

**WITHHOLDING OF STUDENT RECORDS**

The Dean of Student Services (Admissions & Records) shall withhold official 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.

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.

Local procedures on the notification process and the student's opportunity to explain are as follows: Students are made aware of holds on their account via their online student portal. The notice indicates the reason for the hold and who to contact to resolve the matter.

Reference: Title 5, Section 59410

Approved: December 11, 2007

Revised: July 10, 2017