

# LIBERTY UNIVERSITY

## OFFICE *of* COMMUNITY LIFE

### RECORD EXPUNGEMENT REQUEST FORM

Liberty University's Office of Community Life (OCL) maintains student conduct records to ensure relevant information is available to university personnel or requesting parties as needed. OCL maintains conduct records indefinitely. A student's conduct history is maintained in OCL's record keeping system (Beacon) and is designated as a "Liberty Way Violation." Records held outside of the Office of Community Life (e.g., Title IX) are not subject to expungement through the use of this form.

Current or former students making a request for their entire student conduct record to be expunged must complete the form below and attach all required documentation. Upon receipt of a completed form the Senior Vice President for Student Affairs (SVPSA) or designee will make a decision and the student will be notified in writing by a Student Affairs representative. Decisions will generally be made between 5-7 business days, but may be delayed due to the volume of demand or due to university holidays or closures.

Students may apply to have their disciplinary record expunged if the following criteria have been met:

- The student has had their application for graduation approved, or has already graduated.
- The student has completed all of the sanctions as issued by the Office of Community Life.

Students may NOT be eligible for record expungement if:

- The student received a sanction of suspension, dismissal, or expulsion.
  - If the student was dismissed but was then permitted to return following the reapplication process, and meets the above criteria, a record expungement request may be submitted for review.
- The nature of the violation(s) caused personal injury, significant property damage, endangered the health, safety or welfare of any individual, and/or violated the campus policies regarding weapons, or otherwise involved illegal activity.

For requests granted prior to graduation, the student's record will be **sealed** until graduation is confirmed. Additionally, any incidents not eligible for expungement may still be eligible to be sealed, and kept in the student's record permanently. Sealed records are only available to university personnel or to whom the law may require. Violations committed following approval for record expungement may result in revocation of the approval and all protections provided by sealing of the records.

**The decision to expunge or not expunge a disciplinary record is final and not appealable.**

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PLEASE COMPLETE THE FIELDS BELOW AND RETURN THIS PAGE TO THE OFFICE OF COMMUNITY LIFE

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

I have attached/included the following required documents as part of my request.

1. A letter of recommendation from a non-related individual who is aware of the student's disciplinary history. (Attached in Request Form)
2. A paper (minimum 1 page, 1" margins, 12-point Times New Roman font, double spaced) explaining what steps were taken to address the behavior, how the behavior has changed since the incident occurred, and what was learned from the incident.

I understand that my entire conduct record is only removed from my disciplinary file maintained by the Office of Community Life. Reports and/or other correspondence relating to the underlying violation(s) that are maintained by other university departments (e.g., Title IX), local and/or campus police, or another reporting agency are not subject to this removal.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR ADMINISTRATIVE USE ONLY

Incident Report(s) regarding dismissible behavior: \_\_\_\_\_

Did the student complete all required sanctions?  Yes  No

Was the student suspended, dismissed, or expelled?  Yes  No

Did the nature of any of the violation(s) under review caused personal injury, significant property damage, endangered the health, safety or welfare of any individual, and/or violated the campus policies regarding weapons, or otherwise involved illegal activity?  Yes  No

Are any of the records under review Clery?  Yes  No

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_