



**NORTHWEST**  
MISSOURI STATE UNIVERSITY

## **HOLDS: DIPLOMA/ENROLLMENT/TRANSCRIPT**

Policy Name:	Holds: Diploma/Enrollment/Transcript
Effective Date:	Unknown
Responsible Office:	Registrar's Office
Category:	Enrollment and Academics

### **I. 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 associate 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.