

Last Reviewed
May 24, 2016

AP 5035 WITHHOLDING OF STUDENT RECORDS

Reference:

Title 5 Section 59410

The Vice President of Student Affairs or designee may withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

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 student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

Notifying Students of Withholding Records

Each department shall be responsible for notifying the student (in writing) of any financial obligations to the District for that department's services. If a student fails to respond to the letter, that department will place a "hold" in the administrative computer system that will result in the withholding of grades, transcripts, diplomas, and registration privileges.

If the student owes a debt of their registration fees, Fiscal Services will send a bill to the student in writing and place a hold on the student's record.