

Appendix G Transcript Notation Policy

This Policy sets forth Appalachian School of Law's ("ASL") policies and procedures regarding transcript notations.

ASL uses transcript notations to officially denote: (i) academic honors and awards such as Dean's List, graduation *cum laude*, or ASL Honors Program, (ii) completion of an ASL J.D. Certificate Program, (iii) academic probation or academic dismissal, (iv) compliance or noncompliance with ASL's community service requirements (beginning with the 2023-24 academic year, ASL notes community service compliance by inclusion of course CC0100 for each semester of compliance), (v) good standing, (vi) the results of any student disciplinary process that results in the student's Suspension or Expulsion/Dismissal, and (vii) withdrawal of a student from ASL during the pendency of a complaint against him/her pursuant to ASL's Grievance Policy for Addressing Complaints of Sexual Harassment under Title IX (the "Title IX Policy").

A student who is found to be responsible for violating an ASL policy and receives Suspension from ASL as a disciplinary sanction will have a notation placed on his/her transcript that says "Suspended for a violation of ASL policy on [Date] through [Date]." If the student serves the suspension time and is later returned to good standing at ASL, this notation will be removed from his/her transcript.

A student who is found to be responsible for violating an ASL policy and receives Expulsion or Dismissal from ASL as a disciplinary sanction will have a notation placed on his/her transcript that says "Expelled/Dismissed for a violation of ASL policy on [Date]." The student shall be given an opportunity to apply for expungement of the transcript notation after a period of three years for "good cause" shown. It is within the discretion of ASL as to what constitutes "good cause."

A student who withdraws from ASL while a complaint is pending against him/her that is subject to the Title IX Policy will have a notation placed on his/her transcript that says "Withdrew while under Investigation for violation of an ASL Policy on [Date]." The transcript notation shall remain unless the student returns to ASL and the complaint process is finally adjudicated. If the result is that the student is found "not responsible" for violating the Title IX Policy, the notation shall be removed from his/her transcript. If the result is that the student is found to be responsible for violating the Title IX Policy and the disciplinary sanction includes Suspension or Expulsion/Dismissal from ASL, the notation shall be revised to reflect the appropriate disciplinary sanction as outlined above. If the result is that the student is found to be responsible for violating the Title IX Policy and the disciplinary sanction is anything other than Suspension or Expulsion/Dismissal, the notation shall be removed from his/her record.