

11.99.02.R0.01 **Conduct Requirements for Admission Applications and Transcripts**

Revisited December 18, 2025

Next Scheduled Review: December 18, 2030



Procedure Statement

At East Texas A&M University, the student's academic transcript is recognized as the official record of a student's academic progress from admission until separation from the institution. The document allows students to demonstrate completion of pre-requisite courses, provide confirmation of credits earned in order to transfer to another institution, document progress towards earning a degree or certificate, and ultimately, officially verify academic achievement. As past behavior can be considered an indicator of future behavior, proper transcript notation, under the correct circumstances, can aid in creating a safe environment.

This procedure establishes the standard transcript notation process for students who are suspended or expelled or have pending academic/conduct investigations. It supplements System Regulation 11.99.02, *Conduct Requirements for Admissions Applications and Transcripts*.

Procedures and Responsibilities

1 APPLICATION FOR ADMISSION

1.1 Each applicant will disclose:

- 1.1.1 Criminal conviction histories (excluding juvenile adjudications) involving acts of violence or sexual misconduct;
 - 1.1.2 Past substantiated or pending student conduct charges involving acts of violence or sexual misconduct at a postsecondary institution;
 - 1.1.3 Expulsions or suspensions from postsecondary institutions for acts of violence or sexual misconduct.
- 1.2 If the applicant reports one or more convictions or past substantiated or pending student conduct charges, the Office of Undergraduate/Graduate Admissions will forward the application to the Criminal Background Review Team for further evaluation and assessment. The team must carefully evaluate and assess the relevance of an individual's previous criminal convictions/past substantiated or pending conduct charges regarding the applicant's admissions and enrollment at the University and their

engagement/participation in university activities/services. Admissions will request the following:

- 1.2.1 The specifics of all prior criminal convictions and dates of occurrence;
 - 1.2.2 For applicants in parole or probation status, references must be provided from the Texas Department of Criminal Justice Parole Division, including the names and addresses of parole or probation officers. Parole and probation officials should be questioned as to whether the individual's admission as a student or participation in the activities/services requested are consistent with the student's parole or probation conditions or would pose a threat to the safety of the campus community;
 - 1.2.3 Documentation of past substantiated or pending conduct charges from postsecondary institutions;
 - 1.2.4 A personal interview to either clarify or verify information if desired by the team, the Vice President for Enrollment Management for undergraduate applicants, or the Dean of the Graduate School for graduate applicants.
- 1.3 After reviewing all available information, the team must recommend whether to grant or deny the individual's admission or participation in the activities/services requested or to grant such admission/participation subject to articulated conditions to the Vice President for Enrollment Management for undergraduate applicants, the Dean of the Graduate School for graduate applicants, or their designee. Admission and/or participation in requested activities/services may only be denied if such admission/participation would pose an unreasonable risk to property or the safety or welfare of specific individuals or the general public. The Vice President for Enrollment Management, or designee, will make the final decision to grant or deny the individual's admission or participation in the activities/services requested for undergraduate applicants. The Dean of the Graduate School, or designee, will make the final decision to grant or deny the individual's admission or participation in the activities/services requested for graduate applicants.

2 TRANSCRIPT NOTATIONS AND TRANSCRIPT HOLDS

- 2.1 If a student is found responsible through the university's academic/conduct process, with a sanction of suspension or expulsion, the University Registrar will place the appropriate notation on the student's transcript:
- 2.1.1 Where the sanction is a suspension, the following notation will be listed: "Suspended after a finding of responsibility for an (academic/conduct) violation. (Office responsible for issuing the suspension), Suspension effective: Mon DD, YYYY to Mon DD, YYYY."
 - 2.1.2 Where the sanction is expulsion, the following notation will be listed: "Expelled after a finding of responsibility for an (academic/conduct) violation. (Office

responsible for issuing the expulsion), Expulsion effective: Mon DD, YYYY to Mon DD, YYYY.”

3 WITHDRAWAL FROM THE UNIVERSITY

- 3.1 If a student respondent withdraws from the University while academic/conduct charges are pending, that could result in sanctions of suspension or expulsion, the Dean responsible for the charges will notify the University Registrar to place the following notation on the student’s transcript: “Withdrew with academic charges pending” or “Withdrew with conduct charges pending.”
- 3.2 Academic/conduct charges are considered “pending” once a student is informed in writing that there are allegations that the student may have violated the university rules or procedures.
- 3.3 Once the university’s academic/conduct process has been completed, the “withdrew” notation will be removed.

4 PENDING INVESTIGATION

- 4.1 The university office responsible for the initiation of the investigation will notify the University Registrar that a transcript hold is required in the following cases:
 - 4.1.1 Civil Rights violations (University Rule 08.01.01R2);
 - 4.1.2 Standards of Student Conduct violations involving violence and/or sexual misconduct (Student Code of Conduct);
 - 4.1.3 Academic Dishonesty violations (University Procedures 13.99.99.R0.03 and 13.99.99.R0.10).
- 4.2 The “hold” will be removed once the university’s academic/conduct process has been completed.

5 NOTATION REMOVAL

- 5.1 A student whose transcript notes a suspension or an expulsion may request, in writing, to the University Registrar to have the notation removed. The request may be granted provided that:
 - 5.1.1 The student is eligible to reenroll or;
 - 5.1.2 That good cause exists to remove the notation.

Related Statutes, Policies, or Requirements

System Regulation [11.99.02, Conduct Requirements of Admissions Applications and Transcripts](#)

University Rule [08.01.01.R2 Civil Rights Compliance](#)

University Procedure [11.04.R0.01 Undergraduate Admission](#)

University Procedure [11.04.99.R0.11 Admission to Graduate School](#)

University Procedure [11.04.99.R0.06 Undergraduate Scholastic Probation and Dismissal](#)

University Procedure [13.99.99.R0.03 Undergraduate Academic Dishonesty](#)

University Procedure [13.99.99.R0.10 Graduate Student Academic Dishonesty](#)

University Procedure [13.99.99.R0.39 Graduate Academic Probation, Retention and Suspension](#)

Definitions

Suspension – temporary exclusion from the University due to a student's violation of university rules or procedures, with conditions on when the student may re-enroll.

Expulsion – permanent exclusion from the University due to a student's violation of university rules or procedures.

Withdrawal – a student drops all of their courses after the published add/drop period in a given semester.

Revision History

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Contact Office

Office of the University Registrar
903.886.5068