

Record Expungement/Removal

Student can request to have their CARE Team notes expunged. This would either entail the complete deletion of the record from the Maxient system or the creation of a flag that precludes the notes from being shared with others when requested.

There are several reasons why students may request that their notes be expunged:

- concerns that the notes would be discovered as they apply for political office,
- the need to gain security clearance from the government or law enforcement for a job,
- to ensure they are not blocked from a teaching or nursing position, or
- a student learns of the documentation and is not comfortable having these records exist.

In the review, these reasons must be balanced against the ongoing relationship between the student and the college. The University doesn't want to lose data they may need again in the future

At the heart of the CARE Team's work is the concept that collecting early alert information that may allow for early prevention. By casting this net wide, the CARE Team will create files on students who likely will not escalate beyond their initial incident of concern. For instance, imagine a professor reports a tearful student in class whose girlfriend broke up with him. While we would want the professor to pay attention to these types of scenarios, it would be reasonable to assume this is a low level mild risk on the NaBITA Threat Assessment Tool. If the student learns of this record, it would be equally reasonable for them to request a removal or expungement of the record.

When an expungement request is submitted, the Chair of the CARE Team will appoint two members, chosen based on the aspects of the specific case, to make up a review committee. They will discuss the request and come to a decision about the appropriateness of the removal of the records. This process will be completed within two weeks. For example, given the case described above, the team members may be from counseling and/or academic affairs.

The two members of the review committee will consider the following in making their determination:

- Low-level risk (i.e., mild and moderate), one-time events should be strong candidates for expungement. Higher risk events that have repeated over time are not good candidates for expungement.
- Events that occurred more than a year ago with no subsequent events or concerns should be considered for expungement. Events that have occurred recently (e.g., in the past few weeks or months) or have been repeated are not good candidates for expungement.

- The review committee should contemplate the likelihood of needing the information being requested for expungement in the future.

In the event that the record is not approved for expungement, efforts should be made to explain this decision to the student and consider the appropriateness of adding a summary or note to the file to provide a more positive context to the student's current behavior (assuming the student is in good standing). The CARE Team may also consult with General Counsel at the college to gain another opinion about the decision.

The committee retains the authority to expunge, amend, or keep the note as it is. This provides for a more robust discussion with the student when the needs of the university to keep essential data and the desire of the student to have the data removed come into conflict.