

**Student**

*Board of Trustees Policy*

<b>SUBJECT:</b>  Transcript Notation Policy	<b>NUMBER:</b>  3.12
	<b>DATE:</b>  October 19, 2015 Resolution #15-110
	<b>SUPERSEDES:</b>

This policy document directly relates to the Transcript Notation Policy, of the SCCC Board of Trustees, as hereto attached.

## Transcript Notation Policy

Effective fall 2015, Schenectady County Community College official college transcripts will notate all reportable code of conduct violations.

Reportable code of conduct violations are those incidents of violence, including but not limited to sexual violence, that meet the reporting requirements of the federal Clery Act (<http://clerycenter.org/summary-jeanne-clery-act>).

A transcript notation will be made for any student found responsible after a conduct process that they were “suspended after a finding of responsibility for a code of conduct violation” or “dismissed 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, a notation will be made that such student “withdrew with conduct charges pending”.

The College reserves the right to adjust transcript notation as needed for compliance with SUNY Policies on Sexual Violence Prevention and Response. The Campus Title IX Coordinator will be notified of all reportable code of conduct violations involving sexual violence.

**Appeals to Remove Transcript Notation:** Students may make an appeal seeking removal of a suspension transcript notation. The suspension notation may not be removed prior to one year after conclusion of the suspension. Appeals shall be made in writing to the Vice President of Student Affairs. Action taken by the Vice President of Student Affairs shall constitute a final resolution of the appeal unless the student submits a request for a hearing, in writing, within ten working days of the date of the decision. If the student so requests, an appointment will be made to appear before the Student Disciplinary Review Committee for a hearing and the appeal will follow the rules stated in the College’s Student Code of Conduct (<http://www.sunysccc.edu/student/conduct.htm>) for student violations.

Notations for expulsion may not be appealed and will not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation will be removed.