

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.09.1 (AP 5035)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.09.1 Withholding of Student Records
Adoption Date: 8/13
Policy References: Title 5, Section 59410

1. The College will withhold grades, transcripts, enrollment verifications, diplomas and degrees, and registration privileges from any student or former student who fails to pay a financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.
2. The definition of financial obligation shall include, but is not limited to:
 - a. student fees;
 - b. obligations incurred through the use of facilities;
 - c. equipment or materials;
 - d. library fines; unreturned library books;
 - e. materials remaining improperly in the possession of the student; and/or
 - f. any other unpaid obligation a student or former student owes to the District.

A financial obligation does not include any unpaid obligation to a student organization.

3. Unpaid student accounts are reviewed regularly and a bill is sent electronically to the student requesting payment. In addition, student account information is available through WebSMART. Students requesting to appeal a financial obligation must do so in writing to the College Business Office.