

## **RESTRICTIONS ON STUDENT RECORDS**

It is the policy of Seattle University to place a restriction against the record of a student who has a records deficiency, an unmet financial obligation or to facilitate the admission/readmission process. Presence of such a restriction may prevent registration or issuance of academic transcripts and/or diplomas. The university will make every effort to notify the student of records deficiencies or monies due, but in cases where mail is returned and no current address is available, restrictions may be placed without notification. Restrictions are placed according to approved university policies and procedures.

### **ACADEMIC RESTRICTIONS**

Academic restrictions may be placed on a student only with the approval of the dean or dean's designee and/or the registrar. Most often they occur when a record of courses completed at another institution has not arrived or when a record showing a posted degree is missing. Such a restriction will prevent a student from registering until the restriction is removed.

The Albers School of Business and Economics places a restriction on each major in the school who is on academic probation. These students are required to meet with an adviser prior to registering for any term. In addition, new Albers graduate students who have not attended an orientation session also have a restriction added to their record.

### **ADMISSION/READMISSION RESTRICTIONS**

"No Show" is an internal restriction indicating a student admitted for a specific quarter did not register for that term. The student must see the admissions office to update the applicant file.

"Readmit" indicates one of two internal restrictions (see Policy #76-10):

- 1) If the student has been away from Seattle University for more than four (4) consecutive quarters, the student will not receive a registration appointment time or appointment letter and must submit a readmission application to the admissions office.  
Exceptions: Diagnostic ultrasound, nursing majors and all international students with a F1 or J1 visa receive this restriction after one quarter's absence (except Summer).
- 2) If the student has completed a degree at Seattle University, a new program application must be filed with admissions for post-baccalaureate status for consideration for a graduate program.

### **FINANCIAL RESTRICTIONS**

Financial restrictions will be placed on a student who has an obligation to the university for tuition, fees, room and board, library fines, parking infractions or other miscellaneous charges. Such a restriction will prevent students from registering and/or receiving a transcript or diploma until the financial obligations are met.

It is not the practice for the university to place a restriction against student grade reports but diplomas and final transcripts will be held for graduating students who have not cleared all financial obligations or, in the case of those under certain financial aid programs, have not met exit interview requirements. The university reserves the right to place a restriction on grades for any student who arranges to attend and complete course work with an instructor without appropriate registration, payment of required tuition, fees or other amounts due.

Restrictions can also be placed at the request of a department when equipment is not returned or is damaged when returned, upon review of the situation with the registrar.

### **INTERNATIONAL STUDENT CENTER RESTRICTIONS**

A student on an F-1 or J-1 visa who has dropped or withdrawn from all courses during any term of the academic year (except summer) will have a restriction. Such a student must report to the international student center to have the hold released but will continue to receive a registration appointment. An F-1 or J-1 visa student who is absent more than four consecutive quarters will not be assigned a registration appointment and must file a readmission application with the appropriate admissions office in accordance with regular university policy.

### **REGISTRATION RESTRICTIONS**

Prior to advance registration each term, departments are able to place adviser restrictions on their majors. Once placed, restrictions prevent students from registering until restrictions are removed.

A student who does not have a valid address or phone number logged in the computer system will receive a registration restriction and not be able to register until the correct information is provided to the Registrar's Office.

### **STUDENT DEVELOPMENT RESTRICTIONS**

Student Development restrictions may be placed on a student who has violated the Code of Student Conduct and has not satisfactorily responded to the Office of the Vice President for Student Development in resolving the violation (i.e. meeting with the judicial officer, fulfilling imposed sanctions, etc.). Such a restriction will prevent the student from registering and/or receiving a transcript until the obligation is met.

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