

Student Hold Procedure	Procedure Number	3.6P
	Effective Date	January 24, 2012

1.0 PURPOSE

In accordance with Board Policy 3.6 Student Holds, the purpose of this procedure is to provide the administrative parameters for managing holds that prevent registration or the release of official transcripts.

2.0 REVISION HISTORY

Adopted on: 1/24/12
 Revised: 10/23/23

3.0 PERSONS AFFECTED

- A. Students, staff and faculty are affected by this procedure.

4.0 DEFINITIONS

- A. *Registration Hold*— A code placed on the student’s record in the student information system to prevent registration.
- B. *Official Transcript Hold*— A code placed on a student’s record in the student information system to prevent the release of an official transcript.
- C. *Unmet Financial Obligation Hold* – 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 required meetings with Student Success Coach
 - 6) To enforce completion of mandatory trainings, e.g., Title IX training
 - 7) Other unusual circumstances at the discretion of the Senior Vice President of Student Services or the Dean of Students.

- B. Transcripts may be restricted due to the following conditions:
 - 1) Unmet financial obligation
 - 2) Unreturned College equipment or materials
 - 3) Other unusual circumstances at the discretion of the Senior Vice President of Student Services or the Dean of Students.

- C. The Office of the Registrar maintains the list of hold codes and their functions. All requests for additional holds or changes to existing holds must be submitted to the Registrar.