BP 5035  WITHHOLDING OF STUDENT RECORDS

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.

Reference:  Title 5 Section 59410

Adopted:  7/14/15

(This is a new policy)
AP 5035 WITHHOLDING OF STUDENT RECORDS

The Superintendent/President 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

The District’s Cashiers Office or designee shall be responsible for notifying the student in writing of any financial obligations to the District. If a student fails to respond to the written notification, 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, the cashier’s office will send a bill to the student in writing and place a hold on the student’s record.

Reference: Title 5 Section 59410

Approved: 6/16/15
(This is a new procedure)