

## Policy on Reporting Undergraduate Disciplinary Matters

Colleges and universities vary widely in the student misconduct issues that they consider “reportable” to outside agencies, potential employers, and graduate or professional programs. Thus, what the Office of Judicial Affairs at Duke University reports as part of a student’s disciplinary record might not be considered “reportable” under another institution’s policy.

The practice of the Office of Judicial Affairs at Duke University is to report any *formal disciplinary action* taken against a student that results in a finding of “responsible” for a Duke University policy violation and a sanction of a warning or greater. (Our sanctions, in order of increasing severity, are: admonition, warning, disciplinary probation, suspension, expulsion. Each infraction usually receives one of these status sanctions and additional educational activities or community service.) Disciplinary records are maintained for eight years from the date of a student’s matriculation, except for records related to suspensions and expulsions, which are maintained indefinitely. Disciplinary suspensions (temporary dismissal from Duke) and expulsions (permanent dismissal from Duke) are also permanently noted on a student’s transcript.

The Office of Judicial Affairs at Duke University does **not** report any *informal disciplinary action* taken against a student. Informal disciplinary action can occur in the residence halls through residential staff; by faculty in resolving a minor, first-time offense of academic integrity policies (a “faculty-student resolution”); by Judicial Affairs staff in addressing minor offenses outside of the residence halls; or, by Judicial Affairs staff granting students “amnesty” from disciplinary action as a result of a medical assessment for alcohol-related illness/injury. A sanction of “admonition” issued through the formal disciplinary process is also not reported, as long as a student has no subsequent formal violation(s) of university policy in his or her time at Duke University. Similarly, a faculty-student resolution *is* reported if there is a subsequent academic integrity violation.

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

Students at Duke University are encouraged to report any disciplinary action taken against them, whether reportable by the University or not. At times, therefore, the Office of Judicial Affairs will be unable to verify a student’s self-disclosed conduct.

When comparing students from different institutions, keep in mind that a “clear” record at one institution might not be the same as a “clear” record at another. Similarly, disciplinary action that Duke University reports might not be considered reportable by another institution. Please do not hesitate to contact us at (919) 684-6938 or [judicial@duke.edu](mailto:judicial@duke.edu) with any questions about our disciplinary record reporting practices.