

**Dean of Students**  
**Disciplinary Record Expungement**  
**Petition Process**

**Definitions:**

**Record expungement:** record expungement allows a student disciplinary record on file with the University to be sealed. This includes all information related to the individual's documentation, investigation, hearing, and disposition. Any person meeting the eligibility requirements of the University may request a record expungement by filing a petition with the USF Dean of Students Office.

**Sealed:** A record will not be reported as an incident where the student was found responsible in a background check. The student will not need to report the record based on the language/definitions of the requesting institution or agency in a background check that the incident ever occurred. The record will still be used for federal, state and local University reporting requirements but will not be associated with the student name or student ID.

**Eligibility**

A student may, in the last term of enrollment, request in writing that the student's disciplinary record be expunged if they have only had one disciplinary incident during their enrollment. The student must provide documentation of an application to graduate for the current term. The factors influencing the decision are: severity of violation, effect of violation on the University community, sanctions applied, completion of sanctions, and ethical development demonstrated by the student. Academic dishonesty charges are not considered disciplinary records and therefore are not eligible for expungement.

The request will only be considered provided that the student's violation of the Student Conduct Code did not:

- (a) Cause personal injury
- (b) Cause significant property damage
- (c) Include a drug violation that could qualify as a felony charge in the legal system
- (d) Disrupt the orderly operation of the University
- (e) Violate the firearm, explosives, dangerous chemicals, and ammunition or weaponry regulations of the University
- (f) Violate the Sexual Misconduct/Sexual Harassment policy
- (g) Result in a suspension or expulsion
- (h) Occur within the last 30 calendar days
- (i) Is still outstanding or pending resolution
- (j) Rise to the level of magnitude, or impact of violations described in (a) – (i) above.

***The decision of the Dean of Students or designee on whether or not to approve the expungement of disciplinary record is final and not appealable.***

**Petition Requirements**

In order for your request to be considered, you must submit the following to [deanofstudents@usf.edu](mailto:deanofstudents@usf.edu):

1. A typed, signed statement explaining your request for a conduct record expungement. Included in this statement must be the date, name of the student, U#, email address, and phone number, a description of what occurred in your incident, and what you have learned from the incident.
2. 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.

The review of your appeal will include a review of your statement and the disciplinary record and any other pertinent items the Dean of Students chooses to consider. You will receive a letter by email informing you of the decision of the Dean of Students.

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