

 **Expungement of Conduct Record** 

Date: _____

Name: _____ UF ID #: _____

I am writing to request the expungement of my conduct record. I understand that records in Student Conduct and Conflict Resolution, excluding records of students who are expelled or suspended, are maintained until the student graduates from the University.

A student may, during the year of his/her graduation, request in writing that his/her disciplinary record be destroyed. The record will be evaluated by the Director of Student Conduct and Conflict Resolution or his/her designee, and he/she will make the decision regarding whether or not the student's record will be expunged. This decision will be made in accordance with provisions set forth in sections 6CI-4.050(3) of the University of Florida Regulations. Students who have committed **only one Student Conduct Code violation** may request to have their file reviewed for expungement in accordance with provisions set forth in 6CI-4.050(5). Student conduct records shall be retained for longer periods of time or permanently if the student was expelled, dismissed, suspended, or blocked from enrollment and in situations that may result in further litigation.

Signature of Student: _____ Phone Number: _____
Email Address: _____

To The Student:

If you have yet to apply to graduate in this current semester, please obtain a signed statement from an academic advisor stating your intent to graduate and list all remaining coursework. Please attach a typed explanation of your request for expungement which should be signed upon completion. Submit all items to our office.

You may mail, hand-deliver, or fax your completed request to:

Student Conduct and Conflict Resolution
202 Peabody Hall, P.O. Box 114075
Gainesville, FL 32611-4075
Fax: (352) 392-5566

Please allow **2-3 weeks** for a decision to be **emailed** to you. If you prefer that the decision is mailed, please submit a self-addressed envelope with postage. You may contact our office at 352-392-1261 ext. 207 if you have questions.

Office Use Only

Date Received: _____ Reviewed By: _____

Decision (Circle): Approved Denied Position/Title: _____