

University of Louisiana System

**Title: NOTATION OF
DISCIPLINARY ACTION ON
ACADEMIC TRANSCRIPTS**

Effective Date: October 28, 2021

Cancellation: April 22, 2021

Chapter: Students

Policy and Procedures Memorandum

Rules and regulations regarding student behavior are outlined in each university's Code of Student Conduct that is regularly published, distributed and readily available to students. Through these codes, universities have the authority to impose varying levels of disciplinary sanctions on students who violate university rules and regulations.

In severe cases of misconduct, a student may be suspended or expelled. System universities shall note such on the student's academic transcript as follows:

- *"Student is ineligible to enroll"*
This will be noted when a student is permanently dismissed from the university for disciplinary reasons.
- *"Student is eligible to return (semester)(year)"*
This will be noted when a student is *suspended for disciplinary reasons* for a specified period of time. The transcript indicates which semester the student will be eligible to return. Only in the case where the student is not suspended academically but is suspended for disciplinary reasons, the transcript note must indicate that the student cannot return until some future semester and/or date.

In accordance with Board of Regents uniform policy on power-based violence and sexual misconduct, public postsecondary institutions shall implement uniform transcript notation and communication policies to effectuate communication regarding the transfer of a student who is the subject of a sexual misconduct or power-based violence formal complaint or who has been found responsible for an incident of power-based violence pursuant to an institution's investigative and adjudication process. *Intra-institutional*

communication required by Louisiana Revised Statute 17:3399.15 (Act 439 of 2021 Regular Session of the Louisiana Legislature), must be noted if a student is found responsible for a power-based violence offense and has not satisfied the requirements of the institutional sanction.

The notations shall be made as follows:

For a transferring student who is the subject of a pending investigation, the notation on the transcript shall read: “**ADMINISTRATIVE MATTER PENDING**” to place the Receiving Institution on notice and trigger an inquiry regarding the notation directed to the Sending Institution.

For a transferring student for whom a final decision has been rendered and the student has been found to be responsible for sexual misconduct or power-based violence, the notation on the transcript shall read:

“**STUDENT FOUND RESPONSIBLE IN VIOLATION OF CODE OF CONDUCT**” to place the Receiving Institution on notice and trigger an inquiry regarding the notation directed to the Sending Institution.

Receiving Institution shall communicate with the Title IX Coordinator of the Sending Institution with respect to this notation.

In order to transfer to a UL System member institution, students must be eligible to reenter the institution from which they are transferring.

Policy References:

College and University Policies and Practices

Review Process:

Campus Registrars
Vice Presidents for Academic Affairs
Vice Presidents for Student Affairs

Distribution:

University Presidents
Vice Presidents for Academic Affairs
Vice Presidents for Student Affairs
Campus Registrars