

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5035 WITHHOLDING OF STUDENT RECORDS

References: Title 5 Section 59410

The Dean of Enrollment Services may withhold 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. Students who have failed to participate in the disciplinary process may also have grades, transcripts, diplomas, and registration privileges withheld.

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.

Each department shall be responsible for notifying the student via District email of any financial obligations to the District for that department's services. If a student fails to respond to the letter, that department will place a "hold" in the administrative computer system that will result in the withholding of grades, transcripts, diplomas, and registration privileges.

If the student owes any outstanding fees, the Cashier's Office will send a bill to the student via District email or mail and place a hold on the student's record.

Board Approved	03/02/10
Revised	11/06/14
Revised	05/05/15
Revised	06/19/18