



**MONTEREY PENINSULA**  
College

**ADMINISTRATIVE PROCEDURES**

**Chapter 5 Student Services**

**5035**

**AP 5035 Withholding of Student Records**

Monterey Peninsula College 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 explain 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.

Monterey Peninsula College may withhold diplomas and registration privileges from any student or former student who has been provided with written notice that they have failed to pay a proper financial obligation due to the College (e.g., returned checks, book loan payments, library books outstanding, etc.). Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.

See Board Policy 5035 - Withholding of Student Records

**References:** *Title 5 Sections 59410*

**Approved:** May 10, 2022