



AP 5035 Withholding of Student Records

The Director of Admissions and Records or designee may withhold diplomas and registration privileges 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. 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; 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.

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.

References: Title 5, Section 59410