

Policy: **Withholding Records/Prohibiting Registration**
Responsible for Policy: Enrollment Management

Policy Number: **A-21**
Most recent approval date: Spring 2015

Policy Statement

Finger Lakes Community College reserves the right to withhold the issuance of official transcripts or diplomas to students who have not met their obligations to the College. In addition, students may be restricted from registering for future courses when their financial or material obligations and/or disciplinary sanctions have not been met.

The FLCC Student Records Office will withhold official transcripts in cases when students end the semester with any obligation to the College, including but not limited to health reports, unpaid tuition and fees, unreturned library books, unpaid parking tickets, unpaid library fines, and books or equipment not returned to instructors.

Reason for Policy

This policy prevents students in debt to the College from receiving official transcripts or diplomas or registering for future courses until their financial and/or material obligations have been met.

Applicability of the Policy

All students and College employees, particularly enrollment management personnel, should be familiar with this policy.

Definitions

None

Related Document

- FLCC College Catalog

Procedures

No separate procedures statement

Forms/Online Documents

- None

Appendix

- None

Review dates/action taken:

- September 2011: original approval date
- Fall 2012: non-substantive policy revision
- Spring 2015: non-substantive revisions