



REQUEST TO SEAL DISCIPLINARY RECORD

Disciplinary records may be sealed by the Dean of Students or their designee upon written request of the student with a disciplinary record. Most disciplinary records are retained for 5 years from the decision letter.

Sealed files will be marked and the record shall not be disclosed to external third parties by the Student Conduct & Conflict Resolution, except as required by law. These records will be maintained internally for disciplinary purposes and in compliance with applicable federal laws. The decision is final and is not appealable.

Disciplinary records created less than 6 months from the date of the final decision letter shall not be expunged without compelling justification. Records may not be sealed until all sanctions are completed.

- Factors to be considered in review of the request include:
- The student's disciplinary record as a whole.
- The student's conduct after the violation.
- The nature of the violation(s) including, but not limited to, the severity of the damage, injury, harm, or other impact resulting from the violation(s).
- Whether all sanctions have been completed as directed or not, including informal probation, formal disciplinary probation, or suspension.
- The person's responses to the request questions and other provided information.

Please take the time to thoughtfully respond to the following prompts. You must submit your typed responses to the following questions and with this form:

1. State the reason(s) you are requesting to seal your student conduct record.
2. What did you learn as a result of the incident(s) and from undergoing the conduct process?
3. How have you applied what you learned to your subsequent behaviors in the University/community?
4. How have you reflected on your personal values and community expectations?

Student Name:		Student ID#:	
Student Address:		Telephone:	
Student Email:		Date of most recent incident:	

SUBMIT THIS FORM TO:

Student Conduct & Conflict Resolution

Drop-off/mail: Center for Community, S485
10 UCB
Boulder, CO, 80309

Email: studentconduct@colorado.edu

Fax: (303) 492-3589