telephone or in the immediate residence hall area, the parent/guardian listed on the emergency contact information form will be notified immediately and the missing student protocol will be activated. The university will also notify the appropriate local law enforcement agency within 24 hours of the determination that the student is missing.

Students who wish to register a Confidential Contact for notification through the missing student protocol will be given an opportunity to do so once they arrive on campus. Confidential Contact information will be kept confidential and will only be accessible by authorized personnel in furtherance of a missing person investigation.

11. Motor Vehicles

Residential Pre-College students are not permitted to possess any type of motor vehicle on campus. Furthermore, Pre-College students are not permitted to ride in any private vehicle not affiliated with the program, unless an approved Absence From Campus Request is on file. An exception to this policy is that students may ride taxis, rideshare service vehicles, city busses, or vehicles driven by approved administrators associated with the academic and/or residential portion of the program.

Commuter students are permitted to utilize a motor vehicle only for the purpose of transporting themselves to and from campus. Commuter students are not permitted to drive other Pre-College students. Additionally, Pre-College students who are under the age of 18 are not permitted to ride Spin Scooters that can be found across the city.

Bicycles are permitted, (see “Bicycles/Wheeled Transportation”).

12. Pets

Pre-College students are not permitted to have pets or animals in the residence halls at any time. Service animals or emotional support animals are permitted with proper approval for the accommodation from the Office of

Disability Resources. All requests for accommodations regarding a service animal or emotional support animal should be submitted to the [Office of Disability Resources](#).

Community Standards Disciplinary Process and Sanctions

A designated Pre-College staff member will respond to violations of community standards. The following forums exist for investigation and resolution of violations:

- Student Affairs Investigation
- Police Investigation
- Title IX Investigation
- Administrative Resolution Meeting with the Pre-College Programs Office
- Administrative Resolution Meeting with Pre-College academic program directors

For incidents that pose immediate concerns for the safety and welfare of the campus community, during the pendency of student conduct proceedings, the university administration may take summary action or implement interim measures that limit a Pre-College student's ability to be present on campus, engage in coursework, and/or interact with specific members of the university community until resolution is reached.

Conduct Violations

If a student is alleged to be in violation of this code of conduct, the housing and/or dining agreement, or any academic program policy they will be subject to immediate disciplinary action, up to and including expulsion from the program. Carnegie Mellon handles all disciplinary matters, up to and including required withdrawals and expulsion via summary action by the Pre-College Programs Office or the relevant academic program director. The disciplinary action will be final and binding. Due to the temporary and short-term nature of the program, Pre-College students will not be granted the opportunity to appeal a summary action for violations. Parent/guardian will be provided notification of serious violations.

Expulsion

Students may be expelled for violating the terms of this code of conduct, the housing and/or dining agreement, or any academic program policy. Students who are expelled from the program will be sent home at their parent or guardian's expense at the time of their expulsion, and no refunds will be given. Students must depart from the campus within 24 hours of expulsion. Expelled students are not permitted on the Carnegie Mellon campus for any reason without prior written permission from the Pre-College Programs Office. Students who are expelled at any time will NOT be granted refunds for tuition, housing, dining, and/or activities fees in whole or in part and will not receive evaluations/grades.

Academic Expulsion is the result of poor academic performance or violation of academic regulations and is imposed by the student's academic program.

Disciplinary Expulsion is the result of serious personal misconduct and is imposed by the Pre-College Programs Office.

Withdrawal

Students in Pre-College Programs who wish to withdraw from the program for any reason must contact the Pre-College Programs Office at pclife@andrew.cmu.edu. The request must be made in writing and will require a conference with the Pre-College Programs Office and the parent/guardian.

Mandatory Withdrawal: Students may be asked to withdraw from the program based on injury, illness, inadequate insurance coverage, failure to submit required forms and information, etc.

Refund schedule for Withdrawals:

<u>Date of Withdrawal Request:</u>	<u>Refund amount:</u>
On or Before May 12, 2023	Full Refund
May 13 – May 31, 2023	50% of Program Cost
On or after June 1	No refund given

Please note that students who are expelled will not receive a refund.

Record Retention and Reporting

Records of student conduct proceedings are confidential and are not released without the consent of the current/former student or as otherwise required or authorized by law or court order. With the exceptions as noted below, records of student conduct proceedings are retained for either the period of time required under the federal Clery Act (which in most cases is six to seven years after the date the incident was reported to the university), or three years after final separation of the student from the university, whichever is longer, and then are subsequently destroyed. For purposes of student conduct record checks, information from these records is only provided, with appropriate authorization as necessary, for three years after final separation from the university provided the student has fulfilled all obligations to the university. If a student has not fulfilled all obligations, the file may be maintained indefinitely and reported longer than three years after the student separates from the university. Records of student conduct proceedings resulting in the expulsion of a student will be maintained and reported indefinitely. Case-specific questions regarding timeframes for student conduct records retention and reporting can be directed to the Pre-College Student Affairs Office.