Student Conduct Record Expungement Request Form

Student Contact Information

Date: ____________________________
Name: ___________________________ UFID: ____________________________
E-mail: __________________________ Phone: ____________________________

Records Retention Policy
Student conduct records will be maintained in the Dean of Students Office through the student's graduation from the University. In cases where the student does not graduate, the record will be maintained as long as the student remains eligible to re-enroll. In cases where a student goes directly from an undergraduate status to a graduate or professional status, the record will be maintained until completion of the graduate or professional degree. Student conduct records shall be retained for longer periods of time or permanently if the student was expelled, suspended or blocked from enrollment, was found responsible for a significant violation of the Student Honor Code, has a hold or an overlay, or in situations that may result in future litigation.

Expungement Eligibility
A student may, during the year of his/her graduation, request in writing that his/her disciplinary record be expunged/destroyed. The student must demonstrate that he/she has applied to graduate or will be applying to graduate for the current or next term in order for his/her record to be evaluated by the Director of Student Conduct & Conflict Resolution or his/her designee for possible expungement/ destruction. The record will be destroyed provided that the student committed only one Student Conduct Code violation and did not:

(a) violate the Student Honor Code;
(b) cause personal injury;
(c) cause significant property damage;
(d) commit a felony violation of a state controlled substance law;
(e) disrupt the orderly operation of the University;
(f) violate the firearm, explosives, dangerous chemicals, ammunition or weaponry regulations of the University; or
(g) rise to the level of magnitude, or impact of violations described in the (a)-(f) above.

The decision of the Dean of Students or his/her designee on whether or not to destroy a disciplinary record is final and not appealable.

Request Requirements
In order for your request to be considered, you must submit a completed copy of this form and the following additional documents to Student Conduct & Conflict Resolution:
1) A copy of your Application for Graduation OR a signed letter from your academic advisor stating your intent to graduate and listing all remaining coursework.
2) A typed, signed statement explaining your request for a conduct record expungement.
Request Submission & Processing
You may hand-deliver, mail, or fax your completed documents to:

Student Conduct & Conflict Resolution
Dean of Students Office
202 Peabody Hall
PO Box 114075
Gainesville, FL 32607
Fax: (352) 392-5566

Please allow 2-3 weeks for processing. You will be e-mailed the decision regarding your request. If you prefer to have the decision mailed to you, you will need to provide a stamped, addressed envelope with your request.

_________________________________________________________  ______________________________
Student Signature  Date

____________________________________________________________________________________________________

FOR OFFICE USE ONLY

Date Received:  ______________________________  Date Reviewed:  ______________________________
Reviewed By:  ______________________________  Position/Title:  ______________________________

Request Disposition
☐ Approved
☐ Denied – Multiple Violations
☐ Denied – Honor Code Violation
☐ Denied – Violation Type
☐ Denied - Other

Division of Student Affairs – Dean of Students Office – Student Conduct & Conflict Resolution