

ADMINISTRATIVE PROCEDURE 5035
WITHHOLDING OF STUDENT RECORDS

The District may withhold diplomas and/or registration privileges from any student or former student who fails to pay a proper financial obligation to the District. These privileges shall be withheld until such time as the obligation is satisfied. The student shall be given notification and the opportunity to explain if the financial obligation is in error.

The definition of a proper financial obligation shall include, but is not limited to:

1. enrollment fee and other fees as detailed in AP 5030
2. non-resident tuition
3. international student tuition or health insurance;
4. AC Transit fee
5. Campus Center use fee
6. Capital Outlay fee
7. Health Fee
8. Payment Plan debt (deferred enrollment or non-resident tuition not paid timely)
9. obligations incurred through the use of facilities, equipment or materials
10. library fines;
11. unreturned library books;
12. materials remaining improperly in possession of the student; and/or
13. 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.

Students may access their account detail and financial obligations through their student portal in PASSPORT.

NOTE: Effective January 1, 2020, the Educational Debt Collection Practices Act prohibits Districts from withholding a transcript because the student owes a debt.

Reference:

Title 5 Section 59410

AB 1313, Higher Education: Prohibited Debt Collection Practices

Approved by the Chancellor: February 19, 2013

Revised and Approved by the Chancellor: April 13, 2020

Revised and Approved by the Chancellor: May 14, 2021