Transcript & Certificate Release Policy

DRAFT

Date Adopted: Pending WSCC Board Approval

Date Revised:

A. Purpose

This policy is in response to Colorado HB22-1049.

B. Scope

This policy applies to all current and former students, excluding foreign students as defined in C.R.S. 23-1-113.5., who have an outstanding debt owed to the school and request a transcript, diploma, or certificate. This policy also describes when a student may be subject to a registration hold.

C. Policy

1. Individuals may be subject to a transcript, diploma, or certificate hold when such individual owes certain debts to WSCC for book/material and/or registration fees. Individuals may be subject to such a hold when the amount owed exceeds $2,000 for a period in excess of 120 days. Amounts owed in excess of $1 may result in the debt being assigned to a third-party collection agency. If an individual is subject to such a hold, their transcripts, diplomas, or certificates will not be released unless an exemption applies as outlined in section 2 of this policy.
2. Exemptions are granted for individuals who can demonstrate that the transcript/diploma/certificate request is required for one of the following reasons:
   1. Job application
   2. Transferring to another postsecondary institution
   3. Applying for state, federal, or institutional financial aid
   4. Pursuit of opportunities in the military or national guard
   5. Pursuit of other postsecondary opportunities
3. Process and Procedure for Exemptions: Upon submission of a transcript/diploma/certificate request and documentation to verify an exemption, the School will review the request and make a determination regarding whether or not an exemption exists, as outlined in section 2, above. If it is determined that the individual has a valid exemption, the School will release the requested transcript/diploma/certificate. If WSCC determines that the individual does not meet the exemption criteria, a written explanation of the denial of the request will be provided within seven business days.
4. Registration Holds: Individuals may no longer be able to register or enroll for courses/classes if the amount owed exceeds $2,0000 for a period in excess of 120 days. Amounts owed in excess of $1 may result in the debt being assigned to a third-party collection agency.
5. Individuals have the option to establish a payment plan for an outstanding debt. An individual who wishes to establish a payment plan for a debt owed to the School should contact their Program Director.
6. Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to [CSLSA@coag.gov](mailto:CSLSA@coag.gov).