Academic Hold Policy

Purpose

This policy outlines the conditions under which the Technical College of the Rockies (TCR) may place administrative holds on student accounts due to unpaid tuition, fees, fines, or other financial obligations, while ensuring compliance with Colorado HB22-1049 regarding access to transcripts and diplomas.

Policy Statement

TCR reserves the right to place an **academic or administrative hold** on a student's account when a balance remains unpaid. These holds may limit access to specific college services, but will not affect a student's legal right to obtain certain academic records, as outlined below.

Permitted Actions

Students with an outstanding financial obligation may be restricted from:

- Registering for future courses or industry certification exams.
- Participating in course waitlists.
- Accessing non-essential campus services, grades, and the learning/SIS system.
- Participating in graduation ceremonies.

Prohibited Actions under HB22-1049

Consistent with Colorado House Bill 22-1049:

- TCR **will not withhold a student's official transcript or diploma** solely due to an unpaid balance.
- TCR **will not charge a higher fee or impose special conditions** on the issuance of transcripts or diplomas based on the student's financial status.
- Students may request official transcripts and diplomas at any time, regardless of account balance.

Notification Process

When a hold is placed, the student will receive a written notification that includes:

- The amount due and nature of the debt
- Steps to resolve or dispute the balance
- Contact information for assistance from the Business Office or Student Services

Resolution

To remove an academic hold:

- Students may pay their balance in full, or
- Establish a written payment arrangement through the Business Office. Students may also be referred to a 3rd-party collection agency.

TCR encourages students experiencing financial hardship to contact Student Services to discuss available support and options.

Appeals

Students who believe a hold was placed in error may submit a written appeal to the Director of Student Services within five (5) business days of notice. A decision will be rendered within ten (10) business days.

FERPA Compliance

All actions under this policy comply with the Family Educational Rights and Privacy Act (FERPA). Students retain access to view their own educational records, regardless of their financial status.

Reviewed: June 3, 2026 by TCR Administration