

In the United States, the student academic transcript is recognized as the official record of a student’s academic progress from admission until separation from the institution – whether that be completion of a degree or certificate or, in rare situations, when the institution determines that a student may no longer be part of the campus community due to behavior that violates the standards of the institution.

**The Association for Student Conduct Administration (ASCA)** recommends that all institutions place appropriate notation on an academic transcript to indicate when a student is ineligible to re-enroll at that institution as a consequence of disciplinary action. ASCA suggests that all institutions of higher education should:

- Ask key questions to solicit information about a potential student’s conduct and/or criminal history prior to being admitted to the institution;
- Have systemic ways to review and utilize this information in relevant admission decisions, as well as to promote individual student success and safer campus communities;
- Place notations on student transcripts when a student is **suspended or expelled** as a result of a student conduct violation as outlined in the institution’s policies and procedures;
- Notate if a student is ineligible to enroll at the institution for academic reasons (such as cheating or multiple acts of plagiarism);
- Retain the right to define and implement the processes by which notations are made and removed;
- Develop and communicate procedures explaining the notation, duration of notation, and retention and release of records; and
- Communicate these practices to students through their appropriate institutional FERPA or other record policies to current and prospective students.

A comprehensive approach to admissions, review of information, and appropriate action based on that review may help institutions as they seek to manage risk on their campuses. While there is no “one-size-fits-all” model that will work for all institutions, ASCA has developed a Transcript Notation Report that offers definitions of common terms, describes implications for practices related to transcript notations and recordkeeping, explains the role of admissions applications and review processes, and provides sample language for consideration. For the full position statement, suggested definitions, and admissions implications visit

[http://www.theasca.org/best\\_practices](http://www.theasca.org/best_practices)

