Student Records
Adding & Removing Suspension and/or Expulsion Notes to a Transcript

Overview

This process will define how to apply/remove disciplinary suspension and/or expulsion notes on a student’s transcript.

- When a student is suspended or dismissed from the University for disciplinary reasons a note must be manually added to the student’s record.
- After receiving proper documentation from the appropriate Dean of Students Office, a business practice has been established to add transcript text to reflect disciplinary suspension status on a student’s record.

Steps

Prior to adding a suspension/expulsion note to the transcript, you will need to check for enrollment and term activations.

Checking Background Information

1. Navigate to: Records and Enrollment > Enrollment Summaries > Enrollment Summary.
2. Enter the Academic Career and the student’s ID.
3. Click Search.
   If multiple search results are returned, click one within the first career.
4. Beginning with the current term, check for the last term of enrollment.
5. On the memo request, record “historical course updated” and “Last semester attended = (term code)”.
6. Complete the Academic Record Note update form, listing the complete name found in SIS. Indicate the LSA as the semester code to which the note should be attached.
7. On the Enrollment Summary page, review registration records for all current/future enrollments against their term activations.
8. Navigate to: Records and Enrollment > Student Term Information > Term Activate a Student.
9. Delete term activations for all current and future terms without enrollment. Notate the memo request “TA deleted = (term code)” for each term deleted. **Note: Only do this for the specific campus in question.**
10. For each current and future term where enrollment exists, notate memo request “(Term code; ie: 4078)” Registration. Term date = “date of memo”.
11. Check the Service Indicator Data page for a negative service indicator regarding expulsion or suspension placed by the Dean of Students or other appropriate source.
12. Navigate to: Campus Community > Service Indicators (Student) > Manage Service Indicators.
13. Notate memo request that negative service indicator has or has not been applied. If it has not been applied, contact office of department that sent the memo and request that they place the
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14. For suspensions, update the calendar on removal date. Notate memo request “calendar updated for removal”. Include name UID, LSA to facilitate filling out record note form to remove the note.

15. Navigate to: Records and Enrollment > Student Term Information > Term History.

16. On the Term Withdrawal page, find correct campus and term(s) in order to complete the withdrawal.

17. If the date is within the 100% refund period, select Cancelled from the Withdraw\Cancel drop down box and Academic Cancellation from the Withdraw\Cancel Reason drop down box. If the date is after the 100% refund period, select Withdrew and Administrative Withdrawal for these values.

18. Use the first date of the Suspension or Expulsion period for the Withdrawal/Cancel Date and the Last Date of Attendance.

19. Click Post Term Withdrawal.

20. Follow the above steps for each necessary term.

Adding Suspension and/or Expulsion Notes to Transcript

1. Navigate to: Records and Enrollment > Transcripts > Transcript Text.

2. Enter the student’s ID or Last Name and First Name.

3. Click Search. If multiple search results are returned, click one within the first career.

| NOTE: Transcript text is grouped by career so there is no need to check each student career number separately. You only need to check each individual career. |

4. If text exists for the selected career the first entry will be displayed. Click the first + to insert a new (blank) row. If no text exists for the selected career you can begin entering the new transcript text information.

5. The student’s Name and ID are displayed.

6. Enter the Print Loc Seq (Print Location Sequence) to identify the order in which notes appear within a print location. The default is “1” and each additional row increments by one.

7. In the Relative Position field, select After. When you select After, the transcript text appears immediately after the specified print location sequence.

8. In the Print Location field, select Cumulative Stats. The system uses this value to place the transcript text.

9. Select the Institution where the transcript text is being added.

10. Enter the Term, if necessary. The Term only appears if other transcript text is already displayed on the record.

11. The system populates the Text Seq Nbr (Sequence Number) to “1” for the first entry. You can insert text rows and increase the text sequence number. The sequence number determines the order of printing on the student’s transcript before or after a print location.
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12. Select **Official** as the **Transcript Level** so the text will appear on all transcript types. The **Transcript Type** field should remain blank.

13. Enter your free-form text in the **Transcript Text** field. This text appears on the student’s transcript. When entering a disciplinary suspension notation this field should contain the following text: "**STUDENT IS ON DISCIPLINARY SUSPENSION EFFECTIVE MM/DD/YYYY UNTIL MM/DD/YYYY**" where the first MM/DD/YYYY is the date the student was initially put on suspension and the second MM/DD/YYYY is the date the student completes the suspension. If the student is expelled the following notation should be made: "**STUDENT IS DISMISSED EFFECTIVE MM/DD/YYYY**" where MM/DD/YYYY is the date the student was dismissed.

**NOTE:** Do not enter text into the **Transcript Report** section. This section is for XML Transcripts (which are not used at IU) and any notes added here will not print on the transcript. Instead, enter the notes into the **Transcript Report COBOL** section. The notes/text will then print on the transcript.

14. Click **Save**.
Removing Suspension and/or Expulsion Notes

Note: For suspensions, the Registrar’s Office should track when the Dean of Students’ Office specified that the suspension ends and make a note to remove the transcript text at that time.

1. Verify the transcript text on the student’s record.
2. Navigate to: Records and Enrollment > Transcripts > Transcript Text.
3. Enter the student’s ID and click Search.
4. Delete the transcript text by clicking  in the top section of the screen.

5. Click OK to the warning message and click Save.
6. Do not delete any Service Indicators on the record. This is the responsibility of the initiating office or department.
7. On the Academic Record Note, fill in the student’s name, UID, Campus, Term and credit type. Place ✓ in the Semester to Which Note is Attached box. Place ✗ in the Delete box. Fill in the note as written in the transcript text box online. This will be verification and documentation of what was online and later removed.
8. On the original memo request, note the removal date and initials.