

## AP 5035 Withholding of Student Records

5035.1 The Santa Clarita Community College District 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~~ club.

5035.2

List of Restrictions

1. Administrative Hold (A) - withholds grades, transcripts, diplomas, and registration privileges. This hold is used in cases such as student discipline. The Vice President of Student Services is responsible for maintaining this hold.
2. Bookstore Hold (B) - withholds grades, transcripts, diplomas, and registration privileges. This hold is used by the College of the Canyons bookstore. The Bookstore is responsible for maintaining this hold.
3. NSF/Returned Check Hold (C) - withholds grades, transcripts, diplomas, and registration privileges. This hold is used when a student's check is returned from the bank. The Student Business Office is responsible for maintaining this hold.
4. Child Development Hold (CHLD) - withholds grades, transcripts, diplomas, and registration privileges. This hold is used and maintained by the Child Development Center.
5. CalWorks Hold (CW) - withholds grades, transcripts, diplomas, and registration privileges. This hold is used and maintained by the CalWorks.
6. Disabled Students Program Hold (D) - withholds grades, transcripts, diplomas, and registration privileges. This hold is used and maintained by the Disabled Students Program and Services office.
7. Extended Opportunities Program and Services Hold (EOPS) - withholds grades, transcripts, diplomas, and registration privileges. This hold is used and maintained by the Extended Opportunities Program and Services office.
8. Financial Aid Hold (F) - withholds grades, transcripts, diplomas, and registration privileges. This hold is used and maintained by the Financial Aid Office.
9. International Student Insurance Hold (I) - withholds grades, transcripts, diplomas, and registration privileges. This hold is used and maintained by the International Services and Program office.
10. Library Hold (L) - withholds grades, transcripts, diplomas, and registration privileges. This hold is used and maintained by the Library.
11. Miscellaneous Hold (M) - withholds grades, transcripts, diplomas, and registration privileges. This hold is used when a student must present documentation to the Admissions and Records office before they may proceed as a student. Examples include providing a Social Security Card to verify the correct SSN when two have been provided. The Admissions and Records office is responsible for maintaining this hold.

12. Nonresident Tuition Hold (N) - withholds grades, transcripts, diplomas, and registration privileges. This hold is used and maintained by the Student Business office.
13. Outstanding Fees Hold (O)- withholds grades, transcripts, diplomas, and registration privileges. This hold is used when the student has not paid the enrollment fees. This hold is used and maintained by the Student Business office.
14. Outstanding Fees Hold (OF) - withholds grades, transcripts, diplomas. This hold is used when the student has paid the enrollment fees but not the college fees. This hold does not prevent registration activity. This hold is used and maintained by the Student Business office.
15. PE/Athletics Hold (P) - withholds grades, transcripts, diplomas, and registration privileges. This hold is used and maintained by the Kinesiology and Athletics Programs.
16. Registration Hold (R) – withholds grades, transcripts, diplomas, and registration privileges. This hold is used and maintained by the Admissions and Records office.
17. Registration and Transcripts (R&T) - withholds grades, transcripts, diplomas. This hold does not prevent registration activity. This hold is used and maintained by the Student Business office.
18. Associate Student Government Hold (S) - withholds grades, transcripts, diplomas, and registration privileges. This hold is used and maintained by the Student Development office.
19. Transcript Hold (T) - withholds grades, transcripts, and diplomas. This hold is used and maintained by the Admissions and Records office.
20. Visa Status Not Allowed (V) – withholds grades, transcripts, diplomas, and registration privileges. This hold is put on a student record when the student has a Visa Status or holds a Visa that is not permitted to attend a post-secondary institution. This hold is used and maintained by the Admissions and Records office.

5035.3 The office that oversees the hold will be responsible for adding or removing the hold. The student is notified of the hold by email and/or written letter. The student can view the holds on their My Canyons account. The student will see the hold upon registration if the hold prevents registration activity.

A hold must be removed by the office maintaining the hold once a student fulfills their obligation.

5035.4 Formal Financial Obligation Challenge Procedure

1. A student may file a written request with the Director of Admissions & Records to remove the financial obligation which he or she alleges to be inaccurate.
2. Within 30 days of receipt of such a request, the Director of Admissions & Records, or designee, shall meet with the student to determine validity of the student's claim. A summary of the meeting will be recorded and any decisions made shall be in writing.
3. If appropriate, the Director of Admissions & Records shall order the removal of the financial obligation in question.

4. If the Director of Admissions & Records denies the allegations and refuses to order removal of the financial obligation, the student may appeal the decision in writing to the Dean of Enrollment Services within 30 days of the written refusal.
5. Within 30 days of receipt of the appeal, the Dean of Enrollment Services shall meet with the student to discuss the appeal.
6. If the meeting results in a decision to sustain the allegations, the financial obligation will be immediately corrected or removed. If the meeting results in a decision to deny the allegations, the financial obligation will remain and the decision will be presented in writing and shall be final.