

Student Services

CCLC 46 updated this procedure to revise the usage note. Usage note: If Districts withhold student records due to non-payment of fees, the following is legally required. The Educational Debt Collection Practices Act prohibits Districts from withholding a transcript because the student owes a debt. Local procedure may be inserted. The following is an illustrative example that meets legal requirements.

Insert local procedures on the notification process and the student's opportunity to explain. Please review and confirm our language meets the standards outlined in the usage note. No revision may be required. This is a 10+1. Mici 7-3-2025

Approved with changes as noted. Jon H/Enrollment 8-29-2025
To the Academic Senate. 8-29-2025

AP 5035 WITHHOLDING OF STUDENT RECORDS

Reference:

Title 5 Section 59410

The District may withhold 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-petition the Dean of Enrollment Services](#) 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 [Services](#)

Date Approved: September 10, 2009

Reviewed/Revised: October 12, 2021; May 17, 2022

Reviewed: