

Pennsylvania College of Technology

Procedure Statement

Title: Withholding Grades, Diplomas,
and Records

Number: PR 4.24

Approved by: Presidential Action

Approved Date: 9/1983

Implementation Date: 9/1983

Last Review Date: 10/2021

Last Revision Date: 10/2021

Persons/Departments Affected:

Students

Responsible Department:

Registrar

Definitions:

Hold: An action that prevents the release of the official and unofficial transcripts to a third party, and official transcript and diploma to a student while there are outstanding obligations to the College. Obligations may include, but are not limited to loans, fines, student conduct sanctions, or the return/replacement of items such as books, tools, or equipment.

Official transcript: Documentation of a student's permanent academic record that is printed on official transcript paper and bears the College seal, date, and signature of the Registrar. Electronic transcripts are considered official when delivered securely through Parchment.

Unofficial transcript: Documentation of a student's permanent academic record that is printed on plain paper, does not bear the College seal, date, or signature of the Registrar. Unofficial transcripts are viewable in the Student Information System (SIS).

Unofficial grades: A single semester grade report viewable in the Student Information System (SIS).

Academic Record: Documentation of a student's academic career that includes courses taken, grades received, honors received, and degrees conferred.

Records: Documentation of a student's academic career that includes grade reports, enrollment verifications, class schedule and graduation audit (student profile).

Procedure:

I. To Place a Hold on a Student's Account:

A. Department Issuing the Hold

Holds are issued according to one of the following methods established between the issuing department and the Registrar's Office:

1. The issuing department completes a *Notification of Hold* form. The original form is forwarded to the student and a copy is forwarded to the Registrar's Office. Two copies are retained by the issuing department for when the hold has been satisfied.
2. The issuing department sends an email to the Registrar's Office requesting a hold be placed on the student's account.
3. The issuing department directly places a hold on the student's account.

B. Registrar's Office

Upon receipt of the Notification of Hold form or email, the Registrar's Office places a hold on the individual student's official and unofficial transcripts to a third party and official transcript and diploma to the student.

II. To Release a Hold from a Student's Account:

A. Student

Satisfies the "hold" with the appropriate department.

B. Department Issuing Hold

Holds are released according to one of the following methods established between the issuing department and the Registrar's Office:

1. The issuing department completes the "Release" portion of the *Notification of Hold* form. One copy is retained by the issuing department and one copy is forwarded to the Registrar's Office.
2. The issuing department sends an email to the Registrar's Office requesting that the hold be released.

3. The issuing department directly releases the hold.

C. Registrar's Office

Upon receipt of the "Release" portion of *Notification of Hold* form or email, the Registrar's Office releases the hold.

Revision History:

Date: 10/2021 Updated transcript provider

Date: 11/2020 Updated language to reflect current process

Date: 12/2018 Updated language to reflect current process; added definitions.

Date: 02/2012 Update of language; deletion of reference to students' grade reports

Date: 12/2001

Cross References:

Withholding Grades, Diplomas, and Records Policy, [P 4.24](#)