

**Student Services**

1 **BP 5035 WITHHOLDING OF STUDENT RECORDS**

2 **Reference:**

3 Education Code Section 66022;  
4 Title 5, Section 59410

5 The District must provide a student or former student with written notice that he/she/they  
6 have failed to pay a financial obligation due to the District before the District commences  
7 any activity to collect the debt.

8 The District may not withhold grades or transcripts for a student or former student as a  
9 consequence of the student's outstanding financial obligation to the District. The District  
10 may not withhold registration privileges for a student or former student as a consequence  
11 of defaulting on a loan or loans under the Federal Family Education Loan Program only.  
12 The District may withhold diplomas as a consequence for a student or former student of  
13 defaulting on a loan.

14 Office of Primary Responsibility: Vice President, Student Services

15 See also AP 5035 titled Withholding of Student Records

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**Date Adopted:** May 16, 2007

**Date Revised:** March 5, 2025

**Date Reviewed:** February 20, 2019