



## Transcript Notations Policy 2024 05

Pursuant to the New York State Education Law Article 129-B, section 6444 (6) if a student is found responsible through the College's conduct process for crime(s) of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)F(i)(I)-(VIII) ("Clery Crimes of Violence"), the Chief Academic Officer will direct that a notation be placed on the student's transcript.

1. Where the sanction is a suspension, the following notation will be listed:  
**"Suspended after a finding of responsibility for code of conduct violation"**
2. Where the sanction is expulsion, the following notation will be listed: **Expelled after a finding of responsibility for a code of conduct violation.**

Violations equivalent to crimes of violence, as defined in the Clery Act (as updated by the Violence Against Women Act Final Regulations) include: murder; manslaughter; rape, fondling, incest, and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; and arson. The College retains the right to determine additional serious violations that will result in a permanent transcript notation.

If a student respondent withdraws from the College, which such conduct charges are pending for allegation(s) related to Clery Crimes of Violence and the student declines to complete the disciplinary process, the Chief Academic Officer will direct that the following notation placed on the student's transcript:

1. **Withdrew with conduct charges pending**

Conduct charges are considered "pending" once a student is informed in writing that there are allegations that the student may have violated the College's Code of Conduct.

Vacating a Finding of Responsibility: the College is statutorily required to place notation on transcripts of students when two factors are met: (1) the student is found responsible, after a process (or takes responsibility) for a code of conduct violation that is equivalent to the Crimes of Violence; and (2) the student is expelled, suspended, and/or withdraws with conduct charges pending. However, if a finding of responsibility is vacated for any reason, an such transcript notation shall be removed. If a court of competent jurisdiction vacates a finding of responsibility for a violation of College policy, the legislation requires that vacating an underlying finding also vacates the transcript notation memorializing that finding.

Further Appeals: a student whose transcripts state “suspended after a finding of responsibility for a code of conduct violation” may appeal, in writing, to the Chief Academic Officer to have the notation removed. Appeals may be granted provided that: (i) one year has passed since the conclusion of the suspension; (ii) the term of suspension has been completed and any conditions thereof; and (iii) the Chief Academic Officer has determined that the student is once again “in good standing” with all applicable College and academic and non-academic standards. This request must be in writing and include rationale for the request. The Chief Academic Officer will review the request and provide a written response within 30 days from the date the request was received.

A student whose transcript states: “Expelled after a finding of responsibility for a code of conduct violation” or “Withdrew with conduct charges pending” is ineligible to appeal to have the notation removed.