



# Withholding of Registration Privileges and Other Holds

## Campus Procedure 515.0

### Student Affairs

#### I. Purpose and Scope

The Registrar or Director of Business Office is authorized to withhold registration, academic transcripts and diplomas from students and former students for non-compliance with university requirements, past due financial obligations, fraud, and other reasons in accordance with applicable laws and regulations. The Registrar or Director of Business Office is also authorized to add additional holds as needed and delegate the application and removal of holds in the College's record systems to other departments as appropriate. The department placing the hold is responsible for removing the hold when the student satisfies the hold condition.

#### II. Definitions

For purposes of implementing this policy, the following definitions apply:

- "Registration" includes all course registrations.
- "Academic Transcript" refers to an official university transcript. An official transcript will include the College seal.
- "Diploma" refers to an official College diploma. An official diploma will include the College seal.

#### III. Procedure

Reasons for withholding include, but are not limited to, the following:

- Past due financial obligations
- Failure to complete a financial responsibility agreement
- Failure to complete a required Perkins student loan exit interview
- Non-compliance with directives or sanctions from the Vice Chancellor for Student Affairs regarding the Student Code of Conduct
- Failure to show proof of immunizations or documentation of exemption
- Fraudulent activities

Regarding past due financial obligations, registration may be withheld when the financial obligations are 15 days or more past due (from the payment deadline) and greater than or equal to \$200.00 in aggregate. Registration may also be withheld when the financial obligations are over 1 (one) year past due for amounts less than \$200.00. Nothing in this policy is intended to deny a student the ability to drop a class or officially withdraw (drop all classes) from the College.

With respect to any sums owed, this policy does not apply to students or former students if the College knows or has reason to know that a bankruptcy petition has been filed on behalf of the student or former student, or if the College has received notice that the debt has been discharged in bankruptcy. Upon the conclusion of the bankruptcy case, this policy shall apply to all debt not discharged in the bankruptcy proceeding.

In accordance with U.S. Department of Education regulation 34 CFR § 668.14(b)(33), the College will not withhold official transcripts or take any other negative action against a student related to a balance owed by the student that resulted from an error in the institution's administration of the Title IV, HEA programs, or any fraud or misconduct by the institution or its personnel. Further, per 34 CFR § 668.14(b)(33), upon request by a student, the institution will provide an official transcript that includes all the credit or clock hours for payment periods in which the student received Title IV, HEA funds and for which all institutional charges were paid or included in an agreement to pay at the time the request is made, so long as the student has made at least one payment and is current on payments under the plan.

#### IV. Related Information

#### V. Revision History

Effective Date: June 24, 2024

Revised Date: