



Policy Name:	Holds: Diploma/Enrollment/Transcript
Effective Date:	Unknown
Last Revision Date:	N/A
Last Review Date:	December 9, 2021
Approving Authority:	Northwest Leadership Team
Responsible Office:	Registrar's Office
Category:	Academics and Enrollment

Purpose

To define holds on diploma, enrollment and transcript due to student's failure to meet obligations.

Policy

Failure to meet obligations to Northwest, financial (i.e.: tuition, room, board, telephone, parking, library fines, class materials) or otherwise (i.e.: incomplete admissions file), will be cause for refusal to allow an individual to enroll, receive a diploma, or receive an academic transcript.

Guidelines

- Financial situations: cases of exceptional circumstances will be considered, and an exception to a hold on a transcript will be made under the following conditions:
 - A transcript is required by a funding agency in order for funds due the University to be released.
 - Financial assistance personnel have verified that all necessary paperwork has been completed by the student and that a sufficient amount of assistance to cover the student's obligation will be forthcoming.
 - Enrollment may be allowed at the discretion of the Bursar when there is reasonable assurance that funding will be forthcoming.
- No exceptions are made to a hold on a diploma.
- Admissions: an exception may be made under the following condition:
 - If an individual has not submitted all the required transcripts and/or ACT results, the director of admissions may release a hold when there is reasonable assurance that the required materials are forthcoming.
- A hold may be placed on preregistration as well as general registration and verification of preregistration.
- Other situations (i.e., disciplinary, etc.): the "holding" department will consider exceptional circumstances.

Appeals rest with the appropriate Associate Provost or the Provost.