

Student Records Restrictions Procedure	Procedure Number	3.6P
	Effective Date	January 24, 2012

1.0 PURPOSE

In accordance with Board Policy 3.6 Student Records Restrictions, the purpose of this procedure is to provide the administrative parameters for managing student record restrictions.

The Student Records Office maintains a list of registration restriction codes and their functions. All requests for additional restrictions must be submitted to the Registrar. Persons placing and end-dating holds will make the reason for the restriction clear.

2.0 REVISION HISTORY

Adopted on: 1/24/12

3.0 PERSONS AFFECTED

- A. Students
- B. Accounting Services
- C. Student Services Staff
- D. Faculty and Staff Who Advise Students

4.0 DEFINITIONS


- A. *Registration Restriction*— A code placed on the student’s record in the student information system to prevent registration. Once conditions necessary for continued enrollment have been met, the student restriction code on the student’s record will be end dated, re-instating the registration rights.
- B. *Official Transcript Restriction*— A code placed on a student’s record student information system to prevent the release of an official transcript.
- C. *Unmet Financial Obligation* – Unpaid fines, delinquent student account, refusal to return Laramie County Community College (LCCC) property, refusal to replace or repair damaged LCCC property damaged by the student, or other indebtedness to LCCC. Financial obligations may be considered met when indebtedness is paid or if satisfactory arrangements for restitution have been made. This definition does not apply to any bankruptcy case or proceeding.

5.0 PROCEDURES

- A. Registration may be restricted due to the following conditions:
 - 1) Unmet financial obligation
 - 2) Unreturned College equipment or materials
 - 3) Disciplinary sanctions
 - 4) Failure to maintain good academic standing
 - 5) To enforce advising for students for whom it is mandatory
 - 6) Other unusual circumstances at the discretion of the Vice President of Student Services

- B. Transcripts may be restricted due to the following conditions:
- 1) Unmet financial obligation
 - 2) Unreturned College equipment or materials
 - 3) Per a student's request to hold a transcript for grades and/or degree

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REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Jenny Hargett, Enrollment Services Dean	11/22/11
Approval by President's Cabinet		1/24/12
Approval by President (Signature)		1/24/12