

## **Transcript Notation Policy**

Per New York Education Law Article 129-B, “for crimes 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 College shall make the following notations on the transcript of students:

**Student found responsible after a conduct process.** Transcript comment reads: “Suspended after a finding of responsibility for a code of conduct violation” or ‘Expelled after a finding of responsibility for a code of conduct violation.’ One year after the conclusion of a suspension, the student may appeal for removal of a transcript notation. For an expulsion, this notation will not be removed from transcript.

**Respondent who withdraws from the College while such conduct charges are pending, and declines to complete the disciplinary process.** Transcript comment reads: “Withdrew with conduct charges pending.” This notation will not be removed from transcript.

After one year from the date of the student leaving the College for withdrawal pending disciplinary hearing, Interim Suspension, or Disciplinary Suspension, the student may appeal to the Vice President for Student Affairs to have the transcript comment removed. It is the student's responsibility to provide substantial evidence, which supports the appeal and provides documentation of their activities (work, education, etc.) since their exit from Manhattanville College.

Other disciplinary records maintained by the Dean of Students office are not reflected upon a student’s academic transcript, but are maintained in the Dean of Students office in accordance with college policy.

### **Appeal’s Process for Seeking Removal of Notation**

Any decision of the Conduct Process may be appealed in writing within 48 hours to the Vice President for Student Affairs for cases heard by the Director of Residence Life or Dean of Students. Once an appeal is submitted the appeals officer will determine if a face to face meeting is warranted. An appellate decision for this purpose is defined as having the power to review the conduct findings of another conduct officer. Appellate decisions of the Director of Residence Life, Dean of Students, Vice President for Student Affairs are final, and will be rendered after receiving the appeal.

The appeal form must include the grounds for the appeal as well as the supporting facts and arguments. The following are grounds for an appeal:

1. The conduct process was not in accord with the rules and regulations governing the College’s conduct process, and this deprivation materially affected the decision; and/or
2. The finding of the violation is contradicted by new evidence and would have resulted in a different decision.

On appeal, sanctions can be increased or decreased. If an appeal is heard, the following actions may be taken:

1. Possible modification of the sanction, including increasing the penalty.
2. Ordering reconsideration by the original conduct officer or designee based on:
  - a. Alleged new evidence – only if the new evidence is of such a nature as to be reasonably likely to change the outcome of the original investigation and was unavailable at the time of the original investigation.
  - b. Alleged defect in procedure – only if the defect in the original investigation is sufficiently substantial to be reasonably likely to change the outcome.
3. Ordering dismissal of the case where false evidence was presented.