Expungement of Student Disciplinary Records

Policy Statement:
Student non-academic disciplinary records are maintained in the Student Conduct and Community Standards office. 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, or was found responsible for a significant violation of the Student Code of Conduct.

A student has the right to request that their non-academic disciplinary record at the university be expunged (i.e. removed). Expungement does not delete the disciplinary record, but does prevent the disciplinary history from being disclosed to another entity. These records are often requested by other institutions when a student is transferring, applying to graduate schools (including law and medical schools), applying for internships, and participating in overseas work and study abroad programs. While the university does not release such records without a student’s permission, these entities will often ask the student to authorize release of these records. Students should be aware that some institutions or government agencies may still require disclosure of disciplinary records even if they were expunged.

The goal with providing an opportunity to request an expungement is that the Student Code of Conduct is designed to protect the community and promote certain values, not hinder a student’s future educational and professional development. While we expect students to take responsibility for their actions, we also understand people make errors in judgment and can use life experiences to grow as people and develop character.

I. The Request Process

- Students who wish for any violation(s) to be expunged or for a transcript notation to be removed should go to www.newschool.edu/studentconduct and complete the Expungement Request Form. Students who were previously non-degree or non-credit students will be assigned a catalog year concurrent with their first semester of degree-seeking matriculation.

- Students should refer to their disciplinary outcome letter(s) in order to provide the relevant information. The student will also be asked to write a short statement explaining why the violation(s) or notation should be expunged and how the student has proven themselves to be a suitable member of the university community since
the violation. The request will be reviewed by The Office of Student Conduct and Community Standards in consultation with the Assistant Vice President for Student Equity & Access and the Senior Director for Student and Campus Life.

- In deciding whether or not to grant the request, the following factors will be considered: the student’s current demeanor; the student’s conduct subsequent to the violation; and the nature of the violation, including the severity of damage, and any injury or harm resulting from it. Students may be required to meet with a representative from the office to discuss their requests. Students will be notified in writing as to the decision. Decisions made are final and are not subject to appeal.

- The university reserves the right to deny expungement on a case-by-case basis when the university determines that expungement of a particular record is not in the university community’s best interest and/or feels a student has not demonstrated a clear willingness to be a suitable member of the university community. If a student requests an expungement before the successful completion of the terms of their sanctions or it has been less than one academic year since the completion, the request may not be considered until such time has passed.

II. Time Frame

While there is no official time frame in which a student must wait from the date of being found in violation to requesting that the record be expunged, a minimum period of one full academic year without any violations is considered useful in determining a student’s willingness to abide by the Student Code of Conduct. It is understood that there will be situations in which a student may wish to have a request considered sooner, and such requests will be given full consideration.

III. Note on Academic Dishonesty

The Office of Student Conduct and Community Standards is not responsible for reviewing instances of academic dishonesty except in cases where fraud and forgery are also involved. Questions as to the retention of records related to academic dishonesty need to be directed to the appropriate academic division.

Questions: Students with questions concerning the expungement process should contact Student Conduct and Community Standards at studentconduct@newschool.edu.