

Instructions for Requesting Expungement of Disciplinary Records

Please note that this process applies only to disciplinary records maintained by the Office of Student Conduct. Records maintained by other divisions, such as the Office of the Registrar, are not expunged through this process.

1. In order to have your record expunged, you must complete all the requirements of your sanction.
2. If you have been involved in a second disciplinary incident, expungement will not be considered until that matter is resolved and any sanctions fulfilled.
3. Submit your petition for expungement. It should include the following:
 - A brief description of the incident and the sanction imposed
 - Your reflections on your actions, how they have affected you and others, and how you might respond if faced with a similar situation in the future
 - An account of your behavior since the incident (academic performance, extracurricular activities, community service, etc.).
 - An explanation of why you would be a good candidate for expungement
4. Attach any supporting materials (letters of recommendation, proof of community service, etc.).

5. Submit your petition to:

Office of Student Conduct

Bishop House

115 College Avenue

New Brunswick, NJ 08901

6. You will receive a written response to your petition.
7. If your request is granted, all disciplinary records maintained by the Office of Student Conduct will be destroyed. Should the office receive inquiries about your disciplinary record, we will respond (with your written authorization) that no such record exists.