



Print

Withholding Diplomas and Official Transcripts from Students

Policy Statement

The University will not issue diplomas or official transcripts to students ~~with financial obligations of \$250 or more, or to students who have not satisfied student conduct or academic integrity sanctions.~~ 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.

Once a student satisfies ~~the~~ outstanding sanction(s), the responsible office will remove the hold and the Office of the Registrar may issue the diploma and/or the official transcript.

Reason for Policy

The University expects students to meet any financial and/or student conduct and academic integrity obligations to the institution, both during their enrollment and upon graduation.

Withholding the diploma and official transcript for not meeting these responsibilities is consistent with these expectations.

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 is a student notified that the student will not be receiving a diploma or an official transcript due to these obligations?
Students are informed of the holds on diplomas and official transcripts via MyU. Additionally, students are notified when placing transcript orders or requests for duplicate diplomas.
2. Will a student's degree still be posted to the record if money is owed or a student conduct sanction is not met?
Yes, the degree will be posted **in both instances**, but a diploma will not be issued **in the event where a student has not satisfied a student conduct or academic integrity sanction**.
3. 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.

- a. [Crookston One Stop](#)
- b. [Duluth One Stop](#)
- c. [Morris One Stop](#)
- d. [Rochester One Stop](#)
- e. [Twin Cities One Stop](#)

Contacts

Policy Information - Twin Cities	
Contact	Amber Cellotti
Phone	
Email	knap0071@umn.edu
Policy Information - Morris	
Contact	Marcus Muller
Phone	320-589-6011
Email	mull0262@umn.edu
Policy Information - Duluth	
Contact	Tracey Bolen
Phone	218-726-7520
Email	tbolen@d.umn.edu
Policy Information - Crookston	
Contact	Jason Tangquist
Phone	218-281-8424
Email	jtangqui@crk.umn.edu

Policy Information - Rochester	
Contact	Parry Telander, Registrar
Phone	507-258-8023
Email	tela0009@r.umn.edu
Responsible Individuals	Responsible Individuals
Responsible Officer	Executive Vice President and Provost
Policy Owner	Associate Vice Provost - Academic Support Resources
Primary Contact	See Contacts Table above

Definitions

Financial Obligation

Students that **have a past-due balance on their** ~~owe a minimum of~~ to the University student account.

Student conduct and academic integrity sanction

A sanction imposed upon a student for violation of Board of Regents Policy: *Student Conduct Code (PDF)*.

Responsibilities

Registrar

Notify faculty, staff and students of the policy of withholding diplomas and official transcripts.

College or department

Advise students of the policy on ~~the policy of~~ withholding diplomas and official transcripts.

~~Campus Collections Office~~

~~Determines if diploma can be issued based on satisfactory payment of financial obligations.~~

Office for Community Standards (OCS) - Twin Cities Campus | [Office of Student Conduct & Conflict Resolution - Duluth Campus](#) | [Office of the Vice Chancellor for Student Affairs - Morris Campus](#) | [Office of Student Affairs - Crookston Campus](#) | [Office of Student Conduct Violations - Rochester Campus](#)

Determines if diploma or transcript can be issued based on satisfactory resolution of obligation.

Related Information

- Administrative policy: *Holds on Records & Registration: Twin Cities, Crookston, Morris, Rochester*

History

Amended:

October 2021 -

The current language has a dollar limit of \$200 (first sentence in Statement). The Minnesota legislature has changed the limit to \$250 and we are updating our processes accordingly. The statutory language is:

Subd. 2. Prohibited practices. A school must not: (1) refuse to provide a transcript for a current or former student because the student owes a debt to the school if: (i) the debt owed is less than \$250.

Amended:

July 2019 - Comprehensive Review:

1. Minor language changes for readability
2. Update FAQ to reflect current system (MyU) and better address questions raised during consultation
3. Retire outdated procedure

Amended:

December 2013 - Comprehensive Review, Minor Revision. Provides additional guidance to the students who have a hold on their record through a new FAQs.

Amended:

December 2009 -Changes withholding of "degrees" to withholding of "diplomas and official transcripts"; Improves satisfaction of student conduct or academic integrity sanctions by expanding the policy to address these types of obligations; Aligns with practices of our peer institutions.

Effective:

December 2004