

Policy Procedure: Service Indicators for XTA and XIT

Procedure Number: 614P

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Forms:

Last Reviewed Date: 10/20/2021

1. For each indicator, prior to placing a service indicator on a student's SIS record, the College shall notify the student that the College will place the service indicator on the student's SIS record. The College shall explain the reason for the service indicator and give the student the right to appeal.
 - a. The appeal process for the XTA indicator is described in the policy on [Admission and Continued Enrollment of Students Who May Pose a Threat](#).
 - b. The appeal process for the XIT indicator follows the [Sexual Misconduct Policy](#).
2. If students who have been dismissed for misconduct or had a service indicator placed on a student's SIS record, or both, request that transcripts of their records be sent to another college, a statement may be placed on transcripts stating "additional information available upon request from the designated college official."

Definitions

Service Indicator: An indication that services should be withheld or provided to an individual. Negative service indicators indicate holds that prevent an individual from receiving certain services such as being denied registration/enrollment.

SIS: Student Information System, the central source for accessing student information and handling tasks such as registration, dropping courses, making payments and managing personal information.