



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 5 – Student Services

#### AP 5035 – WITHHOLDING OF STUDENT RECORDS

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##### 1. PURPOSE AND DESCRIPTION

Grades, transcripts, diplomas, and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to the District, a college or Continuing Education. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.

##### 2. FINANCIAL OBLIGATION

The definition of proper financial obligation shall include, but is not limited to:

- a. Student fees
- b. Obligations incurred through the use of facilities, equipment or materials
- c. Library fines
- d. Unreturned library books
- e. Overdue parking fines or emergency loans
- f. Materials remaining improperly in the possession of the student
- g. Any other unpaid obligation a student or former students owes to the District

A proper financial obligation does not include any unpaid obligation to a student organization.

##### 3. STUDENT HOLDS

A hold will be placed on a student's academic record and subsequent term registration when the student has an outstanding financial obligation to the college or Continuing Education. Once the student satisfies the financial obligation, the hold will be released.

If a student or former student believes that a financial obligation alleged by the District is in error, the student or former student may submit a written appeal explaining why she or he believes the financial obligation to be in error to the Office of the Vice President of Student Services.

Reference: Title 5, Section 59410

Approved by  
the Chancellor: November 9, 2016

Supersedes: New Procedure