

POLICY & PROCEDURES MEMORANDUM

TITLE:	WITHHOLDING TRANSCRIPTS
EFFECTIVE DATE:	April 4, 1995* <i>*(Title Updates 11/2/10)</i>
CANCELLATION:	DCI 1443.1 (11/2/89)
OFFICE:	Academic Affairs (AA)

POLICY STATEMENT

The policy of Delgado Community College is to withhold 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 Governor's Special Commission on Educational Services, or its successor, until such time as release is authorized by the Governor's Special Commission on Educational Services, or its successor" (La. R.S. 17:3351 (B)(2)(C) as amended). 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;
4. Failed to provide the required admissions documents to the College; or
5. Pending disciplinary procedures.

The only exceptions to the above policy will be made:

1. by the Assistant Vice Chancellor/Controller, for financial holds;
2. in writing, by the Chancellor of the College; and
3. as required by Act 808, State of Louisiana.

Transcripts will be issued for a student whose loan is in default if the student provides a letter from the Louisiana Office of Student Financial Assistance stating that the student has made acceptable payment arrangements for the defaulted loan. Such a letter must have a current date; a new letter must be received each time the student requests a transcript until the hold is removed.

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

A. **Placing Holds on Transcripts**

The College office (Financial Assistance, Billing/Receivables, Admissions) 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, or have failed to provide required admission documents 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 placed by the Admissions Office when a student submits all required admissions documents or 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 Bursar's (Cashier's) 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 DCI 1443.1, *Policy for Withholding Transcripts*, dated November 2, 1989.

Policy Reference:

La. R.S. 17:3351 (B)(2)cas amended

Review Process:

Deans' Council 3/27/95
Executive Council 4/4/95

Distribution:

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