

TO: The University Senate Educational Policy Committee
FROM: Educational Policy Committee
SUBJECT: Transcript notations
DISPOSITION: University Senate for Discussion
CAMPUSES: System wide
REFERENCES: Student Regulations- Scholastic Records

RATIONALE:

Review of University policies and regulations has revealed occasional statements that do not align. The office of the Registrar and the Educational Policy Committee would like to clarify these statements. One of the issues involves notations of disciplinary actions on a student's transcript. For instance, the policy on Regulations Governing Student Conduct, Disciplinary Proceedings and Appeals, section A.5 (Definitions- Degree Revocation) reads: "Degree revocation means rescinding a degree previously awarded by the University. In cases where a degree revocation sanction has been issued, **it will be noted on the student's academic transcript on a permanent basis.**" While the academic regulation on Scholastic Records, section E. (Record of Actions on Transcripts) reads: "**No entry of disciplinary action shall be recorded on transcripts**". In the spring of 2015, the Office of the Registrar was authorized to add notations to the transcript regarding degree revocation. EPC would like to formalize this change by explicitly stating which categories of disciplinary action will be noted on the transcript.

CURRENT

From the Academic Regulation on Scholastic Records, copies below and found electronically at the following

address: http://www.purdue.edu/studentregulations/regulations_procedures/scholrecords.html

A Good Standing

For purposes of reports and communications to other institutions or agencies, and in the absence of any further qualifications of the term, a student shall be considered in good standing unless he/she has been dismissed, suspended, or dropped from the University and not readmitted.

B Transcripts

Any student or former student of the University whose record is not encumbered for any reasons described hereafter shall, upon written application to the registrar, be entitled to receive (1) a transcript of his/her complete record and/or (2) a certificate of completion. The registrar is authorized to issue such records upon the written request of the student or former student. The transcript shall consist of a full and complete copy of the student's academic record.

C The Certificate of Completion

The certificate of completion shall contain:
a summary of the courses successfully completed; and (3) a statement,
"This is a summary of the courses successfully completed. An official
transcript showing all courses taken may be obtained from the registrar,
upon authorization by the student."
issued only to students who have completed at least two semesters of
resident work in the University. A certificate fee shall be charged for each
copy of this certificate.

(1) the dates o

The certificate o

D Encumbrance

A student's official record may be encumbered:

1. By the comptroller for nonpayment of fees, deposits, residence hall charges, or any other sums owed to the University.
2. By the Business Office Student Organizations, countersigned by the dean of students, in the case of a responsible officer or officers of any student organization that has a delinquent account due to the University.
3. By the dean of students for disciplinary reasons.
4. By the director of the Student Health Center countersigned by the dean of students, for medical reasons. A degree candidate who is in arrears to the University may be denied his/her diploma until his/her financial record is cleared.

The request for the encumbrance of a student's record shall be filed with the Office of the Registrar and shall indicate whether either or both the registration of the student and/or the issuance of a transcript, certificate of completion, or diploma is to be encumbered. When the record is thus encumbered, no transcript or certificate of completion shall be issued. Such encumbrances shall remain until the registrar is notified to disencumber the record by the officer responsible. It is the responsibility of the officer lifting the encumbrance to immediately notify the registrar so as to clear the record of the student.

Students in arrears to the University shall not be recommended for degrees. The clearance of a student's financial obligation on or before the Friday before commencement, or by a corresponding date in the first

semester or in the summer session, shall be essential for graduation. If a student so delinquent clears his/her obligation later, his/her diploma may be released.

E Record of Actions on Transcripts

No entry of disciplinary action shall be recorded on transcripts.

F Replacement of Diplomas (Board of Trustees minutes, July 10, 1975)

A replacement diploma shall be issued to the original holder, upon his/her affidavit, certifying to the loss or damage of the original diploma and upon payment of the cost of reproducing the diploma in its original format.

G Duplicate Diplomas (University Senate Document 12-3, February 18, 2013)

A duplicate diploma shall be issued to the original holder of the diploma upon payment of the cost of reproducing the duplicate diploma. The duplicate diploma will be marked as "Duplicate," in plain sight.

PROPOSED

A Good Standing

For purposes of reports and communications to other institutions or agencies, and in the absence of any further qualifications of the term, a student shall be considered in good standing unless he/she has been dismissed, suspended, or dropped from the University and not readmitted.

B Transcripts

Any student or former student of the University whose record is not encumbered for any reasons described hereafter shall, upon written application to the registrar, be entitled to receive (1) a transcript of his/her complete record and/or (2) a certificate of completion. The registrar is authorized to issue such records upon the written request of the student or former student. The transcript shall consist of a full and complete copy of the student's academic record.

C The Certificate of Completion

The certificate of completion shall contain: ~~date of~~ attendance; (2) a summary of the courses successfully completed; and (3) a statement, "This is a summary of the courses successfully completed. An official transcript showing all courses taken may be obtained from the registrar, upon authorization by the student." issued only to students who have completed at least two semesters of

The certificate o

resident work in the University. A certificate fee shall be charged for each copy of this certificate.

D Encumbrance

A student's official record may be encumbered:

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3. By the dean of students for disciplinary reasons.
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Students in arrears to the University shall not be recommended for degrees. The clearance of a student's financial obligation on or before the Friday before commencement, or by a corresponding date in the first semester or in the summer session, shall be essential for graduation. If a student so delinquent clears his/her obligation later, his/her diploma may be released.

E Record of Actions on Transcripts

~~No entry of disciplinary action shall be recorded on transcripts.~~

Disciplinary actions will not be recorded on transcripts unless disciplinary actions involve involuntary separation from the University (e.g., suspension and or expulsion), or degree revocation. In these instances, the following notations will be added to the transcript:

1. Suspension

The following statement will be added to the transcript while the suspension is in place. Once the suspension ends, regardless of whether or not the student returns to the University, the statement will no longer appear on the academic record.

“The student has been suspended until [insert date] due to violation of University regulations.”

2. Expulsion

The following statement will be added to the transcript and remain a permanent part of the transcript.

“The student was expelled due to violation of University regulations.”

3. Degree revocation

The following statement will be added to the transcript and remain a permanent part of the transcript.

“The individual’s degree has been revoked and this individual has been expelled due to violation of University regulations.”

F Replacement of Diplomas (Board of Trustees minutes, July 10, 1975)

A replacement diploma shall be issued to the original holder, upon his/her affidavit, certifying to the loss or damage of the original diploma and upon payment of the cost of reproducing the diploma in its original format.

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Submitted by Educational Policy Committee

Voted for:

Doug Nelson
Frank Dooley
Ryan Cabot
Darryl Ragland
Elliott Slamovich
Hal Kirkwood
Victoria Walker
Jerry Ross
Whitney Walton
Pat Kain
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Christine Hrycyna
Dina Verdin

Voted Against:

none

Did Not Vote/Abstained

Bonnie Blankenship
Katherine Sermersheim
Ralph Kaufmann
Donnie Spencer
Kaitlyn Steffus