

PS 48: Withholding Academic Transcripts

Review by: Academic Affairs and Academic Council
Needs to be reviewed by Business Affairs and Student Affairs

September 5, 2019

Asking campus to approve the following:

- Retain the current language in the LSU Eunice Catalog
- Add language in the catalog that parallels LSU BR (placement noted below)
- Add language in the registration guide that parallels LSU BR (placement noted below)
- Automatically rescind PS 48 after Catalog is published. The corrected PS NO 48 then becomes a procedure in the Offices of Business Affairs, Registrar, and Financial Aid.

Rationale: Procedure and should not be a policy.

Documents examined

- Nothing in LSU Catalog
- LSU Registration Guide does include a short paragraph.
- No LSU policy statement

Place the following language in the Catalog in Section 7 Campus Regulations (from LSU BR's Course Scheduling and Registration Guidebook under Student Appeals):

Louisiana State University at Eunice reserves the right to withhold future services (registration, transcript, diploma, etc) to persons who have any outstanding financial obligation with the University.

The next paragraph in the Catalog is (no changes):

It is LSU Eunice's policy to provide students with well-established appeal procedures for questioning the validity of any regulation, rule, policy, requirement, or procedure as it applies to the individual student. It is recognized that student dissatisfaction which will result in an appeal may range from a simple disagreement over the interpretation and application of a departmental rule, to a more severe dispute over the application of a particular campus regulation to the student's own situation, to a very serious charge of discrimination or violation of constitutionally guaranteed rights. Although recognizing the wide range of possible complaints, and varying degrees of seriousness of complaints, LSU Eunice has developed a uniform appeal procedure to be followed for all appeals, except the following: the challenging of any traffic or parking summons or citation and grievances growing out of student employment.

Retain the Current LSUE Catalog Language related to Withholding Academic Transcripts in Section 7 (note that this is a bullet point under student appeals item 1 General Appeals item b.)

Student Loan Default Appeal. Students have a right to appeal the decision by LSU Eunice to withhold academic transcripts due to a defaulted student loan or other financial obligations owed to LSU Eunice. Such appeals on the LSU Eunice campus are heard by the Vice Chancellor for Student Affairs and Enrollment Management.

Place the following language in the Registration Guide in Section VII Fee Schedule (same as above from LSU BR's Course Scheduling and Registration Guidebook under Student Appeals):

Louisiana State University at Eunice reserves the right to withhold future services (registration, transcript, diploma, etc) to persons who have any outstanding financial obligation with the University.

The subparts of section VII are:

RESIDENT FEE

NON-RESIDENT FE

SPECIAL FEES

ADDITIONAL FEE/REGISTRATION INFORMATION (Add new language)

FEE REFUND

SUBJECT: Withholding Academic Transcripts

A student's transcript will be withheld under the following circumstances:

1. When in default on an obligation to the Office of Student Financial Assistance (OSFA). (LA. [R.S. 17:3351\(B\)\(2\)\(c\)](#) as amended.
2. When delinquent on payment of deferred fees and other debts owed to the University. (LSU Business Affairs Policy Memo No. C-9 of 10-31-75 and LSU Board of Supervisors Resolution of 12-3-82)
3. When delinquent on payment of rent and/or damages owed to the on-campus student housing. (LSU Eunice Privatized Student Housing Term Sheet and students' individual lease.)
4. Failure to return University property.
5. If the status application for admissions is not complete.

ADMINISTRATIVE PROCEDURES

1. The Business Office will provide the Office of the Registrar upon request or at least by the end of the semester with a current list of students who have defaulted on an obligation to the OSFA, and/or who are delinquent in payment of deferred fees and other debts owed to the University and/or the on-campus student housing. The lists will indicate what type of debt is unpaid. The Registrar's Office will withhold transcripts of these students. The Business Office will prevent re-registration of students who are delinquent in payment of deferred fees and other debts owed to the University and/or the on-campus student housing until notified in writing that acceptable payment arrangements have been made, payment is made, or an appeal is approved.
2. In order to conform to requirements of [R.S. 17:3351\(B\)\(2\)\(c\)](#), students who have defaulted on an obligation to the OSFA will be informed in writing by the Office of Financial Aid that the University intends to withhold academic transcripts. This communication will also inform students of the due process provisions of this law and that the university will require the student to pay their tuition in full should they re-register.

If a student in default requests an academic transcript, the Office of the Registrar will inform the student of this policy and due process provisions.

In accordance with LSU Board of Supervisors resolution of September 27, 1991, appeals of this policy are handled at the campus level. Such appeals on the LSU Eunice campus are heard by the Vice Chancellor for Academic Affairs.

Deleted: <#>When in default of repayment on a Perkins Loan. ([The Federal Student Financial Aid Handbook](#))¶

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Deleted: <#>Promissory notes of students obtaining a Perkins Loan will contain a written provision that LSU Eunice will not release academic transcripts of students in default. ¶
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