

5000.2C Academic Transcript Notation

Gillette Community College District (GCCD) identifies academic standing and conduct outcomes as term notations on student's academic transcript.

Academic Standing Transcript Notation

GCCD denotes academic standing status on transcripts of students who have failed to meet standards of academic progress. Academic standing will be determined at the conclusion of each term. Academic notations do not expire, nor are they automatically removed. Academic transcript notations include the following:

- Good Standing
- On Probation
- Suspended

Refer to the Academic Standing Procedure (5000.2F) for more information.

Student Conduct Transcript Notation

GCCD denotes conduct outcomes on academic transcripts of students found to have engaged in behavior that constitutes crimes of violence, including, but not limited to sexual assault, as defined in the Clery Act and the Violence Against Women Act. Transcript notations are applied at the conclusion of the Conduct proceedings and Appeal Process described in the Code of Conduct. Conduct transcript notations include the following three options:

- Suspended after a finding of responsibility for a Code of Conduct violation
- Dismissal after a finding of responsibility for a Code of Conduct violation
- Withdrew with conduct charges pending

Upon notification of the Vice President of Academic and Student Affairs (VPASA), the Office of the Registrar places a notation on the student account. The Office of the Registrar will record any sanctions that make up an Action Plan, the length of sanctions (where applicable), and the eligibility criteria for returning to Good Standing with GCCD.

Conduct allegations will be resolved even when a student chooses to withdraw or have graduated from GCCD before the allegations have been resolved. Withdrawal from GCCD will not protect a student from completion of the conduct process

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including any responsibilities found or resulting sanctions. A transcript notation of “Withdrew with Conduct Charges Pending” will be applied through the duration of the conduct process. The final transcript notation is determined based on the final outcome of the conduct process.

Transcript Notation Removal

Academic Suspension, Dismissal, or Probation transcript notations, as a result of the conduct process, may be appealed through the Appeal Process described in the Code of Conduct. If the appeal is granted, the transcript notation will be updated to reflect the new academic standing.

A petition for removing a Dismissal transcript notation may be submitted to the VPASA, provided a minimum of one year has passed since the notation’s application. The petition *must* include the following:

- A statement describing the incident that resulted in dismissal, rationale for the removal of the notation (including any learned outcomes that occurred during the dismissal period).
- Documentation of successful completion of the Action Plan or sanction(s) imposed as a result of the conduct proceeding (e.g. completion of required or recommended in/outpatient program, therapy, or educational programming).

Petitions are reviewed by the VPASA or designee(s). If the request is denied, subsequent petitions seeking removal may be submitted no sooner than three years; petition documentation must be updated to reflect the student’s experience since the previous petition(s). Student conduct notations do not expire, nor are they automatically removed.

Students with a conduct transcript notation from GCCD, who wish to reapply to GCCD, will be subject to the *Notation(s) on Incoming Transcript(s)* section of this procedure.

Notation(s) on Incoming Transcript(s)

Applicants or accepted students who self-disclose or are found through the enrollment process to have been dismissed or expelled from another institution for non-academic reasons are forwarded directly to the Dean of Students. The Dean gathers information related to the applicant’s prior or pending disciplinary action from another institution, which may include, but is not limited to, an interview of the

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applicant and discussion of events with an official from GCCD where the events occurred. The Dean of Students presents the gathered information and analysis to the VPASA. Following review of all information gathered, the VPASA recommends one of the following actions:

- Applicants
 - a) Admit the applicant to GCCD with no restrictions.
 - b) Admit the applicant provisionally with conditions to be determined by the VPASA.
 - c) Deny admission to GCCD.
- Accepted Students
 - a) Continue as a student with no restrictions.
 - b) Impose provisional status on the student and place a hold on the student's account.
 - c) Proceed with the Code of Conduct process to determine an Action Plan or sanction(s) up to and including revocation of **Accepted** status.

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