

Pennsylvania College of Technology

Procedure Statement

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

Approved by:
Presidential Action

Approved Date: 9/1983
Implementation Date: 9/1983
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.

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 diploma.

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: 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 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 Diplomas Policy, [P 4.24](#)