

Student Services

1 **AP 5035 WITHHOLDING OF STUDENT RECORDS**

2 **Reference:**

3 Title 5, Section 59410

4 The Dean of Admissions, Records and Services shall withhold grades, transcripts,
5 diplomas, and registration privileges from any student or former student who fails to pay
6 a proper financial obligation to the District until and if the outstanding obligation is paid or
7 otherwise settled. The student shall be given written notification and the opportunity to
8 explain to the issuing office if the financial obligation is in error.

9 The definition of proper financial obligation shall include, but is not limited to: student
10 fees; obligations incurred through the use of facilities, equipment, or materials; library
11 fines; unreturned library books; materials remaining improperly in the possession of the
12 student; and/or any other unpaid obligation a student or former student owes to the
13 District. A proper financial obligation does not include any unpaid obligation to a student
14 organization.

15 The Dean of Admissions, Records and Services, upon proper notification and justification
16 by administrators in charge of student discipline, may withhold student records,
17 registration, and/or counseling privileges for students who are under suspension,
18 academic or progress probation, or are in violation of any disciplinary contract.

19 The Cerritos College Catalog contains the most current information regarding the
20 withholding of student records. This document is updated regularly.

21 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

Date Reviewed: February 20, 2019