

McLennan Community College

POLICIES AND PROCEDURES

Reference:	G-XXVI	Effective Date	10/27/2014
Subject:	Unpaid/Unresolved Obligations to the College (Withholding Student Records)		
Source:	Vice President, Finance & Administration		
Approval Authority:	President	Approval Date	10/27/2014
History:	Previously effective 10/27/2014, replaced policy dated 06/30/2014		
Remarks:	Policy updated to new format.		

Student permanent records may be withheld for unpaid financial obligations, non-return of college owned equipment or materials, unresolved disciplinary problems or for other reasons deemed appropriate by the Vice President, Finance & Administration. Before a student can be permitted to register for classes or before the student's official permanent record can be released to him/her or to another institution or agency, or before a student is permitted to receive a degree or a certificate, all obligations to the college must be met.

A hold shall not be placed on a student's records for unfulfilled commitments related to non-college businesses or agencies nor for any other reason not related to the relationship between the student and the college.

Administrative procedures to implement this policy shall be provided appropriate college personnel by the Vice President, Finance & Administration.