Expungement of Student Disciplinary Records
The Office of Student Rights and Responsibilities - The New School

Introduction

There are situations in which a student may want his or her non-academic disciplinary record at the university expunged (i.e. removed) so that anyone requesting such a record will not have access to the requested information in the student’s file. These records are often requested by other colleges when a student is transferring, graduate schools (including law and medical schools), internship sites, and overseas work and study 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.

The educational idea behind 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.

The Request Process

Students who wish for any violation(s) to be expunged need to go to the Office of Student Right and Responsibilities (SRR) web page at www.newschool.edu/student-rights-and-responsibilities/ and complete the Expungement Request Form. Before filing out the form you should know which violation(s) you want expunged and the semester(s) in which you were found in violation. You will also be asked to write a short statement explaining why the violations should be expunged and how you have proven yourself to be a suitable member of the university community since the violation.

The request will be reviewed by SRR under the guidance of the Office of the Senior Vice President for Student Services. In deciding whether 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 and 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.

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.

Note on Academic Dishonesty

The Office of Student Rights and Responsibilities 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 Rights and Responsibilities at srr@newschool.edu.