Opportunities
All students at St. John Fisher College have the following opportunities through the student conduct process:
1. 24 hours’ notice between the time they receive an appearance letter and the time of their scheduled hearing
2. to be informed of the alleged violations
3. to respond to the alleged violations either in person or in writing
4. to review the incident report(s) with a hearing officer

Record Keeping
The Student Conduct Record is part of a student’s educational record at the College.
1. Student Conduct Records and Academic Records (e.g. transcripts) are maintained separately. Student Conduct Records are maintained by the Office of Residential Life and Student Conduct.
2. Student conduct history is not noted on a student’s academic transcript
3. All student conduct files are maintained for seven (7) years after the most recent recorded incident. These student conduct records are destroyed at the end of the appropriate time period unless:
   a. the student is suspended/expelled from the college and the record is maintained permanently
   b. the student withdraws from the College with an outstanding sanction or outstanding disciplinary matter which needs to be adjudicated the record may be maintained indefinitely at the discretion of the Coordinator of Student Conduct.

Confidentiality
On Campus
Records may be released to College officials on a "need-to-know" basis. For example, if a student is referred to an on-campus mental health professional the circumstances as to why the student was referred will be shared with the mental health professional.

Athletics
Per their request, a student athlete’s decision letter is shared with the Department of Athletics every time a student athlete goes through the student conduct process. The Athletic Director receives a copy of the student athlete’s decision letter and may disseminate pertinent information to coaches or other athletics staff members as appropriate.

Parents
Ordinarily, parents or legal guardians will not receive notification from the College about violations of the Student Code of Conduct. However, if a student is held responsible for a violation of alcohol or drug policies, or if the student is found responsible for a serious violation of College policies, the parent or legal guardian, at the discretion of the Assistant Dean of Students or her designee, may receive notice documenting the violation and the outcome of a Student Conduct Hearing. Federal regulations permit this notification without the student's consent for those students who are dependents, under the age of 21. This notification will be mailed to the home address of record. The student will also receive a copy of this notification.

Outside Agencies
Student conduct records may be released to persons and agencies external to the College with the student's permission, or in compliance with the law. Records subpoenaed or ordered by a judge may be released without the student's permission. A record may also be released if it is in the College's legal interest to do so.