

POLICIES AND PROCEDURES

Unpaid/Unresolved Obligations to the
Subject: College (Withholding Student Records) Reference: G-XXVI

Source: Vice President, Student Success Eff. Date: October 27, 2014

Approval Auth: President Approved: _____

Remarks: Replaces previous policy dated June 30, 2014

Date: October 27, 2014 =

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, Student Success. 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, Student Success.