Withholding of Student Records

Date Adopted: 1/13/2004
Date Revised: 12/11/2018
Date Reviewed: 12/11/2018
References: Title 5 Section 59410

The Admissions and Records 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 unpaid obligation a current or former student owed 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 Administrative Procedure 5520.