

STUDENT SERVICES

AP 5035 WITHHOLDING OF STUDENT RECORDS

Reference:

Title 5 Section 59410

The Senior Director of Enrollment Services or designee shall 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 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.

Office of Primary Responsibility: Enrollment Services