

**Coast Community College District  
ADMINISTRATIVE PROCEDURE**

Chapter 5  
Student Services

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## **AP 5035 Withholding of Student Records**

**Reference:**

Title 5 Section 59410  
Education Code Sections 66022 and 76225  
Civil Code Sections 1788.90-1788.93

The College Admissions and Records Director shall withhold verifications of enrollments, diplomas, and registration privileges (but not transcripts) from any current or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification via e-mail or letter and the opportunity to explain if the financial obligation is in error. The student has three years from the date the written notification was sent to submit information demonstrating that the financial obligation is in error.

The definition of “proper financial obligation” includes, 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 current or former student owes to the District. A “proper financial obligation” does not include any unpaid obligation to a student organization.

A “proper financial obligation” also includes default on a loan under the Federal Family Education Loan Program provided that the student or former student has been notified of the default in writing to the student’s last known address, and provided that records withheld may be provided during a period when the facts are in dispute or when the student or former student demonstrates that reasonable progress has been made to repay the loan, or that there exists a reasonable justification for the delay, as determined by the District.

Ratified May 4, 2016  
Ratified February 5, 2020