

*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:

[conduct@rci.rutgers.edu](mailto:conduct@rci.rutgers.edu)

or

Office of Student Conduct

Bishop House

115 College Avenue

New Brunswick, NJ 08901

6. Your petition will be reviewed by either Dr. Felicia McGinty, Vice Chancellor for Student Affairs (for non-academic violations) or Dr. Ben Ben Sifuentes-Jáuregui, Vice Chancellor for Undergraduate Academic Affairs (for academic violations). You will receive a written response to your petition after it has been reviewed and a decision has been made.
7. If your request is granted, all disciplinary records maintained by the Office of Student Conduct will be marked in our database system as expunged. Should the office receive inquiries about your disciplinary record, we will respond (with your written authorization) by reporting that there was a violation, but the record has since been expunged.
8. To review the expungement process as listed in the University Code of Student Conduct, please refer to section "XV. Disciplinary Files (not including RBHS)": <http://studentconduct.rutgers.edu/university-code-of-student-conduct/>.