

Procedure VI.6000.C.a, Transcript Notation

Associated Policy

Policy VI.6000.C, Transcript Notation

Procedures

Under Texas State law, if a student is ineligible to reenroll in a postsecondary educational institution for a reason other than an academic or financial reason, including determinations made as a result of the student disciplinary process, the institution shall include on the student's academic transcript a notation stating that the student is ineligible to reenroll for a reason other than an academic or financial reason.

A student who has been expelled from San Jacinto College (College) is ineligible to reenroll at the College. A student who has received a disciplinary suspension is ineligible to reenroll at the College for the duration of the disciplinary suspension.

Following a student disciplinary hearing and after the affected student has exhausted all College appeal options, the College will apply the appropriate notation to the student's transcript.

If a student withdraws from the College prior to a final resolution of the College's published student disciplinary process, this action may result in the student becoming ineligible to reenroll for a non-academic or non-financial reason. The College must complete the student disciplinary process until a final determination is made. If a final determination of responsibility is made and the student is ineligible to enroll at the College, the College shall include the notation required under this procedure and the related policy on the student's transcript.

Upon request by a student, the College may remove from a student's transcript a notation required under this procedure and related policy if:

- (1) the student becomes eligible to reenroll at the College; or
- (2) the College determines that good cause exists to remove the notation.

A current or former student who desires removal of an adverse notation may seek review of the notation by completing and submitting the [Transcript Notation Review form](#). The request must be in writing and must articulate specific, factual reasons demonstrating that good cause exists to remove the notation. The affected student may submit supporting evidence.

For additional information about transcript notations, refer to the Transcript Notations section of the College catalog or contact the Office of Student Rights and Responsibilities at studentrights@sjcd.edu.

Definitions

Disciplinary Suspension: Separation from San Jacinto College, due to a student disciplinary process, for a specified period of time or until certain conditions are met.

Expulsion: Permanent separation from San Jacinto College, due to a student disciplinary process, whereby the student is not eligible for readmission.

Ineligible to Enroll: Student is not allowed to register for and take classes on any San Jacinto College campus or extension center.

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| Date of SLT Approval | March 26, 2021 |
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| Associated Policy | Policy VI.6000.C, Transcript Notation |
| Primary Owner of Policy Associated with the Procedure | Deputy Chancellor & President |
| Secondary Owner of Policy Associated with the Procedure | Associate Vice Chancellor, Student Services |
