



Print

# Holds on Records and Registration: Twin Cities, Crookston, Duluth, Morris, Rochester

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## Policy Statement

Authorized University staff and faculty may impose holds on student records for financial, student conduct, or academic reasons. A hold may prevent a student from obtaining an official transcript, registering for courses, or making registration changes.

1. For advising and academic purposes, advisers or authorized collegiate staff may place a hold on the student's record that prevents the student from registering or making registration changes.
2. Authorized University staff or faculty may place a hold on a student's record for a violation of Board of Regents Policy: *Student Conduct Code*, or for failure to meet financial obligations to the University (for example, unpaid bills or; library fees, ~~unreturned keys~~).

3. The Executive Vice President and Provost and/or Vice President for Clinical Affairs may designate other appropriate reasons for the University to place a hold on a student's record.
4. To resolve a hold and have it removed from the record, the student must first pay the debt owed, correct the deficiency or problem, or be cleared by the ~~Office for Community Standards (or the~~ appropriate ~~campus~~ office ~~on the system campuses~~).

## ~~Exclusions~~

~~This policy is not applicable to the Duluth campus.~~

## Reason for Policy

Holds are placed on student records to protect the University's interests, guide or compel student action, and enforce policy. Placing holds is not an arbitrary action. Only certain offices on campus are able to place and/or remove holds.

## Procedures

There are no procedures associated with this policy.

## Forms/Instructions

There are no forms associated with this policy.

# Appendices

There are no appendices associated with this policy.

## Frequently Asked Questions

1. How do I learn about any holds on my student record?  
In MyU, you can view your holds and what office ~~is responsible~~ [has placed those holds](#). For more information, use [this guide](#).
2. Can holds be temporarily removed or how do I get an exception to a hold?  
Contact the office responsible for placing the hold to see what the procedures are and whether the hold can be lifted, or whether an exception is possible. If you are unsure of what office is responsible, contact your campus One Stop or Office of the Registrar.  
For information on how to resolve past-due bills, visit [your campus the One Stop website \(below\)](#) and contact One Stop Student Services.
  - i. [Crookston One Stop](#)
  - ii. [Duluth One Stop](#)
  - iii. [Morris One Stop](#)
  - iv. [Rochester One Stop](#)
  - v. [Twin Cities One Stop](#)
- b.
3. Can the University withhold my transcript or diploma for financial reasons?
  - a. Per the [Withholding Diplomas and Official Transcripts from Students](#) policy, the University will generally not withhold official transcripts and diplomas, however, the University may decline to release diplomas or official transcripts to students with unresolved debts to the institution until the student has made a plan to resolve their financial obligations to the University.

## Contacts

Primary Contacts	
Contact	Amber Cellotti
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Twin Cities Campus	
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Crookston Campus	
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Morris Campus	
Contact	Marcus Muller
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Rochester Campus	
Contact	Parry Telander, Registrar
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Responsible Individuals	
Responsible Individuals	
Responsible Officer	Executive Vice President and Provost
Policy Owner	Vice Provost and Dean of Undergraduate Education
Primary Contact	Amber Cellotti Deputy Registrar and Interim Director, Office of the Registrar

# Definitions

There are no definitions associated with this policy.

# Responsibilities

There are no specified responsibilities associated with this policy.

# Related Information

- Board of Regents Policy: *Student Conduct Code (PDF)*
- Administrative Policy: *Promoting Timely Graduation by Undergraduates: Twin Cities, Crookston, Morris, Rochester*
- Duluth campus policy: *Holds on Records & Registration*

# History

Amended:

July 2019 - Comprehensive Review. This policy applies to undergraduate students and was modified to:

1. Clarify language regarding who can place and remove holds from student records.

2. Improve organization by removing duplicative language and explain the impact of holds at the beginning of the policy.
3. Add FAQs to address concerns that students need more information on how to learn about holds or resolve holds.

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009