

Complete Policy Title: Transcript Notation – Removal Process¹	Policy Number (if applicable): n/a
Approved by: Senate	Date of Most Recent Approval: April 10, 2013 (effective July 1, 2013)
Date of Original Approval(s): September 14, 1992	Supersedes/Amends Policy dated: September 14, 1992
Responsible Executive: University Secretary	Enquiries: Policy (University Secretariat)

DISCLAIMER: *If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails*

The clauses from the **Academic Integrity Policy** relating to transcript notations are set out below:

Transcript Notations

45. When a grade of “F” in a course has been levied against a student found guilty of academic dishonesty, the notation “Grade of F assigned for academic dishonesty” shall appear on the student’s transcript opposite the course. Provided there are no subsequent findings against the student, the notation will be removed, and the record of the offence destroyed, upon the shorter of:
1. five years* after the effective date of the penalty; or
 2. two years* after graduation.

The Academic Integrity Officer will provide to the University Registrar, by the end of each term a list of notations to be removed. *Notations will be removed on either the April 30, August 31, or December 31 following completion of the relevant time period noted above. The number of notations removed each year under this process must be included in the annual report to the University Senate referred to in clause 6.f of the Academic Integrity Policy.

46. When a student is suspended, the notation will read: “Suspended by the Senate for academic dishonesty for ___ months effective (date suspension starts).” A student may petition Senate for removal of such a notation subject to the following conditions:

¹ **Students should be aware that removal of transcript notations related to Suspension or Expulsion is authorised by the Senate on the recommendation of the Senate Executive Committee and is by no means automatic on the receipt of a petition.**

(a) If the student returned to McMaster University:

1. at least 2 years must have elapsed since the effective date of the suspension; and
2. the student must have been cleared to graduate.

(b) If the student did not resume studies at McMaster University:

1. at least 5 years must have elapsed since the effective date of the suspension.

47. When a student is expelled, the notation will read: “Expelled by the Senate for academic dishonesty (effective date)”.

If at some later date the student is reinstated, an additional notation will read: “Reinstated by the Senate (effective date)”.

Such notations may be removed from a student’s transcript on petition to Senate, but not before five years after the effective date of the expulsion.

48. When a student’s degree is rescinded, the notation will read: “Degree rescinded by the Senate for academic dishonesty (effective date)”. Such notations are permanent.

The clauses from the **Student Code of Conduct** relating to transcript notations are set out below:

47. In cases of suspension the notation will read: “Suspended for Student Code of Conduct Violation by the Senate for ___ months (Date).” The Associate Vice-President (Students and Learning) and Dean of Students or the Senate Board for Student Appeals, as the case may be, will determine also the minimum time that must elapse before the student may petition Senate to remove the transcript notation.

48. In the case of expulsion the notation will read: “Expelled by the Senate for Student Code of Conduct Violation.”

If the Senate at some later date reinstates the student, this will be followed by the notation: “Reinstated by the Senate (Date).”

Such notations may be removed from a student’s transcript on petition to Senate, but not before five (5) years after the effective date of the expulsion.

When a student submits a petition for removal of a transcript notation, the petition shall be referred to the Senate Executive Committee for initial consideration and recommendation to Senate. The Senate Executive Committee will normally consider such petitions at its meetings in November and February each year.

The student must submit the following as part of any such petition:

- (i) a statement about why he or she thinks the notation should be removed,
- (ii) information on his or her career since the time of the academic dishonesty or Code of Conduct offence,
- (iii) two or three letters of reference from individuals who are aware of the offence, for example, the individual's clergy or community leader and/or past and present employers or professors,
- (iv) a copy of the transcript.

The relevant Associate Dean or the Associate Vice-President (Students and Learning) and Dean of Students shall be requested to provide:

- (i) a description of the offence which resulted in the transcript notation,
- (ii) comments on whether he or she believes the transcript notation should be removed.

The Academic Integrity Officer shall be requested to provide contextual data regarding relevant offences and penalties.