

Student Services

BP 5035 WITHHOLDING OF STUDENT RECORDS

Reference:

Education Code Section 66022;
Title 5 Section 59410

The district must provide a student or former student with written notice that he/she/they have failed to pay a financial obligation due to the district before the district commences any activity to collect the debt.

The district may not withhold grades or transcripts for a student or former student as a consequence of the student's outstanding financial obligation to the district. The district may not withhold registration privileges for a student or former student as a consequence of defaulting on a loan or loans under the Federal Family Education Loan Program only. The district may withhold diplomas as a consequence for a student or former student of defaulting on a loan.

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

1. register for subsequent terms of instruction or
2. receive other services in the college which relate to their records.

When the student has cleared their obligation with the college, the hold/s placed shall be removed.

Also see AP 5035 Withholding of Student Records.

Adopted: June 17, 2014

Board Reviewed: June 18, 2024, March 15, 2022