

Glendale Community College District

**5035**

Administrative Regulation

**WITHHOLDING OF STUDENT RECORDS**

The Director of Admissions and Records may withhold diplomas and 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 from the Student Fees Office and the opportunity to appeal if the financial obligation is in error.

The definition of a 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; or lost or destroyed 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.

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

The College Catalog contains the most recent information regarding the withholding of student records. This document is updated annually for currency and correctness.

Reference:

- Title 5 Section 59410

See Board Policy 5035

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