



AP 5035

WITHHOLDING OF STUDENT RECORDS

Reference:

Title 5 Section 59410

Admissions & Records shall 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 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.

Students or former students shall be notified monthly by email, whether the student has an outstanding balance *without a hold* or an outstanding balance *with a hold*, that a financial hold has been placed on their record and privileges are suspended. Students shall be provided the opportunity to appeal if the financial obligation is in error. This information is also posted in the student portal.

The administrator responsible for student discipline or designee shall withhold registration and/or records for students who are under suspension, academic or progress probation/disqualification or are in violation of any of the Standards of Student Conduct.

Also see BP/AP 5500 Standards of Student Conduct

Date Approved: April 1, 2015

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