

**Administrative Hold**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Via email:** \_\_\_\_\_

**Re:** \_\_\_\_\_

**Dear:** \_\_\_\_\_

An administrative hold is placed on your account for the following reasons:

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This hold, which prevents utilization of university services, will be placed on your student account until you have satisfied the original request stated above. The hold may prevent registration, future enrollment, and release of a grades, transcript or diploma, or further business with the university. If you would like to challenge this hold, you must contact the Office of Student Judicial Affairs (Room 170 Administration Building) and request a hearing with me.

Sincerely yours,

**Cc:** \_\_\_\_\_