

TEMPLATE

Sample Wording for Discipline Actions involving Reprimand (i.e., Transcript Notation)

For discipline authorities who wish to include a reprimand as part of a disciplinary decision, please refer to standard wording below for decision letters:

“A discipline notation will be added to your transcript for a period of XX months from the date of this letter. After that date, the notation can be removed by request to the Registrar’s Office.”

Some discipline authorities choose to add a condition to this discipline action, that the deadline is based on no further incidents of academic misconduct occurring. If you choose to add this condition, we recommend that the following wording be used in decision letters:

*“A discipline notation will be added to your transcript for a period of XX months from the date of this letter. After that date, the notation can be removed by request to the Registrar’s Office, on the condition that there have been no further incidents of academic misconduct. **Further incidents may result in the duration of the notation being extended.**”*

Previously, there was no clear statement on the implication for the reprimand removal should a subsequent academic misconduct incident occur

However, the [Student Discipline By-Law](#) is clear that reprimands are not intended to be permanent. This is specifically highlighted with the recent revisions to the By-Law as follows:

Reprimand

2.6 "Reprimand" means an action intended to convey stern disapproval

to a Student by means of recording their Academic Misconduct or Non-Academic Misconduct on their Student's academic history / transcript for a period of up to five (5) years.

2.7 Where a Reprimand has been ordered to be recorded on the Student's academic history / transcript (see section 2 of Table 3), the Reprimand shall be removed: (a) Following the elapse of

the specified period of time, upon the written request of the Student to the Registrar; or (b) Earlier, upon a written order from the Disciplinary Authority that implemented the Disciplinary Action.