

POLICY & PROCEDURES MEMORANDUM

TITLE:	WITHHOLDING TRANSCRIPTS
EFFECTIVE DATE:	June 12, 2023* <i>*(Procedural Updates 6/12/23; Title Updates 11/2/10; Original 4/4/95)</i>
CANCELLATION:	AA-1443.1A (11/2/10)
OFFICE:	Academic Affairs (AA)

POLICY STATEMENT

In accordance with state legislation and Louisiana Community and Technical College System (LCTCS) policy, Delgado Community College withholds transcripts of students who have not met the requirements as described in this memorandum. The procedures for placing and removing holds on the transcripts of such students are also outlined in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To describe the College policy for withholding the academic record (transcript) of students.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all Delgado Community College students and College employees responsible for issuing transcripts.

3. **Requirements for Withholding Transcripts**

Delgado Community College will withhold transcripts on those students who have:

1. Defaulted on their state or federally guaranteed loans secured while enrolled at Delgado Community College;

2. Defaulted “on the repayment of an obligation to the Louisiana Financial Assistance Commission or its successor, until such time as release is authorized by the commission or its successor,” as required by La. R.S. 17:3351 (B)(2)(c). Academic transcripts are held whether the loan originated when the student was enrolled at Delgado or at any other institution which provides Title IV federal financial assistance to students;
3. Outstanding financial obligations to the College; *or*
4. Have pending disciplinary procedures.

The only exceptions to the above policy will be made:

1. By the Executive Director, Financial Services/ Associate Controller for financial holds;
2. In writing, by the Chancellor of the College; and
3. as required by La. R.S. 17:3391 and in accordance with [LCTCS Policy #5.008, Accounts Receivable](#), any student with an account turned over to the Attorney General’s Office is eligible to receive a transcript if they have signed a promissory note, entered into a payment arrangement, and is in good standing with the payment arrangement.

4. **Procedures for Placing and Removing Holds**

A. **Placing Holds on Transcripts**

The College office (Student Financial Assistance, Accounts Receivables) responsible for informing students of these different requirements will:

Block the on-line student academic record so that transcripts cannot be issued on students who have defaulted on a loan guaranteed by the state or federal government, have outstanding financial obligations to the College.

The appropriate Student Affairs professional will notify the Registrar's Office in writing that a hold should be placed on a student's transcript pending the outcome of a disciplinary procedure.

B. Removing Holds on Transcripts

The Registrar's Office will remove a hold when notified by the appropriate Student Affairs professional that a disciplinary procedure has been finalized.

The Office of Student Financial Assistance will remove a hold placed by that office for a defaulted loan when the office is notified by the State Office of Student Financial Assistance that the loan has been repaid.

The Accounts Receivable Office will remove a hold placed by that office for a financial reason when the financial situation is cleared up.

5. Cancellation

This policy and procedures memorandum cancels AA-1443.1, *Withholding Transcripts*, dated November 2, 2010.

Policy Reference:

La. R.S. 17:3351, Powers and Duties of Management Boards
La. R.S. 17:3391, Student Records; Outstanding Student Debt; Student Loan Debt
[LCTCS Policy #5.008, Accounts Receivable](#)

Review/Approval Process:

Deans' Council 3/27/95
Executive Council 4/4/95
Title Update Approval - Vice Chancellor for Learning and Student Development 11/2/10
Procedural Update Approval – Vice Chancellor for Academic and Student Affairs
6/12/23

Distribution:

Electronic Distribution Via College Website