

Academic Quarter Hold

When other means of communication with a student have failed, an academic quarter hold may be activated to ensure the student is in communication with the appropriate person/office regarding his/her academic decisions. A hold can be placed when a student is violating a College policy, a student fails to timely remit payment, or if the student's academic decisions appear to be counterproductive to his/her academic success. In addition, a hold can be used to support the operation and well-being of the academic community as a whole.

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Impact of a Hold

1. While an academic hold is in effect, a student cannot receive or have issued any of the following:
 - a. diploma,
 - b. certificate of any sort,
 - c. letter of good standing,
 - d. certification or verification of ability to take the National Board Exam (NBE), or
 - e. transcript
2. An academic hold also may delay or adversely impact a student's ability to:
 - a. receive financial aid or a scholarship,
 - b. enroll for a particular term,
 - c. participate in College sponsored trips,
 - d. borrow library or other College materials or equipment,
 - e. attend commencement, or
 - f. graduate
3. Also, while an academic hold will not affect a student's right to inspect educational records under federal law, it does affect a student's ability to obtain an official transcript or to have an official transcript or other educational records sent to third parties such as potential employers.

Types of Academic Holds

1. **Academic:** To help students fully understand the implications of their academic decisions and help them resolve outstanding academic issues. (Academic registration holds are activated as soon as a student is in academic warning or suspension)
2. **Conduct:** As a consequence of a disciplinary proceeding and failure on the student's part to follow through with required actions for resolving an incident.
3. **Financial:** As a result of outstanding financial obligations with the College
4. **Medical:** Due to health-related issues that could harm other students and College staff and faculty

A unit placing a hold must post clear information about its hold policy and procedures.

Timing

Holds should prompt students to resolve issues before or after the quarter in an effort to minimize unintended disruptions to timely academic progress. Other than holds resulting suspension or dismissal, holds should not begin during the attending quarter.

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Issuing an Academic/Non-Academic Hold

Only a dean or president may request that a student's account and records be placed on non-academic hold. A hold requested for a financial reason will be managed by the Student Accounts Office, and a hold requested for a non-financial reason will be managed by the Registrar's Office.

Student Notification

Prior to placing a hold, the dean or president must contact the student with the following information:

- a. a notification of the potential hold,
- b. the action required to avoid a hold,
- c. a timeframe for the required action,

Faculty must be notified of holds placed on their students (not during class).

Resolving a Hold

1. To resolve an academic hold, the student should first consult with the dean or president who requested the hold and complete the steps requested, such as remitting a past-due payment or returning overdue materials. When a student completes the steps needed to resolve the hold, the requesting office will issue a written notice to the Registrar's Office releasing the hold; the student will be copied on this written notice.
2. If a student cannot resolve the matter, the student should then submit a written request to the dean requesting that the hold be released. The request should include a summary of reasons for the hold, steps the student has taken to resolve the hold, and reasons the student understands the hold has not yet been resolved.

Temporary Lifting of a Hold

The dean and president have discretion to authorize a temporary lifting of a hold to allow a student to take a specific action with a **firm deadline**. In this situation, the hold will remain generally in effect, and the student will be permitted to take only those actions specifically authorized in writing by the dean or president. A temporary lifting of a hold may be considered in the following circumstances:

1. The student — in the discretion of the dean or president who is handling the situation — has taken at least some steps and has demonstrated a good-faith effort to resolve the circumstances underlying the hold, but cannot complete those steps in time to meet the specific deadline at issue (e.g., deadline to register for next term).
2. The student's account is on hold for lack of payment, the payment is due from a third party such as a lender or donor (as opposed to friend or relative of the student), the College has received sufficient

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confirmation that the third party has approved and processed the payment, but the payment will not be received or posted by the specific deadline at issue.

The College reserves the right to reverse any steps that a student takes during the temporary lifting if the circumstances underlying the hold are not completely resolved within a reasonable period of time.