

BP 5035 WITHHOLDING OF STUDENT RECORDS

Reference:

Title 5 Section 59410

NOTE: The following language in red, underlined ink is **legally advised**.

Students or former students who have received official notification (college-assigned email address or via U.S. mail) that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.

❖ **From the current CLPCCD Policy 5311 titled Holding Student Records**

Whenever a student is delinquent through failure to comply with college rules or regulations procedures, to pay debts, or to return property owned by the college, that student's records will be placed on hold. A student whose records are placed on hold shall not be allowed:

1. to register for subsequent terms of instruction;
2. to receive transcripts of work completed; or
3. to receive other services in the college which relate to his/ or her records.

When the student has cleared his obligation with the college, the holding of his/ or her records shall be removed.

NOTE: The **red ink** signifies language that is **legally advised** and recommended by the Policy and Procedure Service and its legal counsel. The language in **black ink** is from the current Chabot-Las Positas CCD Policy 5311 titled Holding Student Records adopted on March 19, 1996. The language in **blue ink** is included for consideration. The language in **green ink** reflects revisions during the administrative review on May 7, 2013.

Date Adopted:

(This policy replaces current CLPCCD Policy 5311)

Legal Citation for BP 5035

Cal. Admin. Code tit. 5, s 59410

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 10. COMMUNITY COLLEGE ADMINISTRATION
SUBCHAPTER 7.5. STUDENT FINANCIAL OBLIGATIONS

s 59410. Withholding Grades, Transcripts, etc., for Nonrepayment of Financial Obligations.

The governing board of a community college district may provide by appropriate rules and regulations that 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 that he or she has failed to pay a proper financial obligation due to the district or a college. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.