Procedures and Responsibilities

1 SUSPENSION OR EXPULSION NOTATION

1.1 If a student is found responsible through the university’s academic/conduct process, the University Registrar will direct that a notation be placed on the student’s transcript:

1.1.1 Where the sanction is a suspension, the following notation will be listed: “Suspended after a finding of responsibility for an (academic/conduct) violation. (Office responsible for issuing the suspension), Suspension effective: Mon DD, YYYY to Mon DD, YYYY.”

1.1.2 Where the sanction is expulsion, the following notation will be listed: “Expelled after a finding of responsibility for an (academic/conduct) violation. (Office responsible for issuing the expulsion), Expulsion effective: Mon DD, YYYY to Mon DD, YYYY.”

2 WITHDRAWAL FROM THE UNIVERSITY
2.1 If a student respondent withdraws from the University while academic/conduct charges are pending, the Dean responsible for the charges will notify the University Registrar to place the following notation on the student’s transcript: “Withdrew with academic charges pending.” or “Withdrew with conduct charges pending.”

2.2 Academic/conduct charges are considered “pending” once a student is informed in writing that there are allegations that the student may have violated the university rules or procedures.

2.3 Once the university’s academic/conduct process has been completed, the “withdrew” notation will be removed.

3 PENDING INVESTIGATION

3.1 The university office responsible for initiation of the investigation will notify the University Registrar that a hold is required in the following cases:

3.1.1 Civil Rights violations (University Rule 08.01.01R2);

3.1.2 Standards of Student Conduct violations involving violence (Student Code of Conduct);


3.2 Once the university’s academic/conduct process has been completed, the “hold” will be removed.

4 NOTATION REMOVAL

4.1 A student whose transcript notes a suspension or an expulsion may request, in writing, to the appropriate office to have the notation removed. Request may be granted provided that:

4.1.1 The appropriate dean has determined that the student is eligible to reenroll; or

4.1.2 That good cause exists to remove the notation.

Related Statutes, Policies, or Requirements

System Regulation 11.99.02, Conduct Requirements of Admissions Applications and Transcripts

University Rule 08.01.01.R2 Civil Rights Compliance
University Procedure **11.04.99.R0.06 Undergraduate Scholastic Probation and Dismissal**

University Procedure **13.99.99.R0.03 Undergraduate Academic Dishonesty**

University Procedure **13.99.99.R0.10 Graduate Student Academic Dishonesty**

University Procedure **13.99.99.R0.39 Graduate Academic Probation, Retention and Suspension**

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**Definitions**

Suspension – temporary exclusion from the University due to a student violation of university rules or procedures with conditions on when the student may reenroll.

Expulsion – permanent exclusion from the University due to a student violation of university rules or procedures.

Withdrawal – a student drops all of their courses after the published add/drop period in a given semester.

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**Contact Office**

Office of the University Registrar
903.886.5068