

## **Transcript Notation Appeal Policy**

For crimes of violence, including, but not limited to sexual violence, that Cazenovia College is required by federal law to include in its Annual Security Report, the transcripts of students found responsible after a hearing and appeal, if any, shall include the following notation:

- Suspended after a finding of responsibility for a code of conduct violation;
- Expelled after a finding of responsibility for a code of conduct violation; or
- Withdrew with conduct charges pending

Cazenovia College reserves the right to prohibit withdrawal of a Respondent until the conclusion of all College judicial proceedings. Transcript notations for suspensions may be removed at the discretion of the College, but no earlier than one (1) year after the conclusion of the suspension. Transcript notations for student dismissal shall not be removed.

Subject to the minimum period, a student may request to have a suspension transcript notation removed by submitting a request in writing to the Title IX Coordinator, who will share the request with the Vice President of Academic Affairs and the Vice President of Student Affairs. They will make all decisions about notation removal.

A request for transcript notation removal will not be considered if submitted before the expiration of the minimum one year period noted above.

### **All requests for transcript notation removal shall include:**

- A statement describing the incident and what was learned over the time away from the institution;
- The rationale for removal of the notation; and
- Documentation of successful completion of any terms imposed in the underlying conduct proceeding (*ie. educational programming, etc.*)

Requests will be reviewed and a decision will be provided by the Vice Presidents in writing, generally within thirty days of submission. The Vice Presidents and/or the Title IX Coordinator may request additional information from the student. Decisions regarding the removal of transcript notations are within the discretion of the Vice Presidents.

If the Vice Presidents decide against removing a notation, the student may submit subsequent requests seeking removal after three (3) years from the Vice Presidents' initial determination. These requests will be made with the same process as the first request and include updated information about the student's experience since the earlier request(s).