



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Withholding Student Records: Unpaid/Unresolved Obligations to the College	FJ - III	1	8/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
F – Students	Student Records	FJ	8/26/2025

Student permanent records may be withheld for unpaid financial obligations, non-return of college owned equipment or materials, unresolved disciplinary problems or for other reasons deemed appropriate by the Vice President, Finance & Administration. Before a student can be permitted to register for classes or before the student's official permanent record can be released to him/her or to another institution or agency, or before a student is permitted to receive a degree or a certificate, all obligations to the college must be met.

A hold shall not be placed on a student's records for unfulfilled commitments related to non-college businesses or agencies nor for any other reason not related to the relationship between the student and the college.