

 **Expungement of Conduct Record** 

Date \_\_\_\_\_

My Name is: \_\_\_\_\_ UF ID #: \_\_\_\_\_, I am writing to request the expungement of my conduct records. I understand that: Records in Student Judicial Affairs, excluding records of students who are expelled, are maintained for six years from the time of the student's matriculation to the University. A student may either after graduation or during the semester of his/her graduation, request in writing that his/her disciplinary record be destroyed. The record will be evaluated by the Director of Student Judicial Affairs 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-4.026(3) of the Florida Administrative Code, which establishes that records of students who have serious offenses or two or more offenses will not be destroyed until six years from matriculation. Additionally, students who have committed only **one disciplinary violation which resulted in a written reprimand** may request to have their file reviewed for expungement. 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: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**To The Student:**

Please attach a typed explanation regarding why you are eligible for expungement. Your statement should be signed upon completion. Please provide a current address with a stamped self-addressed envelope so that we can provide you with a letter indicating our decision.

You must mail or hand-deliver your request to Student Judicial Affairs, 202 Peabody Hall. P.O. Box 114075, Gainesville, FL 32611-4075. Please allow **2-3 weeks** for a decision to be mailed to you. You may also contact our office at 352-392-1261 ext. 207 if you have questions.

Your request is complete if you have included the following materials:

1. This cover sheet
2. A typed explanation of your request for expungement with your signature
3. A self addressed stamped envelope

**Office Use Only**

Date Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Decision (Circle):    Approved            Denied            Position/Title: \_\_\_\_\_