June 20, 2006

ADMINISTRATIVE PROCEDURE MEMORANDUM NO. 06-15

TO: University Administrators and Chancellors

FROM: Howard Todo
Vice President for Budget and Finance
Chief Financial Officer

SUBJECT: ADMINISTRATIVE PROCEDURE A8.730 – WITHHOLDING OF TRANSCRIPTS AND DIPLOMAS AND PREVENTION OF REGISTRATION FOR INDIVIDUALS WITH DELINQUENT FINANCIAL OBLIGATIONS

Transmitted herewith is the Administrative Procedure A8.730 – Withholding of Transcripts and Diplomas and Prevention of Registration for Individuals with Delinquent Financial Obligations. Last revised in 1990, this Administrative Procedure (AP) has been updated with the following:

- Procedures for withholding diplomas and preventing registration if the individual has a delinquent financial obligation have been added. The current AP only addresses withholding of transcripts.

- A definitions section has been added.

- Deletion of the last paragraph 3e from the AP since it did not pertain to withholding transcripts.


Questions regarding this procedure can be directed to Barbara Kawamoto at 956-6295 or barbk@hawaii.edu.