

P&P 5035 WITHHOLDING OF STUDENT RECORDS (10+1)

Reason for Changes

- The Service updated this policy to reflect changes to Title 5 Regulations that prohibit withholding grades or transcripts in an effort to collect a debt.
- Chapter Lead consulted with the VPSSs and verified that students are notified when a hold is placed on their account via email and their @ebadvisor. In addition, special programs notify students depending on the type of hold. Information is also available on the websites.

(For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

Review Level: 3 Extensive (10+1)	Review Level Approved by PPAC: 12/12/2022	Constituent Review: Due 2/28/2023	PPAC Info Item: 3/13/2023
BOT 1st Reading: 4/13/2023	BOT 2nd Reading & Approval: 5/8/2023		

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With Changes Redlined

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation ~~shall~~ may have ~~grades, diplomas, and~~ registration privileges withheld until the outstanding obligation is paid or otherwise settled.

Reference:

Title 5 Section 59410

AP 5035 WITHHOLDING OF STUDENT RECORDS (10+1)

With Changes Redlined

The Director of Admissions & Records or designee may withhold ~~grades, 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; and/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.

Reference:

Title 5 Section 59410

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END OF RECOMMENDATION