
Student Services

AP 5035 WITHHOLDING OF STUDENT RECORDS

Reference:

Title 5 Section 59410

The Admissions and Records Office 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 official notification (college-assigned email address or via U.S. mail) 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.

Date Approved: March 18, 2014

(This is a new procedure recommended by the Policy and Procedure Service and its legal counsel)