

11.99.02.R0.01 Conduct Notation for Transcripts

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Procedure Statement

At Texas A&M University-Commerce, the student academic transcript is recognized as the official record of a student’s academic progress from admission until separation from the institution. The document allows students to demonstrate completion of pre-requisite courses, provide confirmation of credits earned in order to transfer to another institution, document progress towards earning a degree or certificate, and ultimately, officially verify academic achievement. As past behavior can be considered a determinant for future behavior, proper transcript notation, under the correct circumstances, can aid in creating a safe environment.

This procedure establishes the standard transcript notation process for students who are suspended or expelled, or have pending academic/conduct investigations. This procedure supplements System Regulation *11.99.02, Conduct Requirements for Admissions Applications and Transcripts.*

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);
 - 3.1.3 Academic Dishonesty violations (University Procedures 13.99.99.R0.03 and 13.99.99.R0.10).
- 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](#)

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.

Contact Office

Office of the University Registrar
903.886.5068