

Student Services

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 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

Date Approved: September 10, 2009

Reviewed/Revised: October 12, 2021

Reviewed/Revised: May 17, 2022