

Christopher Newport University

Policy: Transcript Notation Removal Policy

Policy Number: 9045

Executive Oversight: Vice President of Enrollment and Student Success
Contact Office: Office of the University Registrar
Frequency of Review: Biennially
Date of Last Review: January 2021

A. PURPOSE

This policy establishes the circumstances under which students may request and receive the removal of a notation placed on their academic transcript due to a violation of the Honor Code, the Discrimination, Harassment & Sexual Misconduct Policy (Title IX/EO offenses), or the Student Code of Conduct. This policy sets out the conditions under which such a request will be granted and the process for making such a request.

B. POLICY STATEMENT

The University has established academic and social standards to which students must adhere. When a student is found responsible for a violation of the University's standards of conduct, and is suspended or dismissed from the University as a result, the University places a notation on the student's transcript.

The University recognizes that subsequent service, accomplishments or other circumstances may support removal of certain notations on a transcript. Therefore, a process is hereby created by which the University may entertain requests for removal of certain notations, as set forth below.

Notations of suspension or dismissal resulting from a student's failure to meet minimum academic standards for continuance are permanent and not subject to removal under any circumstances.

Honor Code:

The University shall not remove notations of suspension resulting from academic integrity-related Honor Code violations (e.g. cheating, plagiarism), except in the most compelling circumstances; such removals are extremely rare and require the approval of the Provost and President.

The University may remove a notation of suspension resulting from a non-academic violation of the Honor Code, after a student graduates from the University and upon submission and review of a formal written request from the student that has been approved by the review committee.

Notations of dismissal for violation of the Honor Code are permanent; requests for their removal shall not be considered.

Discrimination, Harassment & Sexual Misconduct Policy:

Process A: The University shall remove a notation of suspension that results from a violation of the Discrimination, Harassment & Sexual Misconduct Policy upon a written request from a former student submitted after graduating from the University, if all requirements related to the suspension have been met and the Director of Title IX/EO so certifies.

The University may remove a notation of suspension or dismissal resulting from a violation of the Discrimination, Harassment & Sexual Misconduct Policy upon a formal written request from a student, submitted three years after the placement of the notation, reviewed and approved by the appropriate review committee as identified by this policy

Process B: The University shall remove a notation of suspension resulting from a violation of the Discrimination, Harassment & Sexual Misconduct Policy after graduating from the University, upon a formal written request by the student, if all requirements related to the suspension have been met and the Director of Title IX/EO so certifies.

The University may remove a notation of suspension or dismissal resulting from a violation of the Discrimination, Harassment & Sexual Misconduct Policy, or a notation of “*Under Investigation*” for matters involving the Discrimination, Harassment & Sexual Misconduct Policy, upon a formal written request from a student, submitted three years after the placement of the notation, reviewed and approved by the appropriate review committee as identified by this policy.

Student Code of Conduct:

The University may remove a notation of suspension resulting from a violation of the Student Code of Conduct upon a formal written request from the former student submitted after the graduating from the University, reviewed and approved by the appropriate review committee as identified by this policy. Notations of dismissal resulting from a violation of the Student Code of Conduct are permanent; requests for their removal shall not be considered.

C. PROCEDURES

A former student who has been suspended from the University for a violation of the Honor Code or the Student Code of Conduct may request the removal of the transcript notation after graduating from the University.

A former student who has been suspended from the University for a violation of the Discrimination, Harassment & Sexual Misconduct Policy may request the removal of the transcript notation after graduating from the University or upon a formal written request from the student submitted three years after the placement of the notation.

A student or former student who has been suspended or dismissed from the University for a violation of the Discrimination, Harassment & Sexual Misconduct Policy or has the notation

of “*Under Investigation*” for matters involving the Discrimination, Harassment & Sexual Misconduct Policy may request the removal of the transcript notation three years after the placement of the notation.

A former student who seeks removal of a transcript notation pursuant to this policy must submit a written request to the Assistant Vice President and University Registrar (AVPUR) offering facts and circumstances in support of removal. The AVPUR shall submit the request to the appropriate committee, as set forth below, for review and be responsible for communicating the committee’s decision to the requestor.

Requests for removal of transcript notations must be made by the student or former student whose transcript is at issue. Requests from third parties shall not be considered.

Honor Code:

The University shall not remove notations of suspension resulting from academic integrity-related Honor Code violations (e.g. cheating, plagiarism), except in the most compelling circumstances; such removals are extremely rare and require the approval of the Provost and President.

Requests for removal of notations of suspension resulting from Honor Code violations by students who did not graduate from the University will not be considered.

Notations of dismissal resulting from a violation of the Honor Code are permanent, and shall not be removed under any circumstances.

Suspension for Academic Violation: A student who graduates from the University may seek removal of a notation of suspension resulting from an academic integrity-related violation of the Honor Code only after the student graduates. Once a written request for such removal is submitted to the AVPUR, the AVPUR shall first confirm that the request is complete . If it is not complete, it shall be returned to the student. If the request is complete, the AVPUR shall convene a review committee to consider the request. The committee shall be comprised of the AVPUR, the academic dean in whose college/school the violation occurred, the department chair of the course in which the violation occurred (unless the department chair was the faculty member of record), and two additional faculty members selected by the academic dean. The committee shall determine whether or not the circumstances presented support removal of the notation. The AVPUR shall communicate the committee’s decision to the student and, if the committee so directs, remove the notation.

