

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: Registration, Transcript, Final Grades, and Diploma Holds
FPU Policy Number: FPU-5.0104AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: August 17, 2015
Date Revised:
Responsible Division/Department: Academic Affairs
Initiating Authority: Ghazi Darkazalli, Provost and Executive VP of Academic Affairs

A. APPLICABILITY/ACCOUNTABILITY:

This policy is applicable to all students currently and previously admitted to the University.

B. POLICY STATEMENT:

The Bursar's Office, the Office of Financial Aid, Admission's Office, Academic Affairs, and the Registrar may place a hold on a student's registration, transcript, final grades, and/or diploma if a student fails to satisfy an outstanding administrative and/or financial obligation to the University. Student Affairs may place a hold on a student's registration, transcript, final grades, and/or diploma as noted in the University's Student Code of Conduct.

- 1) Outstanding administrative obligations are missing required documents such as admissions documents, academic success plans for students on academic warning or probation, and immunization or medical documents.
- 2) Outstanding financial obligations are outstanding payments owed to the University such as payments for parking tickets, meal plans, and tuition and fees.

C. PROCEDURES:

1. Students will receive a notification in CAMS indicating that a hold has been placed on the student's registration, transcript, final grades, and/or diploma due to an outstanding obligation. The department placing the hold will also send a notification of the hold to the student's University email account.
2. A student with a registration hold may not register for courses until the hold is removed. A student with a transcript, final grades, or diploma hold may not be issued those items until the hold is removed.
3. Students should contact the department responsible for the hold for more information on how to remove the hold.
4. Once the student's outstanding obligation has been satisfied, the University office/department that placed the hold on the student's account will remove the hold.

ACADEMIC POLICY APPROVAL

Academic Policy No.: FPU-0104AP

Initiating Authority

Date

Academic Policies Committee Chair

Date

Vice President of Academic Affairs

Date

President/Designee

Date

Approved by FPU BOT, if required

Date

**EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE
OFFICE OF THE GENERAL COUNSEL**