

Policy Number: 64

STUDENT UNCLEAR RECORDS

Each department or unit shall use all possible means, in addition to written notice, to get students to clear their records prior to the close of a grading period. Students withdrawing during a grading period should clear their records at the time of withdrawal.

An official notice concerning unclear records shall be placed in the *Eastern News* by the Records Office each grading period.

Transcripts and diplomas shall be held for students with unclear records.

A "complete hold," which shall preclude registration or release of any information to outside agencies, shall be placed on a student's academic record for the student with long-standing, numerous, or flagrant unclear records.

Each department or unit is responsible for notifying students of unclear records.

Removal of holds because of "unclear records" or "complete holds" is the responsibility of the appropriate department or unit.

Textbook Rental Service

At the end of each semester or term the Textbook Rental Service staff shall check for unclear records. Fines will be assessed according to [Internal Governing Policy #49](#).

Students must have a clear record with Textbook Rental Service before additional textbooks may be issued.

Other Departments or Offices

Others having special requests concerning students with unclear records, upon approval by the Registrar, shall report unclear records to the Records Office at the end of each grading period.

Registration - Cancellation of Classes

A student with an unclear record will not be allowed to register or make changes to his/her schedule. Student class schedules will be canceled only after the student has been sent notification by the Registration Office that cancellation is to occur on or after a specific date.

Approved:
President
August 28, 1996

Nomenclature Changes:
December 13, 2001

Monitor: Vice President for Student Affairs

SUPERSEDED