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San Bernardino Community College District  
Administrative Procedure  
Chapter 5 – Student Services

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**AP 5035 WITHHOLDING OF STUDENT RECORDS**

*(Replaces current SBCCD AP 5035)*

**NOTE:** *If Districts withhold student records due to non-payment of fees, the following is legally required. Local procedure may be inserted. The following is an illustrative example that meets legal requirements.*

The ~~designated position~~ Director of Admissions and Records or designee may withhold grades, transcripts, 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.

**NOTE:** *Insert local procedures on the notification process and the student's opportunity to explain.*

~~❖ From current SBCCD AP 5035 titled Withholding of Student Records/Student Liabilities and Obligations~~

- ~~A. Specified college services, including the following, shall be withheld from students whose liabilities and obligations are not cleared in a timely manner.~~
- ~~1. registration for classes in a subsequent semester~~
  - ~~2. access to student's records~~
  - ~~3. issuance of a diploma or certificate~~
  - ~~4. transcripts requests and enrollment verification~~
  - ~~5. other services normally afforded to students in good standing~~

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- ~~B. Examples of such 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.~~

**Reference:** Title 5, Section 59410

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***NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from the current SBCCD AP 5035 titled Withholding of Student Records/ Student Liabilities and Obligations approved on 1/18/07.*

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**Approved: 1/18/07**  
**Revised:**

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## COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE

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### Legal Citation for AP 5035

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TITLE 5. EDUCATION  
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES  
CHAPTER 10. COMMUNITY COLLEGE ADMINISTRATION  
SUBCHAPTER 7.5. STUDENT FINANCIAL OBLIGATIONS

s 59410. Withholding Grades, Transcripts, etc., for Nonrepayment of Financial Obligations.

The governing board of a community college district may provide by appropriate rules and regulations that grades, transcripts, diplomas and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to the district or a college. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.