

Administrative Procedure 5035

Withholding of Student Records

Grades, transcripts, diplomas, and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided with written notice (via District email or letter) that he or she has failed to pay a proper financial obligation due to the District or college. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former students owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

A hold may be placed on a student's academic record and subsequent term registration when the student has an outstanding obligation to the college. Once the student satisfies the obligation, the hold will be released.

The student shall be given the opportunity to explain if the financial obligation is in error.

Reference:

Title 5 Section 59410

Board Review: December 19, 2016