

**Student Services**

**CCLC 38** updated this procedure to reflect changes to Title 5 Regulations that prohibit withholding grades or transcripts in an effort to collect a debt. Mici 2-3-2022  
ASC Reviewed and Approved – 3-8-2022

**AP 5035 WITHHOLDING OF STUDENT RECORDS**

Reference:

Title 5 Section 59410

The District may withhold ~~grades~~, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation. 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;
- non-resident tuition;
- international student tuition;
- obligations incurred through the use of facilities, equipment, or materials;
- library fines;
- unreturned library books;
- materials remaining improperly in the possession of the student; 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.

Students may access their account detail and financial obligations through the MyCOM portal.

*Office of Primary Responsibility:* Enrollment

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Date Approved: September 10, 2009

**Reviewed/Revised: October 12, 2021**