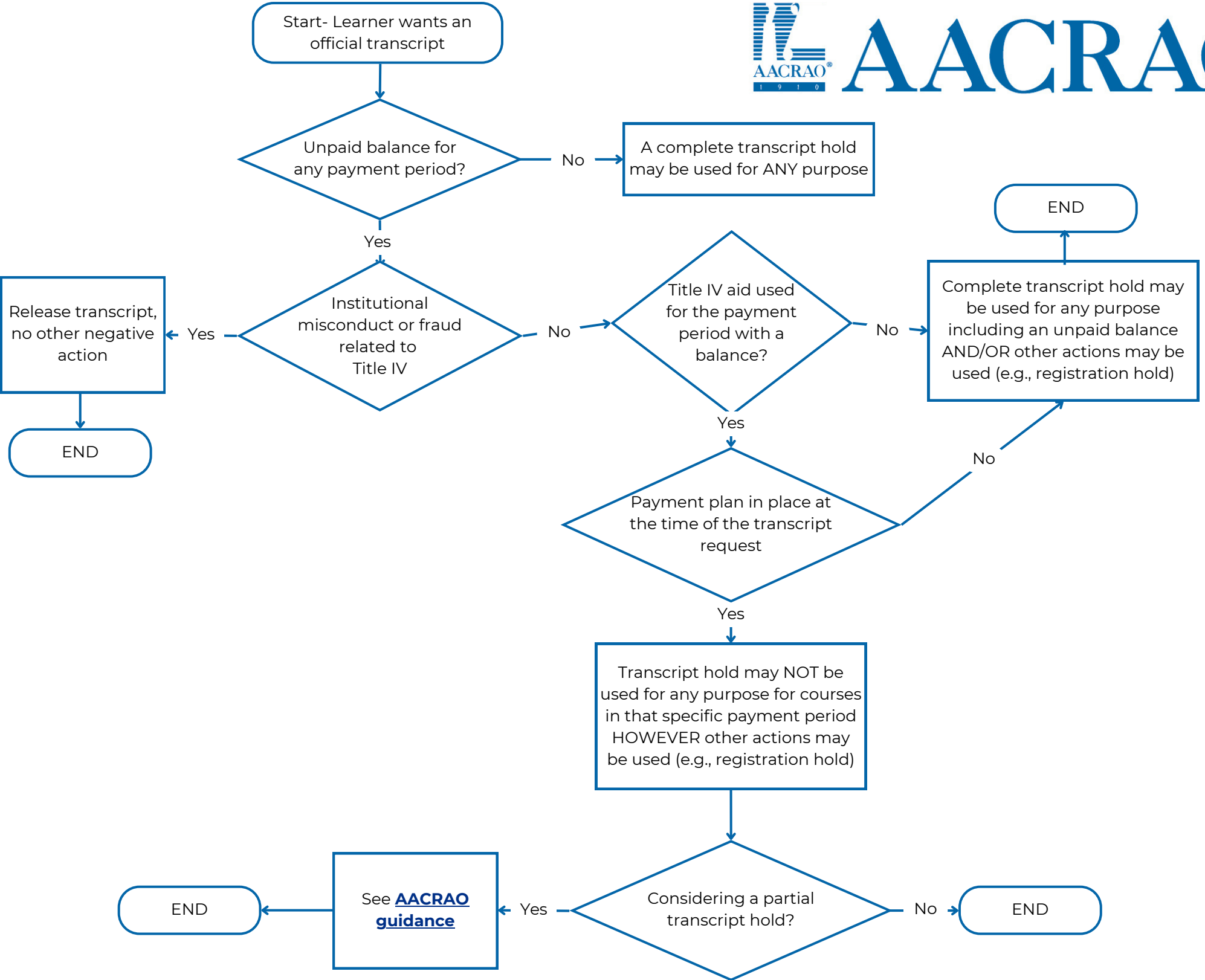
Start- Learner wants an official transcript
Unpaid balance for any payment period?
No
A complete transcript hold may be used for ANY purpose
Yes
Institutional misconduct or fraud related to Title IV
Yes
Release transcript, no other negative action
END
No
Title IV aid used for the payment period with a balance?
No
Complete transcript hold may be used for any purpose including an unpaid balance AND/OR other actions may be used (e.g., registration hold)
END
Yes
Payment plan in place at the time of the transcript request
No
Yes
Transcript hold may NOT be used for any purpose for courses in that specific payment period HOWEVER other actions may be used (e.g., registration hold)
Considering a partial transcript hold?
Yes
See AACRAO guidance
END
No
END