

**CHAPTER 5: STUDENT SERVICES
ADMINISTRATIVE PROCEDURE NO. 5035**

COLLEGE OF THE SISKIYOU

Procedure Manual

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.