

Pennsylvania College of Technology

Policy Statement

Title: Withholding Grades, Diplomas and Records **Number:** P4.24

Approved by: Presidential Action

Approved Date: 04/1983

Implementation Date: 04/1983

Last Review Date: 10/2021

Last Revision Date: 10/2021

Persons/Departments Affected:

All 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).

Policy:

- I. When a hold is in place on a student's account, the student will continue to have the ability to view and print unofficial transcripts, grades, and records through their Student Information System (SIS). The unofficial transcript, official transcript, and diploma will not be printed or released by the Registrar's Office to the student or any other agency while the hold is in place. Examples of situations that might result in a hold include but are not limited to the following:
 - an unpaid tuition balance
 - unpaid fines
 - incomplete student conduct sanctions
 - 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 educational 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: 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 Grades, Diplomas, and Records Procedure, [PR 4.24](#)
- Family Educational Rights and Privacy Act (FERPA) Policy, [P.4.04](#)