



AN HONORS UNIVERSITY IN MARYLAND

April 16, 2010

**Office of Student Judicial Programs**  
University of Maryland, Baltimore County  
1000 Hilltop Circle  
Baltimore, MD 21250

PHONE: 410-455-2453  
FAX: 410-455-1456  
VOICE/TTY: 410-455-3233  
WEB: [www.umbc.edu](http://www.umbc.edu)

To: Student Petitioner

Fr: Office of Student Judicial Programs

Re: Petition to Void a Disciplinary File and/or a Transcript Notation

Under a provision of the Code of Student Conduct, a student who has a judicial file and/or a transcript notation may petition to have the judicial file expunged or the transcript notation removed. Factors to be considered in a good cause review by the Director of the Office of Student Judicial Programs or their designee include the following:

1. The present demeanor of the petitioner
2. The conduct of the petitioner since the violation
3. The nature and severity of the violation
4. The nature and severity of any damage, injury, or harm resulting from the misconduct
5. The recommendation of the Charging Party

The Office of Student Judicial Programs may request an interview with you as part of the review process.

Attachment

**PETITION TO EXPUNGE A DISCIPLINARY FILE  
AND/OR REMOVE A TRANSCRIPT NOTATION**



I. Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

Telephone: \_\_\_\_\_ Student ID \_\_\_\_\_

Year of Offense: \_\_\_\_\_ Email: \_\_\_\_\_

II. Please indicate below why you believe the Office of Student Judicial Programs should expunge your file.

III. Please return completed form to:

**Office of Student Judicial Programs  
Student Development and Success Center  
1000 Hilltop Circle  
Baltimore, MD 21250  
Phone: 410 455-2453 Fax: 410 455-1456  
E-mail: Conduct@umbc.edu**