

Registration: Withholding Registration Privileges and Diplomas	Procedure Number	531
	Effective Date	March 13, 2025

1.0 PURPOSE

To establish a policy regarding withholding privileges from students such as registration and diplomas.

2.0 REVISION HISTORY

Established on: March 14, 2025

3.0 PERSONS AFFECTED

Students
Office of Records
Bursar’s Office

4.0 DEFINITIONS

Registration – The process of enrolling in courses for a given term.

Official Transcript – A complete record of a student’s academic history, authenticated by the University seal and the Registrar’s signature.

Diploma – An official University diploma, featuring the University seal for authentication.

5.0 PROCEDURES

The Registrar and the Bursar are authorized to withhold registration and diplomas from students and former students for non-compliance with UA-PTC requirements, past due financial obligations, fraud, and other reasons in accordance with applicable laws and regulations. The Registrar or Bursar is also authorized to add additional holds as needed and delegate the application and removal of holds in the UA-PTC's record systems to other departments as appropriate. The department placing the hold is responsible for removing the hold when the student satisfies the hold condition.


Regarding past due financial obligations, registration may be withheld when there is a financial obligation owed to UA-PTC. Nothing in this policy is intended to deny a student the ability to drop a class or officially withdraw (drop all classes) from UA-PTC.

With respect to any sums owed, this policy does not apply to students or former students if UA-PTC knows or has reason to know that a bankruptcy petition has been filed on behalf of the student or former student, or if UA-PTC has received notice that the debt has been discharged in bankruptcy. Upon the conclusion of the bankruptcy case, this policy shall apply to all debt not discharged in the bankruptcy proceeding.

If students have an outstanding balance, they should make every effort to settle it, and they can

find more information on available payment options by visiting the UA-PTC website: [Student Workday - Paying for Classes](#).

In accordance with U.S. Department of Education regulation 34 CFR § 668.14(b)(33), UA-PTC will not withhold official transcripts or take any other negative action against a student related to a balance owed by the student that resulted from an error in the institution's administration of the Title IV, HEA programs, or any fraud or misconduct by the institution or its personnel. Further, per 34 CFR § 668.14(b)(33), upon request by a student, the institution will provide an official transcript that includes all the credit or clock hours for payment periods in which the student received Title IV, HEA funds and for which all institutional charges were paid or included in an agreement to pay at the time the request is made, so long as the student has made at least one payment and is current on payments under the plan.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	Ashley Henry-Saorrano, Office of Records	September 2024
Ratified by:	College Council	March 14, 2025
Recommended by Chancellor (Signature)		3/16/25
UA Policy Alignment:	UA Board Policy 505.6	