

REQUEST TO EXPUNGE STUDENT CONDUCT RECORD

Disciplinary records may be expunged early by the Dean of Students or his/her designee for good cause, upon written request of a student who has a disciplinary record. With rare exception, most student conduct records are retained for four years from the notice of the final outcome or until graduation, whichever occurs first.

Disciplinary records retained for less than 120 days or designated as “permanent” shall not be expunged without unusual and compelling justification. For more information regarding maintenance of student conduct records, please see the Berkeley Campus Code of Student Conduct at <http://campuslife.berkeley.edu/code-of-conduct>.

Please allow up to ten (10) business days for your request to be processed. Once granted, expunged files will be removed from active disciplinary records and shall not leave the student with a disciplinary record.

Factors to be considered in review of such petitions shall include:

- the person's disciplinary record as a whole;
- the person's conduct subsequent to the violation;
- the nature of the violation(s) and the severity of any damage, injury, or harm resulting from it; and
- the person's responses to the questions below.

Please take time to respond thoughtfully. You may submit your **typed** responses to the following questions on the following page and return to the Center for Student Conduct.

1. State the reason(s) you are requesting to expunge your student conduct record.
2. Is your student conduct record representative of your personal values? Why, or why not?
3. What did you learn as a result of the incident(s) and from undergoing the conduct process?
4. How have you applied what you learned to your subsequent behavior in the university/community?

Student Name: _____

Student ID #: _____

Telephone: () ____ - ____

E-Mail: _____

Date Most Recent Incident Occurred:

FALL SPRING SUMMER YEAR: _____

Student's Signature

_____/_____/_____
Date Signed

SUBMIT THIS FORM TO:
Center for Student Conduct E-Mail: studentconduct@berkeley.edu

State the reason(s) you are requesting to expunge your student conduct record.

Is your student conduct record representative of your personal values? Why, or why not?

What did you learn as a result of the incident(s) and from undergoing the conduct process?

How have you applied what you learned to your subsequent behavior in the university/community?
