

Disciplinary Transcript Notations

Policy Number: 615

Categorized: [Student Services](#)

Responsible Office: Associate Vice President for Student Supports

Subject: Transcript notations for sexual violence and serious misconduct

Related Policies: [Transcripts](#), [Admission and Continued Enrollment of Students Who May Pose a Threat, Sexual Misconduct Policy](#)

Procedures: See below.

Additional Information: [Student Code of Conduct](#)

Effective Date:

Last Reviewed Date: 4/27/2021

1. Scope

This policy applies to students who are under investigation for an act of sexual violence, or who are suspended or dismissed for misconduct.

2. Policy Statement

In order to alert other institutions of higher education that a student has been suspended or dismissed for serious misconduct, Northern Virginia Community College may place disciplinary notations on a student's transcript.

- a. Students who have been suspended for, have been permanently dismissed for, or have withdrawn from a college while under investigation for an offense involving sexual violence under the college's sexual misconduct policy will have a notation stating either "Suspended/Dismissed for a violation of, or withdrew while under investigation for a violation of College's sexual misconduct policy" placed on their permanent records.
- b. Students who have been dismissed for exhibiting threatening or dangerous behavior, or otherwise have committed an act of misconduct, may have the statement "Misconduct Dismissal" placed on the transcript.

3. Definitions

Transcript: an official record of a student's work, showing courses taken and grades achieved.

4. Procedures

- a. Prior to making any disciplinary notation on a transcript, the college shall notify the student in writing of such action and give the student the right to appeal.
- b. A disciplinary transcript notation issued pursuant to the sexual misconduct policy shall be appealed in accordance with the sexual misconduct policy appeal procedures.
- c. The “Misconduct Dismissal” disciplinary transcript notation shall be appealed in accordance with the Student Code of Conduct appeal procedures.

5. Authority

VCCS 6.2.5.0 Disciplinary Transcript Notations

[Code of Virginia § 23.1-900](#). Academic transcripts; suspension, permanent dismissal, or withdrawal from institution.