



TRANSCRIPT NOTATIONS AND APPEAL POLICY FOR CRIMES OF VIOLENCE

Policy 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:** Trocaire College will place notations on transcripts of students when two factors are met:
- The student is found responsible, after a process (or takes responsibility) for a Student Code of Conduct violation that is equivalent to the definitions for Clery Act (as updated by the Violence Against Women Act Final Regulations) Part I Primary Crimes: and
 - The student is expelled, suspended, and/or withdraws with Student Code of Conduct charges pending

As defined by the Clery Act, crimes of violence include murder, manslaughter, arson, robbery, aggravated assault, burglary, motor vehicle theft, and all sexual assaults (rape, fondling, incest, statutory rape), as well as VAWA offenses (dating/domestic violence, stalking).

PROCEDURES:

Pursuant to Article 129-B, section 6444(6) of the New York State Education Law, if a student is found responsible through the College's Student Code of Conduct Process for crime(s) 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 Dean of Student Success will direct the Registrar's Office to place a notation on the student's transcript.

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Notations will be placed based on the following:

- Where a sanction is suspension, the following notation will be listed: "Suspended after a finding of responsibility for a Student Code of Conduct violation" or "Dismissed after a finding of responsibility for a Student Code of Conduct violation."



- Where the sanction is expulsion, the following notation will be listed: “Expelled after a finding of responsibility for a Student Code of Conduct violation.”

If a student withdraws from the College while conduct charges are pending and declines to complete the Disciplinary Procedures regarding Violations of the Student Code of Conduct, the College will make the following notation on the student’s transcript: “Withdrew with Student Code of Conduct charges pending.”

Conduct charges are considered “pending” once a student is informed in writing that there are allegations that the student may have violated the Student Code of Conduct.

If a finding of responsibility is vacated for any reason, the transcript notation will be removed. As such, if a court of competent jurisdiction vacates a finding of responsibility for violation of college policy, 129-B requires that the transcript notation memorializes the court’s finding.

APPEALS:

Students with the following transcript notation “Suspended after a finding of responsibility for a Student Code of Conduct Violation” may appeal in writing. Appeals must include rationale for the request submitted to the Dean of Student Success or designee. Upon receiving the request, the Dean of Student Success, or designee will determine whether the appeal should be granted or denied based on:

- a. One year has passed since the conclusion of the suspension.
- b. The term of the suspension has been completed and any conditions thereof; and
- c. The Dean of Student Success has determined that the student is once again “in good standing” with all College academic and non-academic standards.

The Dean of Student Success, or designee will review the request and provide a written response within 30 calendar days of when the appeal was received. Appeals received (7) years after the incident occurred will not be reviewed.



The Dean of Student Success, upon final determination of suspension or expulsion, will direct the Registrar's Office to place a transcript notation on the student's record. The Dean of Student Success will specify the appropriate wording and the length of time the notation is to remain on the record.

Submitted to President: 7/29/2026
Approved: 7/29/2026
Effective Date: 8/24/2026
Review Date: 4/14/2026
Designated Office: Dean of Student
Success