BAYLOR
UNIVERSITY

Petition to Expunge Judicial Affairs Disciplinary Record

Baylor University Judicial Affairs allows students the option to petition to have their non-academic disciplinary records expunged prior to the typical cycle for expunging records. Disciplinary records are reviewed for expunging seven years after the date of the last incident; however, some files may be retained indefinitely in some situations. Students may file the petition the last semester prior to graduation. If the petition is granted, the student's records will be expunged only upon the student's completion of degree requirements for graduation. The Associate Dean for Student Conduct Administration may allow an earlier petition if a student can demonstrate with documentation required by Judicial Affairs that he/she is applying to professional or graduate schools or if there are other meritorious reasons which justify an early review of the student's record. If an expungement is requested and granted prior to completion of degree requirements, the expungement will be deferred. During this deferment period, the record of the violation will not be disclosed to external third parties by Judicial Affairs except as required by law, but will be maintained internally for disciplinary purposes. Should the student have another student misconduct violation, academic or non-academic, **reported** during this deferment period, the deferred expungement may be voided pending the outcome of the current reported allegation. Expungement is not a pardon and does not eliminate or modify in any way any sanction(s) in the matter. Records that involve a suspension or expulsion shall not be expunged. Petitions related to Honor Code violations must be submitted separately using the form specified to that process.

The petition will be decided by the Associate Dean for Student Conduct Administration. Factors that will be considered in the petition review include:

- The nature of the violation(s) • The number of violations • Whether or not the student completed sanctions in a timely manner. • The student's attitude and demeanor at any relevant time throughout the process • The student's reason(s) for the expungement • Any other factor which the Associate Dean believes is reasonable and appropriate.

Under ordinary circumstances, the Associate Dean will review the request and inform the student of the decision in writing within 21 calendar days. The decision is final and may not be appealed.

Full Legal Name: _____

Student I.D. #: _____

Mailing Address: _____

Home Phone: ____ - _____ - _____ Cell Phone: ____ - _____ - _____

Instructions:
On a separate sheet of paper, please state the reason(s) why you believe your disciplinary record should be expunged. Your response should be attached to this form and submitted to Judicial Affairs.

I am making a request to have my student disciplinary record expunged.

Signature: _____ Date: _____

For Office Use Only
Date Received: _____

Sanctions Completed _____

Final semester for student confirmed _____(Access SHADEGR)

Record Expunged _____ Posted in FM _____ Record Retained _____

7/14/14

Petition Approved _____ Petition Denied _____
Deferred_____ Clery Retention_____

If denied, reasons why:_____
_____

Signed:_____ **Dated:** _____

Bethany J. McCraw,
Associate Dean for Student Conduct Administration

JUDICIAL AFFAIRS
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