

**Student Services**

**AP 5035 WITHHOLDING OF STUDENT RECORDS**

**Reference:**

Title 5 Section 59410

The Admissions and Records Office 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 official notification (college-assigned email address or via U.S. mail) 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.

Also see BP 5035 Withholding of Student Records.

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**Approved:** March 18, 2014

**Board Reviewed:** February 15, 2022