



<b>ST6750: Students – Student Misconduct</b>		
<b>University of British Columbia RECORDS SCHEDULE</b>		<b>Schedule Number:</b> ST6750
<b>Primary Title:</b>  Student Misconduct		<b>Office of Primary Responsibility (OPR):</b> UBCV: Departments; Faculties; Schools; Deans Office in the Faculty of Graduate and Postdoctoral Studies. President's Advisory Committee on Student Discipline (PACSD); Office of VP Students; Office of the University Counsel; Office of the Provost and Vice-President Academic (Academic Integrity Hub). UBCO: Departments; Faculties; Schools, President's UBC Okanagan Non-Academic Misconduct Committee; President's Advisory Committee on Student Discipline (PACSD); Office of Associate VP Students; Office of the University Counsel;
<p>Records supporting academic and non -academic misconduct process on the UBCV and UBCO campuses according to the Vancouver and Okanagan Academic Calendars on Student Conduct and Discipline as well as the Rules for the President's Advisory Committee on Student Discipline (PACSD). The primary also includes non-disciplinary processes resulting in Warning Letters or Integrity Plans.</p> <ul style="list-style-type: none"><li>• See also RA5800: Research Administration – Scholarly Integrity</li><li>• See also ST6700: Students – Learner Administration (Student Records)</li><li>• For records supporting failed year appeals process see: ST6600: Students – Faculty and Departmental Student Records</li><li>• For discrimination or sexual misconduct and sexualized violence investigations see ER2600: Enterprise Risk and Insurance - Discrimination and Sexual Misconduct Investigations</li></ul>		
<b>Vital:</b> No		<b>PIB:</b> Yes
<b>Authority:</b> University Act [RSBC 1996] Chapter 468, ss 61 UBC Vancouver Calendar UBC Okanagan Calendar		<b>Date Approved:</b> 20220906
<b>Secondary No.</b>	<b>Secondary Title</b>	<b>Retention, Destruction &amp; Disposition</b>
01	<b>Policies and Procedures</b>	EV+5Y, FR  EV=Date superseded or obsolete FR=UA will fully retain records from this series



05	<b>General</b>	EV+5Y, D  EV=Date superseded or obsolete
20	<b>Committees</b>  Includes statement of case and statement of response documentation, decision and correspondence. Where there is no diversionary process, such as the Integrity Plan, reports of findings are sent to the President who decides on what if any disciplinary measures to be taken.	EV+8Y, D  EV=Date committee has completed their work D=These records are sufficiently documented in the President's records
21	<b>Non-Committee</b>  Includes Statement of Allegations.	EV+5Y, D
35	<b>Non-Disciplinary</b>  Includes Warning Letters and Integrity Plans, as well as associated documentation and tracking.  <b>Note:</b> A copy of all Warning Letters and Integrity Plans should be sent to President's Advisory Committee on Student Discipline (PACSD).	EV+5Y, D  EV=when the matter is complete
45	<b>Issues</b>	CY+5Y, D
50	<b>Anonymized Summaries</b>	CY+5Y, FR  FR= UA will fully retain anonymized summaries
60	<b>Reports</b>	CY+5Y, SR  SR=UA will selectively retain records from this series
<b>Acronym Key.</b> AY = Academic Year; CY=Calendar Year; D=Destroy; EV=Event; FY=Fiscal Year; FR=Full Retention by University Archives unless otherwise noted; OPR=Office or Department responsible		



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for *source of truth* records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year