

# UIC JOHN MARSHALL LAW SCHOOL



## Non-Academic Holds on Student Accounts and Records

1. **Reasons for a Non-Academic Hold:** A “hold” may be placed on student accounts and records for academic or non-academic reasons. This policy addresses non-academic reasons. Generally, a student’s account and records may be placed on hold when a student fails to timely remit payment, submit required information, complete required programming, or return UIC John Marshall Law School material or equipment. Below are non-exhaustive lists of reasons a student’s account and records may be placed on hold:
  - a. **Financial reasons:**
    - i. Failure to timely pay tuition, fees, or other educational charges.
    - ii. Failure to timely resolve a returned payment or check.
    - iii. Failure to timely pay for assessed damage caused to Law School property or property used for a Law School program.
  - b. **Non-financial reasons:**
    - i. Failure to return library materials, graduation regalia, or other borrowed Law School materials or equipment on a timely basis.
    - ii. Failure to timely complete or submit required information (e.g., failure to return paperwork distributed as part of New-Student or Transfer Student Orientation, or failure to update Emergency Contact Information).
    - iii. Failure to timely complete steps in or submit information associated with the financial-aid or admissions processes.
    - iv. Failure to complete mandatory training or participate in mandatory programming, such as Title IX training, New-Student or Transfer-Student Orientation, 2L/3L Orientation, Bar Exam Information, or Career Services Office meetings.
    - v. As a temporary measure pending completion of the application amendment process, as determined by the Dean, Vice Dean for

Academic Affairs, Associate Dean for Professionalism and Career Strategy, Assistant Dean for Student Life and Leadership, or Assistant Dean for Admissions.

- vi. As a temporary measure pending completion of an investigation under the Honor Code or Student Code of Professional Conduct, as approved by the Dean or Vice Dean.
- vii. Failure to participate in financial-aid entrance or exit counseling.
- viii. Failure to complete and return the graduation application.

**2. Issuing a Non-Academic Hold:** A student's account and records may be placed on non-academic hold only with the written authorization of a dean or department head. Holds may be placed by either (i) the requesting office, or (ii) upon request, the Business Office (if requested for financial reasons) or the Law School Registrar's Office (if requested for non-financial reasons).

- a. To initiate the hold process, the dean or department head (or designee) will notify the student in writing of an intent to issue a hold if the student does not resolve the situation by a stated deadline. The dean or department head has discretion to set the time period within which the student must act, and will outline the steps the student must take to resolve the hold. Under most circumstances, a student typically will have at least five business days to resolve the situation and avoid the hold. However, a shorter period may be used when warranted. Law School electronic mail will be the typical way to communicate with a student.
- b. If the student does not resolve the situation by the deadline, the dean or department head may either issue the hold or submit a request for a hold to the Business Office (financial reasons) or the Law School Registrar's Office (non-financial reasons). If requested, the Assistant Dean for Administration and Finance or the Registrar may issue the hold for the dean or department head by noting it on the student's account. Once a hold is issued, it is the responsibility of the dean or department head requesting the hold to notify the student.
- c. After a hold has been resolved it typically will remain a part of the student's record but will no longer affect the student's account or active records, or result in the other consequences described in Section 3. However, a non-academic hold will not appear on the student's transcript.

**3. Consequences of a Non-Academic Hold:**

- a. While a non-academic hold is in effect, a student's ability to receive or have issued any of the following may be limited: (a) certificate of any sort,

including but not limited to a Dean's Certificate, (b) letter of good standing, (c) transcript, or (d) grades.

- b. A non-academic hold also may delay or adversely impact a student's ability to (a) receive financial aid or a scholarship, (b) enroll for a particular semester, session, or program, (c) select courses (including externships and clinics), (d) participate in School sponsored trips and programs, including advocacy-competition trips and study-abroad programs, or (e) borrow library or other Law School materials or equipment.
- c. The Law School may share information about student holds with any office or official that has a legitimate need to know. Also, while a non-academic hold will not affect a student's right to inspect educational records under federal law, it does affect a student's ability to obtain an official transcript or to have an official transcript or other educational records sent to third parties such as potential employers.

#### **4. Resolving a Non-Academic Hold:**

- a. To resolve a non-academic hold, the student should first consult with the office that requested the hold and complete the steps requested by that office, such as remitting a past-due payment or returning overdue materials. When a student completes the steps needed to resolve the hold, the requesting office will either remove the hold or issue a written request to the Law School Registrar's Office (non-financial reasons) or Business Office (financial reasons) to release the hold. The requesting office will notify the student in writing when the hold has been removed.
- b. If a student cannot resolve the matter with the requesting office, the student should then submit a written request to the Vice Dean for Academic Affairs, requesting that the hold be released. The request should include a summary of reasons for the hold, steps the student has taken to resolve the hold, and reasons the student understands the hold has not yet been resolved.

**5. Temporarily Lifting a Hold:** The Dean, Vice Dean for Academic Affairs, Assistant Dean for Student Life and Leadership, Registrar (for non-financial holds), and Assistant Dean for Administration and Finance (for financial holds) have discretion to authorize a temporary lifting of a hold to allow a student to take a specific action with a firm deadline, such as registering for classes. In this situation, the hold will remain generally in effect, and the student will be permitted to take only those actions specifically authorized in writing by one of the officials listed above. A temporary lifting of a hold may be considered in the following circumstances:

- a. The student — in the discretion of the campus administrator listed above who is handling the situation — has taken at least some steps and has demonstrated a good-faith effort to resolve the circumstances underlying the hold, but cannot complete those steps in time to meet the specific deadline at issue (e.g., deadline to register for classes).
  - b. The student's account is on hold for lack of payment, the payment is due from a third party such as a lender or donor (as opposed to friend or relative of the student), the Law School has received sufficient confirmation that the third party has approved and processed the payment, but the payment will not be received or posted by the specific deadline at issue.
  - c. The Law School reserves the right to reverse any steps that a student takes during the temporary lifting if the circumstances underlying the hold are not completely resolved within a reasonable period of time. The student will be notified in writing before any steps are reversed.
- 6. Non-Academic Holds on the Accounts and Records of Graduates or Former Students:** If the account or records of a graduate or former student are subject to a hold, the graduate or former student should first contact the office that requested the hold. Holds on the accounts and records of graduates and former students should be reviewed periodically by the requesting office to determine whether any hold should be released without further action by the graduate or former student. If a graduate or former student is not able to resolve the matter after working with the requesting office, the graduate or former student should contact the Vice Dean for Academic Affairs with a written request that explains why the hold should be released.

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