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A8.700 TREASURY

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A8.730 Withholding of Transcripts and Diplomas and Prevention
of Registration For Individuals With Delinquent
Financial Obligations

1. Purpose

To establish procedures for withholding transcripts and diplomas and preventing registration when an individual has a delinquent financial obligation. This procedure is based on Hawai'i Administrative Rules, Chapter 20-10, <http://www.hawaii.edu/offices/bor/adminrules/chapter10.pdf> adopted by the Board of Regents on December 12, 1974, and amended as of May 9, 1998.

2. Applicability

This directive applies to all campuses of the University of Hawai'i.

3. Definitions

- a. Delinquent - Being past due on a payment or other financial obligation or failing to pay for a financial obligation by the published or agreed upon date.
- b. Diploma - A document bearing record of graduation from or of a degree conferred by an educational institution.
- c. Financial Obligation - A monetary debt to the University. Refer to Hawai'i Administrative Rules, Chapter 20-10, <http://www.hawaii.edu/offices/bor/adminrules/chapter10.pdf> for categories of financial obligations.
- d. Transcript - A record of a student's academic data such as dates of attendance, courses taken, grades and credits awarded, degrees received. It may also contain information related to the student's current status at the institution.

4. Procedures

The University Cashier's Office (UHCO) shall notify individuals with delinquent financial obligations in accordance with procedures in section 6 of A8.731, <http://www.hawaii.edu/svpa/apm/treas/a8731.pdf> and place holds on student records in the student information system.

a. Transcript Requests

1. The campus office that receives transcript requests shall determine whether the individual has a delinquent financial obligation by checking the student information system.
2. If there is no delinquent financial obligation, or other applicable hold, payment shall be accepted and the Records Office will issue the transcript.
3. If the individual has a delinquent financial obligation, or other hold prohibiting the release of transcripts, the request for a transcript shall be denied.
4. Withholding of transcripts shall remain in force during any appeal of the delinquent financial obligation.
5. Upon settlement/payment of the delinquent financial obligation to the satisfaction of the University, the hold shall be removed from the student information system and the Records Office will issue the transcript.

b. Diploma Requests

1. The campus office that receives the diploma request shall determine whether the individual has a delinquent financial obligation by checking the student information system.
2. If there is no delinquent financial obligation, payment shall be accepted.

3. If the individual has a delinquent financial obligation, payment for the diploma request may be accepted. However, the student will be advised of the hold on his/her record and if at the time of diploma pick-up, settlement or payment for the delinquent financial obligation has not been made to the satisfaction of the University, the diploma shall not be released to the student.
4. Prior to the release of diplomas at the end of a term, the Records Office will re-check the student information system for holds. The diplomas of students with delinquent financial obligations will be withheld.
5. The withholding of diplomas shall remain in force during any appeal of the delinquent financial obligation.
6. Upon settlement/payment of the delinquent financial obligation to the satisfaction of the University, the hold shall be removed from the student information system and the Records Office will issue the diploma.

c. Registration

1. Students who attempt to register online will be able to view the type and amount of hold(s) placed on their account that is/are preventing registration.
2. Prevention of registration shall remain in force during any appeal of the delinquent financial obligation.
3. Upon settlement/payment of the delinquent financial obligation to the satisfaction of the University, the hold shall be removed from the student information system and the student shall be allowed to register.