

BERKELEY COLLEGE Transcript Notation Policy

Purpose

This policy outlines the criteria and circumstances for the placement of notations on students' transcripts in disciplinary cases involving alleged crimes of violence.

Scope

This policy applies to undergraduate students enrolled at any of the New York campuses, along with undergraduate students enrolled in a Berkeley College Online® New York degree program who are also residents of New York.

I. Crimes of Violence

Crimes of violence includes those that meet the reporting requirements pursuant to the Jeanne Clery Act. Such crimes include:

- Criminal homicide: murder, non-negligent manslaughter, manslaughter by negligence
- Sexual assault: rape, fondling, incest, statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

II. Transcript Notation Procedures

In disciplinary cases involving an alleged crime of violence, the College will place a notation on the student's transcript following the completion of the investigation and conduct process.

- A. Dismissal.** In cases where a student has been found responsible and is dismissed by the College, the following transcript notation will be added: "*Dismissed after a finding of responsibility for a code of conduct violation.*" Notations for dismissal shall not be removed.
- B. Suspension.** In cases where a student has been found responsible and is suspended by the College, the following transcript notation will be added: "*Suspended after a finding of responsibility for a code of conduct violation.*" Notations for suspension must remain on the student's transcript for a minimum of one (1) year following completion of the suspension.
- C. Withdrawal.** In cases where a student has withdrawn from the College while conduct charges are pending and such student declines to complete the disciplinary process, the following transcript notation will be added: "*Withdrew with conduct charges pending.*"

III. Vacating Notations

If a finding of responsibility for a conduct violation covered by this policy is vacated for any reason, then the transcript notation will be removed. In cases of withdrawal, if (i) the student is readmitted to the College; (ii) the investigation and conduct process is fully completed; and (iii) the student is found not responsible, then the transcript notation will be removed.

IV. Appeals

Students who are suspended may appeal, in writing, to the Vice President of Student Development and Campus Life to remove the transcript notation. Such appeals may only be submitted at least one (1) year following completion of the suspension. Students must satisfy any and all conditions of the suspension prior to submitting an appeal. A student may attach documents in support of his or her appeal. Students who are dismissed or withdraw are not eligible to appeal.

The Vice President of Student Development and Campus Life will determine whether to uphold or overturn the transcript notation. Appeals may be granted to the extent that the student has satisfied the criteria above and the student is in good academic and disciplinary standing. Such determination will be completed within approximately thirty (30) business days, and the student will be informed of the result in writing.

In the event the Vice President of Student Development and Campus Life is unavailable or perceived by the College to have a potential conflict of interest that may unduly influence the determination, the College, in its sole discretion, may designate a substitute decision-maker.