

Pennsylvania College of Technology

Policy Statement

Title: Withholding Diplomas (Formerly
Withholding Grades, Diplomas and
Records) **Number:** P 4.24

Approved by:
Presidential Action

Approved Date: 04/1983
Implementation Date: 04/1983
Last Review Date: 11/2024
Last Revision Date: 11/2024

Persons/Departments Affected:
All Students

Responsible Department:
Registrar

Definitions:

Hold: An action that prevents the release of a diploma to a student while there are outstanding financial obligations to the College.

Policy:

- I. When a hold is in place on a student's account, the diploma will not be released by the Registrar's Office. Examples of situations that might result in a hold include, but are not limited to, the following:
 - an unpaid tuition balance
 - unpaid fines
 - borrowed books, tools, or equipment that have not been returned
- II. When a hold is placed on the student's record, the department issuing the hold must notify the student of the hold and the action needed to release the hold.
- III. The Registrar is the keeper of education records and cannot release the official record(s) without official notification from the department issuing the hold, except in the case of a court-ordered subpoena, as specified in FERPA Policy, [P4.04](#).

Revision History:

- Date: 11/2024 Updated to reflect that transcripts will no longer be held for any reason. Policy title changed from “Withholding Grades, Diplomas and Records” to “Withholding Diplomas.”
- Date: 10/2021 Updated transcript provider
- Date: 11/2020 Updated language to reflect current process.
- Date: 12/2018 Updated to clarify policy. Added definitions.
- Date: 08/2016 Updated language to reflect Federal regulations for withholding official academic information from students with outstanding obligations to Penn College
- Date: 02/2012 Clarification of language, addition of judicial sanctions
- Date: 05/1998

Cross References:

- Withholding Diplomas Procedure, [PR 4.24](#)
- Family Educational Rights and Privacy Act (FERPA) Policy, [P.4.04](#)