

POLICIES AND PROCEDURES

Unpaid/Unresolved Obligations to the
Subject: College (Withholding Student Records) Reference: G-XXVI
Source: Vice President, Instruction Eff. Date: September 1, 1997
Approval Auth.: President Approved: _____
Remarks: Replaces previous policy dated September 1, 1994.

Date: October 1, 1997

Student permanent records (including semester grade reports) 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 Dean, Student Services. 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 Dean, Student Services.