



**Policy**

**5035 Withholding of Student Records**

Students or former students who have been provided with notice that they have failed to pay a proper financial obligation shall have registration privileges withheld, unless it is related to a student who is in default on a loan under the Federal Family Education Program, then a District shall not withhold registration privileges. Students barred from registration because they have failed to pay a debt may submit a petition explaining why they are seeking an exemption from this policy.

Each semester, the Vice Chancellor of District Administrative Services or his/her/their designee will give the Board an update on current (for that semester) and cumulative unpaid student debt which will also include the number of exemptions granted, if any.

**References:**

Title 5 Section [59410](#); Education Code Section [66022](#); and Civil Code Sections [1788.92](#) and [1788.93](#)

**Adopted:** June 28, 2004

**Revision Adopted:** ~~March 13, 2019~~, May 11, 2022

**Last Reviewed:** ~~March 13, 2019~~, May 11, 2022

**Administrative Procedure**

**5035 Withholding of Student Records**

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, unless it is related to a student in default on a loan under the Federal Family Education Program, then the District shall not withhold registration privileges. The student shall be given notification and the opportunity to explain if the financial obligation is in error.

The Enrollment Services Office or Admissions Office shall not withhold transcripts or grades from a student who has a financial obligation to the District. Whenever a student transfers from one community college or public or private institution of postsecondary education to another within the state, appropriate records or a copy thereof shall be transferred by the former community college, or college or university upon a request from the student.

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 and other library materials; 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 shall be placed on a student’s registration when the student has an outstanding obligation to the District or College. Once the student satisfies the obligation, the hold will be released.

**References:**

Title 5 Section [59410](#); Education Code Section [66022](#); and Civil Code Sections [1788.92](#) and [1788.93](#)

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**Procedure Last Revised:** ~~April 11, 2007, March 13, 2019,~~ May 11, 2022

**Last Reviewed:** ~~March 13, 2019,~~ May 11, 2022