

## **UAM OPERATING PROCEDURE 500.4**

### **TRANSCRIPT POLICY**

The Registrar is authorized to redact grades and transcripts for a current student or former student who owes a past due charge and for which the student has not entered an agreement to pay when their transcript is requested. A past due charge results from a failure to return athletic, military, library, or other university property entrusted to his or her care; failure to comply with rules governing the audit of student organization accounts; or failure to pay any fees, tuition, room and board charges, fines, or other charges assessed against him or her by a university official or by the campus judicial system.

Transcripts will be issued without redactions to students who do not owe a past due charge or who have entered into an agreement to pay the past due charge in full, prior to the time the transcript is issued.

For purposes of this policy, an agreement to pay means a past due balance payment plan authorized by UAM's Cashier's Office has been established. The Cashier must receive payment for the first installment required under the past due balance payment plan in order for the transcript to be issued without redactions. A defaulted past due balance payment plan does not constitute an agreement to pay.

Transcripts will otherwise be issued with redactions to students who owe a past due charge at the time the transcript is requested and for which the students have not entered into an agreement to pay the past due charge. Redactions will be applied to any academic period for which a past due charge exists.

UAM will not take any negative action against a student related to an institutional charge, including the withholding or redacting of transcripts, where the institutional charge resulted from error in UAM's administration of programs under Title IV of the Higher Education Act, or from fraud or misconduct by UAM.

This policy does not apply to students or former students if the university has received a bankruptcy court notice and order that a bankruptcy petition has been filed on their behalf or that the debt has been discharged in bankruptcy. In the event the notice of bankruptcy has been dismissed, the policy applies.

*November 18, 2025*