Procedure Statement

At Texas A&M University-Commerce, the student academic transcript is recognized as the official record of a student’s academic progress from admission until separation from the institution. It is the document that allows students to demonstrate completion of pre-requisite courses, provide confirmation of credits earned in order to transfer to another institution, document progress towards earning a degree or certificate, and ultimately, officially verify academic achievement. As past behavior can be considered a determinant for future behavior, proper transcript notation, under the correct circumstances, can aid in creating a safe environment.

Reason for Procedure

This procedure establishes the standard transcript notation process for students who are suspended or expelled, or have pending academic/conduct investigations. This procedure supplements System Regulation 11.92.02, Conduct Requirements for Admissions Applications and Transcripts.

Procedures and Responsibilities

1 SUSPENSION OR EXPULSION NOTATION

1.1 If a student is found responsible through the university’s academic/conduct process, the University Registrar will direct that a notation be placed on the student’s transcript:

1.1.1 Where the sanction is a suspension, the following notation will be listed: “Suspended after a finding of responsible for an (academic/conduct) violation. (Office responsible for issuing the suspension), Suspension effect this date: MM DD, YYYY.”
1.1.2 Where the sanction is expulsion, the following notation will be listed: “Expelled after a finding of responsible for an (academic/conduct) violation. (Office responsible for issuing the expulsion), Expulsion effect this date: MM DD, YYYY.”

2 WITHDRAWAL FROM THE UNIVERSITY

2.1 If a student respondent withdraws from the University while academic/conduct charges are pending, the Dean responsible for the charges will notify the University Registrar to place the following notation on the student’s transcript: “Withdrew with academic charges pending.” or “Withdrew with conduct charges pending.”

2.2 Academic/conduct charges are considered “pending” once a student is informed in writing that there are allegations that the student may have violated the university rules or procedures.

2.3 Once the university’s academic/conduct process has been completed, the “withdrew” notation will be removed.

3 NOTATION REMOVAL

3.1 A student whose transcript states “suspended” may request, in writing, to the appropriate office to have the notation removed. Request may be granted provided that:

3.1.1 A year has passed since the conclusion of the suspension;

3.1.2 The terms of suspension have been completed and any conditions there of; and

3.1.3 The appropriate dean has determined that the student is again “in good standing” with all applicable university standards.

3.2 A student whose transcript states “expelled” is ineligible to request to have the notation removed. Those students who are expelled leave A&M-Commerce with the status “not in good standing” and will be ineligible for readmission to the University, absent any vacating of a finding of responsibility.

4 PENDING INVESTIGATION

4.1 The university office responsible for initiation of the investigation will notify the University Registrar that a hold is required in the following cases:

4.1.1 Civil Rights violations (University Rule 08.01.01R2);

4.1.2 Standards of Student Conduct violations involving violence (University Procedure 13.02.99.R0.06);

4.2 Once the university’s academic/conduct process has been completed, the “hold” will be removed.

---

**Related Statutes, Policies, or Requirements**

System Regulation *11.99.02, Conduct Requirements of Admissions Applications and Transcripts*

University Rule *08.01.01.R2 Civil Rights Compliance*

University Procedure *11.04.99.R0.06 Undergraduate Scholastic Probation and Dismissal*

University Procedure *13.02.99.R0.06 Standards of Student Conduct*

University Procedure *13.99.99.R0.03 Undergraduate Academic Dishonesty*

University Procedure *13.99.99.R0.10 Graduate Student Academic Dishonesty*

University Procedure *13.99.99.R0.39 Graduate Academic Probation, Retention and Suspension*

---

**Definitions**

Suspension – temporary exclusion from the University due to a student violation of university rules or procedures with conditions on when the student may reenroll.

Expulsion – permanent exclusion from the University due to a student violation of university rules or procedures.

Withdrawal – a student drops all of their courses after the published add/drop period in a given semester.

---

**Contact Office**

Office of the University Registrar
903.886.5068