

Transcript Notation

The District identifies academic standing and student conduct outcomes as term notations on students' academic transcripts.

- I. Academic Standing Transcript Notation
 - a. The District denotes academic standing status on transcripts of students who have failed to meet standards of academic progress. Academic standing will be determined at the conclusion of each term as outlined in *Procedure 6010.9: Academic Standing*. Academic notations do not expire, nor are they automatically removed. Academic transcript notations, as appropriate to the circumstances, include the following three options:
 - i. Academic Probation
 - ii. Academic Continued Probation
 - iii. Academic Suspension
 - b. Academic Suspension Appeals
 - i. A student being placed on Academic Suspension may appeal to the Student Appeals Committee for continued Academic Probation (*Procedure 2050.11: Student Appeals Committee*). If the appeal is granted, then the transcript notation will be updated to reflect the new academic standing.
- II. Student Conduct Transcript Notation
 - a. The District denotes conduct outcomes on academic transcripts of students found to have engaged in behavior that constitutes crimes of violence, including, but not limited to sexual assault, as defined in the Clery Act and the Violence Against Women Act. Transcript notations are applied at the conclusion of the District conduct proceedings and appeal process as applicable (*Procedure 5075.2: Student Code of Conduct*). Conduct transcript notations include the following three options:
 - i. Suspended after a finding of responsibility for a code of conduct violation.
 - ii. Dismissed after a finding of responsibility for a code of conduct violation.
 - iii. Withdrew with conduct charges pending.
 - b. The Vice President of Student Affairs (VPSA) has the right to place a hold on the release of a student academic transcript during investigations involving crimes of violence as described in *Procedure 5075.2: Student Code of Conduct*.

- c. Disciplinary Suspension or Dismissal
 - i. Upon notification by the VPSA, the Registrar places a hold in the student record as noted above. The Registrar records any sanctions applied, the length of restrictions, and eligibility criteria for returning to the institution. If a finding of responsible is vacated, any such transcript notation is removed. Only definitive proof may be used to vacate a finding. The VPSA, or designee, is the only one authorized to answer inquiries from outside the institution.
- d. Withdrawal prior to adjudication of conduct case
 - i. Should a student withdraw from the District prior to the conclusion of a pending conduct case, the investigation will continue without the student's participation. Withdrawal from the institution will not protect a student from completion of disciplinary processes, possible sanctions, or possible criminal or civil action(s). A student may still be found responsible in their absence. A notation of "Withdrew with conduct charges pending" is applied during the time of the investigation. The final transcript notation, if any, is based on the final outcome of the conduct proceeding.
- e. Removal of Student Conduct transcript notation
 - i. A petition for removing a dismissal transcript notation may be submitted to the VPSA, provided a minimum of one year has passed since the dismissal notation was applied. The petition must include the following:
 - 1. A statement describing the incident and what was learned during the time away from the institution;
 - 2. Rationale for removal of the notation; and
 - 3. Documentation of successful completion of any terms imposed in the underlying conduct proceeding (e.g. completion of required or recommended in/out patient program, therapy or educational programming, etc.).
 - ii. Petitions are reviewed by a committee appointed by the VPSA to be chaired by the Registrar and include the Director of Admissions, an academic dean or assistant/associate vice president, and the District Police Chief or Lieutenant; a recommendation and rationale is made in writing to the VPSA. The final decision is made by the VPSA. If request is denied, subsequent petitions seeking removal may be submitted no sooner than three years; documentation must show updated information about the student's experience since the previous petition(s). Student conduct notations do not expire, nor are they automatically removed.
 - iii. Students with a student conduct transcript notation from NWCCD who wish to reapply, will be subject to the review process described in Section III of this procedure.

III. Notation on incoming transcript

- a. Applicants or admitted students who self-disclose or are found through the enrollment process to have been dismissed or expelled from another institution for non-academic reasons are forwarded directly to the Registrar. The Registrar gathers information related to the applicant's prior or pending disciplinary action from another institution, which may include, but is not limited to, an interview of the applicant and discussion of events with an official from the institution where the events occurred. The Registrar presents the gathered information and analysis to the Admissions Review Committee (ARC) as outlined in *Procedure 5015.1: Admissions Requirements*. Following review of all information gathered, the committee recommends one of the following actions to the VPSA:
 - i. Applicants
 1. Admit the applicant to the District with no restrictions.
 2. Admit the applicant provisionally with conditions to be determined by the ARC.
 3. Deny admission of the applicant.
 - ii. Admitted students
 1. Continue as a student with no restrictions.
 2. Impose provisional status on the student and place a hold on the student account.
 3. Proceed with Code of Conduct process to determine sanctions up to and including revocation of admitted status.
 - iii. The VPSA makes the final decision based on the committee's recommendation and rationale. Applicants or admitted students being reviewed are notified in writing of the final decision and any conditions applicable for admission or continuing enrollment.

IV. Appeals

- a. Admissions decision may be appealed through the Student Appeals Committee as outlined in *Procedure 2050.11: Student Appeals Committee*.
- b. Appeals must be submitted in writing within 10 days of notice to the Vice President for Student Affairs Office: 1 Whitney Way, Sheridan, WY 82801
- c. Results of appeals may take up to 30 business days.