



TRANSCRIPT NOTATION POLICY

PURPOSE

This policy outlines the criteria and circumstances for the placement of notations on students' transcripts in disciplinary cases involving alleged crimes of violence.

STATEMENT OF POLICY

Crimes that would require a notation on the student's transcript include murder, rape, fondling, incest and statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, dating violence, domestic violence, and stalking, conduct that constitutes a crime of violence as defined in the Clery Act.

LIU uses the following transcript notations:

1. Withdrew with conduct charges pending;
2. Suspended after a finding of responsibility for a code of conduct violation; and
3. Expelled after a finding of responsibility for a code of conduct violation.

Transcript notations for a student who is suspended or who chooses to withdraw with a pending conduct investigation will remain on a transcript for a minimum of one year. After one year's time, a student may request to have the transcript notation removed by filing an appeal with the Vice President of Students or designee. Transcript notations for expelled students are permanent and cannot be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

As per New York State law: "For crimes 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), institutions shall make a notation on the transcript of students found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation."

For the respondent who withdraws from the institution while such conduct charges are pending and declines to complete the disciplinary process, institutions shall make a notation on the transcript of such students that they "withdrew with conduct charges pending."

Each institution shall publish a policy on transcript notations and appeals seeking removal of a transcript notation for a suspension, provided that such notation shall not be removed prior to one year after conclusion of the suspension, while notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

PROCEDURES

A student may appeal to the Vice President for student affairs, in writing, for removal of a notation that the student was suspended, no earlier than one year after the end date of the suspension. Notations indicating that the student was expelled from LIU shall not be subject to removal and therefore cannot be appealed. To file an appeal to have the transcript notation removed from an academic transcript a student must submit in writing to the Vice President for student affairs or designee.

The appeal shall include: (1) a statement describing the incident and what was learned over the time away from the institution; and (2) the rationale for removal of the notation. The appeal will be reviewed, and a decision will be rendered.

POLICY TYPE: STUDENT AFFAIRS