

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

STUDENT SERVICES

CHAPTER 5

Withholding of Student Records

AP 5035

Reference: ***Title 5, Section 59410***

- (A) Grades, transcripts, diplomas, and registration privileges, or any combination thereof, shall be withheld from any student or former student who has failed to pay a proper financial obligation due to the District. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.
- (B) 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.
- (C) A hold may be placed on a student's academic record and subsequent term registration when the student has an outstanding obligation to the District. Once the student satisfies the obligation, the hold will be released.