**ISP 461**

**Registration and Transcript Restrictions**

**PURPOSE**

Establishes regulations and conditions for restrictions placed on a student’s educational record(s).

**SUMMARY**

Restrictions (holds) will be placed on a student’s record when the student’s commitment to a department to return materials or equipment, fulfill a financial obligation or provide essential enrollment criteria has not been satisfied (required documents in limited enrollment programs).

**STANDARD**

1. A department can request a transcript and/or registration restriction (hold) be placed on a student’s educational record for a variety of unmet obligations, unsatisfactory performance or behavior, or other reasons as outlined in procedure ISP 461P.
2. The Registrar creates holds in coordination with the requester.

**REVIEW HISTORY**

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| --- | --- | --- |
| ISP Committee | Adopted | [Date]  |
| College Council | Reviewed | [Date] |