



Ohio Administrative Code Rule 3335-9-16 Administrative holds.

Effective: [October 16, 2023](#)

(A) With the approval of the executive vice president and provost, an administrative hold may be placed on the records or accounts of any person who fails to comply in a reasonable period of time with an obligation imposed under university rules or who has an overdue debt or fine. An administrative hold will cause certain services to be withheld, including, but not limited to: obtaining current semester, summer term, or session grades, registering or enrolling, being certified as eligible to obtain a degree or certificate, borrowing books or equipment, or participating in discount plans available to faculty, staff, or alumni.

(B) The unit originating an administrative hold on the records or accounts of any person shall notify the person in writing of the obligation that is overdue by providing another itemized billing or list of actions requested, specifying when the administrative hold will become effective, and indicating the name and method of contacting an individual who can provide additional information.

(C) Any disputes concerning the legitimacy of a hold or its processing will be resolved by the university registrar.
