



ADMINISTRATIVE **PROCEDURE**

5035

DESERT COMMUNITY COLLEGE DISTRICT

WITHHOLDING OF STUDENT RECORDS

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

The Dean of Enrollment Services, upon proper notification and justification by administrators in charge of student discipline, may withhold student records, 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 of the Desert Catalog contains the most current information regarding the withholding of student records. This document is updated regularly.

Reference: Title 5, Section 59410

Approved by College Council: November 16, 2005

Administrator: VP Student Success

Updated: March 24, 2008

Executive Cabinet Review/Approval: April 4, 2017

College Planning Council Review/Approval, 1st Reading: April 7, 2017

College Planning Council Review/Approval, 2nd Reading: April 28, 2017

Board Meeting/Information Item: May 19, 2017

Next Review: May 2022