April 16, 1993

To: Academic Deans

From: Walter R. Lynn, Dean of the Faculty

Re: Implementation of Notation on Transcript of Pending Action by Academic Integrity Board

The chairs of the School/College Academic Integrity Hearing Boards recommended that for cases resulting in penalties involving a notation on a student’s transcript (i.e. failing grade, probation, suspension, notation of guilty of violation, expulsion) that a note be placed on the transcript indicating an academic integrity action is pending until the completion of the appeals process.

Subsequently, the Committee on Academic Records and Registration adopted this recommendation and the following procedures to implement it to take effect immediately:

1. The Hearing Board chair must notify the College/School Registrar who in turn shall notify the University Registrar to post immediately the following note to the student’s transcript:

   "This record has been restricted due to a pending academic integrity action."

2. The Hearing Board chair must notify the Dean of that action and advise the Dean that the student has four weeks (see Code, II.C.5.) in which to initiate an appeal of the hearing board.

3. Following action on an appeal (or if no appeal is initiated within four weeks), the Dean must notify the College and University Registrars of the imposition of the hearing board decision or whatever modification of it he or she decided to effect.

Please share this memo with your College/School Registrars.

c: Ron Loomis, Interim Registrar
   Marjorie Hodges, Judicial Administrator
   Chairs, College/School Academic Integrity Hearing Boards