

Request to Expunge Disciplinary Record

Marymount University's Office of Student Conduct and Conflict Resolution allows students the option to request to have their non-academic disciplinary records expunged prior to their original expungement dates. Disciplinary records are automatically reviewed for expungement seven (7) years after graduation or withdrawal from the University and in some situations may be retained permanently. Records that involve a suspension or expulsion shall not be expunged.

The request will be decided by the Chief Conduct Officer. Factors considered in the review include if a legal, compliance, ethical, or University interest exists which would indicate that the University's ongoing maintenance of the record is necessary.

Under ordinary circumstances, the Chief Conduct Officer will review the request and inform the student of the decision in writing within ten (10) calendar days. The decision is final and may not be appealed.

Full Name: _____

Student ID #: _____

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 the Office of Student Conduct and Conflict Resolution at sconduct@marymount.edu.

Signature: _____ Date: _____