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STUDENT ADVISORY MEMORANDUM NO. 98-1

December 21, 1998

**M E M O R A N D U M**

To: College Presidents

From: Acting Vice Chancellor Roy P. Moskowitz 

Re: Recording of Student Disciplinary Penalties on Academic Transcripts

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Questions have arisen concerning whether student disciplinary penalties should be recorded on a student's academic transcript (official college record).

Ordinarily, disciplinary penalties should be included on the student's academic transcript. However, a notation of penalty should not be included if, on appeal to the College President, Board of Trustees committee, or a court, the disciplinary penalty is reversed or modified to provide that there not be a notation on the student's academic transcript. In addition, the notation of a disciplinary penalty should be removed from the student's transcript upon the satisfaction of conditions specified in the disciplinary penalty imposed (e.g., if the decision states "The record of this disciplinary action will be expunged upon graduation or no further disciplinary infractions for a [stated period of time]"), or as otherwise determined by the College President.

Disciplinary penalties which are recorded on the student's academic transcript will be shared with other institutions of higher education, as well as potential employers, or others, when a copy of the academic transcript is provided.

cc: Interim Chancellor Kimmich  
Interim Deputy Chancellor Hasset  
Vice Chancellors  
Mr. Lester Jacobs  
Chief Student Affairs Officers  
Legal Affairs Designees  
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