



AP 5035 Withholding of Student Records

The Chief Admissions and Records Officer may withhold grades, 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.

As a form of notification, the District sends a "Restriction Letter and Registration Statement" to the student showing amount owed at least twice per semester. The student is given the opportunity to call the Cashier's Office if discrepancies are found.

Reference: Title 5 Section 59410

Approved: 9/25/12
(Replaces former Administrative Procedure 5.1.3)

Revised: 10/19/21