

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

<b>Reason for Changes</b> (For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <a href="https://sbccd.edu/ap2410">https://sbccd.edu/ap2410</a> .)		
<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>		
<b>Academic Senate Feedback</b>   <a href="#">Turquoise</a>		
<b>2023-02-13 PPAC Update</b>   <a href="#">Goldenrod</a>		
<b>Review Level:</b> 3   Extensive (10+1)	<b>Review Level Approved by PPAC:</b> 12/12/2022	<b>Constituent Review:</b> Received 2/2/2023
<b>Academic Senate 1<sup>st</sup> Review</b> 2/1/2023	<b>Chapter Owner Review of Feedback</b> 2/10/2023-2/13/2023	<b>Academic Senate Vote of Support</b> 2/15/2023
<b>PPAC Final:</b> 3/13/2023	<b>BOT 1<sup>st</sup> Reading:</b> 4/13/2023	<b>BOT 2<sup>nd</sup> Reading &amp; Approval:</b> 5/11/2023

**BP 5035 WITHHOLDING OF STUDENT RECORDS (10+1)**  
 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.

[Current SBCCD policy allows students to register for courses with an outstanding financial obligation of less than \\$200. Registration is not restricted unless the student owes \\$200 or more.](#)

For additional information see [Board Policy/Administrative Procedure 5030, Fees](#) or visit the [campus websites](#).

**Reference:**  
 Title 5 Section 59410

**END OF RECOMMENDATION**

**Commented [/kg1]:** Revised to include constituent feedback from SBVC Academic Senate per 2/2/2023 email from D Burns-Peters: "AP 5035 has been shared with the Senate and is scheduled to return on 2/15/23 for a vote of support. There has been a recommendation made for this AP. The recommendation was to indicate the district policy allowing students to register for courses with a balance of less than \$200.00. Registration is not restricted unless the student owes 200.00 or more. This is district-wide and the balances from each campus are reciprocal. Let me know if you need any clarification on the intention behind this request."

**Commented [/kg2R1]:** Language was discussed at 2/13/2023 PPAC. Alternative language was agreed upon to direct students on how to learn more about the financial obligation threshold while maintaining accuracy and efficiency in the P&P process.