

Sierra College

ADMINISTRATIVE PROCEDURE

AP 5035

Withholding of Student Records

Date Adopted: 12/12/2025
Date Revised:
Date Reviewed:
References: Title 5 Section 59410

The Admissions and Records Officer may withhold 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; 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.

See Board Policy 5035.