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Origination 06/2004
Last Approved 05/2023
Last Revised 05/2023
Next Review 05/2033

Chapter Lead Nohemy Ornelas:
Chapter 3(CC),4&5
Policy Area Chapter 5
Student Services
References 10+1, CCLC |
Legally Advised

BP 5035 Withholding of Student Records

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation may have registration privileges withheld until the outstanding obligation is paid or otherwise settled.

Reference:

Title 5 Section 59410

Attachments

[BP 5035 Withholding of Student Records - Comments](#)

[BP 5035 Withholding of Student Records - Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
Final Board Approval	Kelly Goodrich	05/2023
Reviewed and Approved per AP 2410	Kelly Goodrich	05/2023



Origination 01/2007
Last Approved 08/2025
Last Revised 05/2023
Next Review 08/2035

Chapter Lead Nohemy Ornelas:
Chapter 3(CC),4&5
Policy Area Chapter 5
Student Services
References 10+1, CCLC |
Legally Required

AP 5035 Withholding of Student Records

The Director of Admissions & Records or designee may withhold registration privileges from any student or former student who fails to pay a proper financial obligation to the District. 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;
- obligations incurred through the use of facilities, equipment or materials;
- library fines;
- unreturned library books;
- materials remaining improperly in the possession of the student; and/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. For additional information see Board Policy/Administrative Procedure 5030 Fees or visit the campus websites.

Reference:

Title 5 Section 59410

Attachments

[5035WI~1.PDF](#)

[AP 5035 Withholding of Student Records- Comments](#)

[AP 5035 Withholding of Student Records- Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
Approved per Level 3 process in AP 2410	Raquel Perez: Senior Executive Admin Asst	08/2025

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