Sierra College
ADMINISTRATIVE PROCEDURE  No. AP5035

Withholding of Student Records

Date Adopted: 1/13/2004
Date Revised: 05/03/2013
Date Reviewed: 05/03/2013
References: Title 5 Section 59410

I. The Admissions Officer shall withhold grades, transcripts, diplomas, and registration privileges from any current or former student:

   a. who has been provided written notice that he or she has failed 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; and/or any other unpaid obligation a current or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

   b. for materials and/or equipment remaining improperly in the possession of the student; or

   c. who has a pending or subsequent disciplinary action

See Board Policy 5035 and Administrative Procedure 5520