

ADMINISTRATIVE REGULATION

No. 329

TITLE: **Transcript Notations and Appeal Policy for Crimes of Violence**

PURPOSE: To comply with Article 129-B of the New York State Education Law requiring transcript notations for students found responsible for crimes of violence.

POLICY: 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), the Registrar shall make a notation in 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 College while such conduct charges are pending, and declines to complete the disciplinary process, the Registrar shall make a notation on the transcript of such student that they “withdrew with conduct charges pending.” Crimes falling under this policy include: murder; rape; fondling; incest and statutory rape; aggravated assault; burglary; motor vehicle theft; manslaughter; and arson.

Students may seek removal of a transcript notation for a suspension no earlier than one year after conclusion of the suspension. This appeal must be made in writing. Upon receiving the request, the Chief Student Affairs Officer will determine whether the appeal should be granted or denied based on the length of the suspension. Notations of expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

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