Library Policy - Withholding Grades and Transcripts

Policy:

Bismarck State College will withhold grades and transcripts of any student who owes library fines or who has overdue books and materials not returned upon request.

Limits and Regulations:

1. When fines and lost book charges are incurred, a "Block" notice will be sent to the Business Office to withhold a student's grades and transcripts.

2. When all library charges are cleared, the Student Finance Office will be notified to clear the student's "Block" record.

3. When a library "Block" is in effect, the BSC Library Overdue/Lost Materials Notice will be used to notify the patron, the Student Finance Office, and Admissions:

4. When a library "Block" is cleared, the notice will be directed to the person in charge of overdues for final clearance.

History of This Policy:

First policy draft January 23, 1980.