

# Student Services Manual (SSM)

## SSM 201–07: Administrative Holds on Student Enrollment

Effective: 8/15/1975

Revised: 7/1/2012

### Purpose

To identify procedures for placing an administrative hold on a student’s academic record at the request of the University Registrar Services; Office of Student Rights or Responsibilities; Office of the Dean of Students; or the dean’s office of the academic unit of the student’s major

### Sources

University Registrar Services

Office of Student Rights and Responsibilities

### Applicability

This policy applies to students who are:

1. continuing from the previous semester
- or
2. admitted or readmitted to ASU.

### Policy

Upon request by the appropriate office, University Registrar Services, the Office of Student Rights and Responsibilities, and the Office of the Dean of Students may place an administrative hold on the student’s academic record, which will suspend registration privileges.

The student’s file will remain on administrative hold until the original request is rescinded by the originating office.

### Procedure

Responsibility	Action
University Registrar Services, the Office of Student Rights and Responsibilities, or the Office of the Dean of Students	<ol style="list-style-type: none"> <li>1. Present a written request to:               <ol style="list-style-type: none"> <li>a. withdraw a student from current course work</li> <li style="padding-left: 40px;">and/or</li> <li>b. place an administrative hold on a student’s academic records.</li> </ol> </li> </ol>

	If the student is not currently enrolled or a withdrawal has not been requested:
	2. Skip to step 6.
	If the student is currently enrolled:
University Registrar Services	3. Drop or withdraw, if requested by the appropriate office, the student from the appropriate courses. 4. Notify Student Business Services, so that they may determine if the student's account should be adjusted.
Student Accounts and Cashiering Services	5. Adjust the student's account, if necessary.
University Registrar Services, the Office of Student Rights and Responsibilities, and the Office of the Dean of Students	6. Post an administrative hold to the student's record in PeopleSoft.
	If the original request is rescinded by the originating office:
	7. Remove the administrative registration hold from the student's record in PeopleSoft.

### **Cross-Reference**

For information regarding student requests to place an administrative hold on their own records, see [SSM 203-04](#), "Student Self-Imposed Holds."