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|------------------|-------------------------------------|-------------------------------|-------------------------------------|
| Policy Change    | <input checked="" type="checkbox"/> | Subject Matter Area Review    | <input checked="" type="checkbox"/> |
| Procedure Change | <input checked="" type="checkbox"/> | Constituency Group Review     | <input checked="" type="checkbox"/> |
| New Policy       | <input type="checkbox"/>            | District Council              | <input type="checkbox"/>            |
| New Procedure    | <input type="checkbox"/>            | Board 1 <sup>st</sup> Reading | <input type="checkbox"/>            |
|                  |                                     | Board 2 <sup>nd</sup> Reading | <input type="checkbox"/>            |

**KEY:**  
**BOLD=** new language  
~~strikethrough=~~ delete language

Comments:  
 Per Student Services – the passage of AB 1313 requires an update to policy

Referred to:

Edited:  
 1/15/20 Subject Matter Area  
 1/15/20 P&P Committee

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**Policy**

**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.

**References:**

Title 5 Section 59410

Adopted: June 28, 2004  
 Revision Adopted: March 13, 2019  
 Last Reviewed: March 13, 2019

**Administrative Procedure**

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**5035 Withholding of Student Records**

Grades, ~~transcripts~~, diplomas, certificates, and registration privileges shall be withheld from any student or former student who has failed to pay a proper financial obligation due to the District or a College. The student shall be given 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; financial aid default; any 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 or a College. A proper financial obligation does not include any unpaid obligation to a student organization.

A hold will be placed on a student's academic record when the student has an outstanding obligation to the District or a College. A hold will be placed on a student's registration when the student has an outstanding obligation to the District or a College that is \$200 or higher. Once the student satisfies the obligation, the hold will be released.

**References:**

Title 5 Section 59410

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Procedure Last Revised: ~~April 11, 2007~~, March 13, 2019

Last Reviewed: March 13, 2019