Title: Withholding of Student Records

Revision Date: 11/09; April 10, 2014

Responsible Office: Enrollment Services

Reference: Title 5, Section 59410

The Director of Enrollment Services shall withhold grades, transcripts, diplomas, certifications, and registration privileges from any current or former student:

- Who has been provided notice that he or she has failed to pay a proper financial obligation to the District. 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; and/or any other unpaid obligation a current or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

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

- Who has a pending or subsequent disciplinary action.