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STUDENT SERVICES

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AP 5035 WITHHOLDING OF STUDENT RECORDS

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Reference:

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Title 5 Section 59410

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The Director of Enrollment Services or designee shall 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 written notification and the opportunity to explain if the financial obligation is in error.

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The definition of proper financial obligation shall include, but is not limited to:

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- student fees

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- obligations incurred through the use of facilities, equipment or materials

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- library fines

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- unreturned library books

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- materials remaining improperly in the possession of the student and/or

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- any other unpaid obligation a student or former student owes to the District

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A proper financial obligation does not include any unpaid obligation to a student organization.

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Office of Primary Responsibility: Enrollment Services

Date Approved: April 8, 2008

(This is a new procedure recommended by the CC League and the League's legal counsel)