Suspension for Non-Academic Violation: A student who graduates from the University may submit written request for removal of a notation of suspension for a non-academic violation of the Honor Code to the AVPUR. The AVPUR shall obtain a certification from the Associate Dean of Students for Campus Life that all requirements related to the suspension have been met. If they have been met, the AVPUR shall remove the notation and notify the requestor of the result. If the requirements were not met, the request shall be denied and the requestor so notified.

Discrimination, Harassment & Sexual Misconduct Policy:

Suspension: A former student may request removal of a notation of suspension for violation of the Discrimination, Harassment & Sexual Misconduct Policy under Process A or Process B by submitting a written request to AVPUR. The AVPUR shall seek certification that all requirements related to the suspension have been met from the Director of Title IX/EO. If the certification is provided, the AVPUR shall remove the notation and notify the requestor that the request was approved. If all such requirements have not been met, the request shall be denied and the requestor so notified. For purposes of this paragraph and Virginia Code §23.1-900 (Repl. Vol. 2016), a student achieves “good standing” after suspension for a violation of the Discrimination, Harassment & Sexual Misconduct Policy by completing all requirements related to the suspension and graduating from the University.

The University may also remove notations of suspension resulting from violation of the Discrimination, Harassment & Sexual Misconduct Policy under Process A or Process B for good cause shown upon a written request submitted at least three years after the placement of the notation. The request must offer facts and circumstances in support of a finding of good cause. Such a request must be submitted to the AVPUR who will submit the request to a review committee. The committee shall be comprised of the AVPUR, the Associate Dean of Students for Leadership and Student Development, the Director of Title IX/EO and one of the academic deans. The committee shall determine whether or not the circumstances presented establish good cause for removal of the notation. The AVPUR shall communicate the committee’s decision to the requestor and, if the committee so directs, remove the notation.

Dismissal: The University may remove notations of dismissal resulting from a violation of the Discrimination, Harassment & Sexual Misconduct Policy under Process A or Process B for good cause shown, upon a written request submitted at least three years after the placement of the notation and must offer facts and circumstances in support of a finding of good cause. Such a request must be submitted to the AVPUR who will submit the request to a review committee. The committee shall be comprised of the AVPUR, the Associate Dean of Students for Leadership and Student Development, the Director of Title IX/EO and one of the academic deans. The committee shall determine whether or not the circumstances presented establish good cause for removal of the notation. The AVPUR shall communicate the committee’s decision to the requestor and, if the committee so directs, remove the notation.

Under Investigation Notation: The University may remove notations of “*Under Investigation*” resulting from a violation of the Discrimination, Harassment & Sexual Misconduct Policy under Process B for good cause shown, upon a written request submitted at least three years after the placement of this notation and must offer facts and circumstances in support of a finding of good cause. Such a request must be submitted to the AVPUR who will submit the request to a review committee. The committee shall be comprised of the AVPUR, the Associate Dean of Students for Leadership and Student Development, the Director of Title IX/EO and one of the academic deans. The committee shall determine whether or not the circumstances presented establish good cause for removal of the notation. The AVPUR shall communicate the committee’s decision to the requestor and, if the committee so directs, remove the notation.

Student Code of Conduct:

Requests for removal of notations of suspension resulting from violation of the Honor Code by students who did not graduate from the University will not be considered.

Notations of dismissal resulting from a violation of the Honor Code are permanent, and shall not be removed under any circumstances.

After graduation from the University, a former student may submit a written request for removal of a notation of suspension resulting from a violation of the Student Code of Conduct. Such request must be submitted to the AVPUR who will seek to obtain a certification from the Associate Dean of Students for Campus Life that all requirements related to the suspension have been met. Upon such certification, the AVPUR shall remove the notation and notify the requestor of the result. If all requirements of the suspension were not met, the request shall be denied, and the requestor shall be so notified.

Pre-graduation Requests:

Some students may, for specific reasons, desire to have a transcript notation removed prior to graduation from the University. Pre-graduation removal of notations of suspension resulting from an academic integrity-related Honor Code violation shall not be considered. Pre-graduation requests for removal of a notation of suspension resulting from a non-academic Honor Code violation (e.g. lying, stealing) or a violation of the Student Code of Conduct may be submitted in writing as provided above, and shall be considered by a committee comprised of the AVPUR, an Academic Dean, and the Associate Dean of Students for Leadership and Student Development. In addition to determining whether or not to grant removal of a transcript notation prior to graduation from the University, the committee may impose conditions that must be met between the date of notation removal and graduation to avoid reinstatement of the notation. The AVPUR shall communicate the decision of the committee and, if applicable, any conditions imposed, to the student.

D. REFERENCES

Policy 1005 – Discrimination, Harassment and Sexual Misconduct Policy

Code of Virginia §23.1-900 (Academic Transcripts; Suspension, Permanent Dismissal, or Withdrawal from Institution)

E. APPROVAL AND REVISIONS

Approved By: Policy Committee, May 3, 2017

Revision 1: Policy Committee, November 6, 2019

Revision 2: January 14, 2021

F. NEXT REVIEW DATE: Fall 2022