



AP 5035 Withholding of Student Records

References: Title 5 Section 59410

Approved: Nov 2020

Last Revised:

Last Reviewed:

The Director of Admissions & Records may withhold 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.

Each year in October and March, just prior to the beginning of the Spring and Fall registration cycles, Business Services will send invoices to students with outstanding balances. The invoices direct students to contact Business Services or Student Services with questions about outstanding fees.