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**Kern Community College District**  
**Administrative Procedure**  
Chapter 5 – Student Services

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**AP 5035 Withholding of Student Records**

**References:**

Title 5 Section 59410

**Note: This procedure is legally required.**

The Office of Admissions & 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 and the opportunity to provide an explanation 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; 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.

Upon proper notification and justification by the college administrator(s) overseeing the student discipline process, , 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 may be withheld. Each college's catalog contains the most current information regarding the withholding of student records, which is regularly updated.