

**WITHHOLDING OF STUDENT RECORDS**

**STUDENT LIABILITIES AND OBLIGATIONS**

A. Specified college services shall be withheld from students whose liabilities and obligations are not cleared in a timely manner. Examples of liabilities and obligations include, but are not limited to:

1. returned checks;
2. outstanding library fines or books not returned;
3. tools or equipment not returned to appropriate departments;
4. keys not returned, or laboratory breakage fees.

B. ~~Registration~~ Penalties & Holds

1. ~~\_\_\_\_\_~~ 1. If a student's check is returned unpaid from a bank, the student shall not be permitted to register in a subsequent semester until the liability has been cleared.
2. ~~\_\_\_\_\_~~ 2. ~~Student's record placed on hold~~
3. ~~\_\_\_\_\_~~ 3. ~~Diploma & Certificates will be withheld~~
4. ~~\_\_\_\_\_~~ 4. ~~Transcripts requests & Enrolment Verifications will not be processed or released~~
5. ~~\_\_\_\_\_~~ 5. ~~Other services normally afforded to students in good standing.~~

~~C. \_\_\_\_\_~~ Other Services

~~\_\_\_\_\_ Student's records will be held. Students shall not receive a diploma or other earned certificate. Students shall not receive a transcript, certificate of enrollment, or other service normally afforded students in good standing.~~

Approved: August 8, 1991

Reference:

Title 5, Section 59410

**STUDENT LOAN DEFAULT**

- A. Students or former students, who are in default on specified student loans, shall have institutional services withheld subject to the conditions of this policy.
- B. Default means the failure of a borrower to make an installment payment when due, or to meet other terms of the promissory note under circumstances where the guarantee agency finds it reasonable to conclude that the borrower no longer intends to honor the obligation to repay. Failure to repay must persist for one hundred eighty (180) days for a loan repayable in monthly installments; or two hundred forty (240) days for a loan repayable in less frequent installments.
- C. Loan programs included in this policy are:
1. Guaranteed Student Loan

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2. Supplemental Loan for Students

**D.** Services to be withheld are:

1. Provision of grades
2. Provision of transcripts
3. Provision of diploma

**E.** The services specified in Section **D** may be provided during a period when the facts are in dispute, or when the student or former student demonstrates to the Board or its designee that there exists a reasonable justification for the delay as determined by the institution.

Approved: June 9, 1994