Housing and Residential Life
Confidentiality of Student Disciplinary Records
Texas State University-San Marcos

The disciplinary records of students living in the Residence Halls are maintained by Housing and Residential Life as a designee of the Dean of Students. The records normally will contain the following:

- Original information or police report
- All correspondence between the Residence Life designee and the student
- Additional administrative information relating to completed sanctions

Students’ disciplinary records are destroyed one year after a student has graduated. Records of students who have been suspended or expelled may be kept indefinitely.

Students’ disciplinary records are confidential. The records can be released only under certain conditions. Thus the following procedures were designed to protect students’ rights and confidential nature of the records.

Release of disciplinary records:

A. Within Texas State University-San Marcos:

Records will be released to faculty, administrators, staff, and appropriate judicial bodies only on a need-to-know basis, as determined by Housing and Residential Life or the Dean of Students.

B. With Students’ written consent or lawfully issued subpoena:

1) To officials of other educational institutions in which a student seeks or intends to enroll
2) To potential employers
3) To parents
4) To federal or State Investigatory Agencies (FBI, Dept. of Defense, Dept. of Army, Navy, Secret Service, Dept. of Treasury, Correction agencies, etc.)
5) To graduate or professional schools such as law, medical, dental, etc.

C. Without Students’ Consent:

1) To parents of students who are dependents as defined by IRS standards, and when a parent under these conditions initiates the request
2) To federal officers as prescribed by law
3) As required by state law
4) To accrediting agencies carrying out their functions
5) In response to a judicial order or lawfully issued subpoena (provided that the student is notified prior to other compliance or provided that a reasonable attempt to notify the student has been made).
6) By Texas State University-San Marcos police to other law enforcement agencies in the investigation of a specific criminal case.
7) To appropriate parties in a health or safety emergency

These rules are in accordance with the Family Education Rights and Privacy Act of 1974 (Buckley Amendment).