

SOLANO COMMUNITY COLLEGE DISTRICT

WITHHOLDING OF STUDENT RECORDS

Policy 5085

POLICY: Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.

**REFERENCES/
AUTHORITY:** California Code of Regulations, Title 5, Section 59410

ADOPTED: November 1, 2006; Reviewed January 18, 2012

SOLANO COMMUNITY COLLEGE DISTRICT

STUDENT SERVICES PROCEDURES

WITHOLDING OF STUDENT RECORDS

5085

The Director of Admissions and Records may withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the College. 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 College.

Students are notified at least annually of any outstanding financial obligation due to the College. Students have the right to make a written appeal to the appropriate department for a waiver of the financial obligation if they have documented extenuating circumstances.

Governing Board Review: January 18, 2012