



REQUEST TO SEAL HONOR CODE RECORD

Honor Code records may be sealed by the Director of Student Conduct & Conflict Resolution, or their designee, upon written request of the student with an Honor Code record. Most Honor Code records are retained for 5 years from the date of the decision letter.

Sealed files will be marked and the record shall not be disclosed to external third parties by 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.

Honor Code records created less than one year from the date of the final decision letter shall not be sealed 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 Honor Code record as a whole.
- The student’s academic conduct after the violation.
- The nature of the violation(s) including, but not limited to, the severity of the incident, harm, or other impact(s) resulting from the violation(s).
- Whether all sanctions have been completed as directed, including Honor Code probation or Honor Code suspension.
- The person’s responses to the requested 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 with this form:

1. What did you learn as a result of the incident(s) and from undergoing the Honor Code process?
2. How have you applied what you learned to your subsequent behaviors in an academic environment?
3. How have you reflected on academic integrity as it relates to your personal values?
4. How will sealing this record benefit you?
5. If you are a graduate student, please submit a letter of support from a faculty member, ideally in your department or program, who can speak to your academic integrity.

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

SUBMIT THIS FORM & YOUR RESPONSES TO:

Student Conduct & Conflict Resolution

Drop-off/mail: Center for Community, S485

10 UCB

Boulder, CO, 80309

Email: Honor@colorado.edu

Fax: 303.492.3589