

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURES MANUAL**

<b>Title:</b> <b>WITHHOLDING OF STUDENT RECORDS AND REGISTRATION PRIVILEGES</b>	<b>Number:</b> <b>AP 5.12</b>
<b>Legal Authority:</b> <b>Title 5, California Code of Regulations, Section 59410; 38, U.S.C. Section 3679</b>	

- A. As provided in BP 5.12, the Chancellor may withhold grades, diplomas, and registration privileges from any current or former student who fails to pay a proper financial obligation to the District. The student shall be notified through the college email system and through an alert on the student online information system no less than thirty days prior to any withholding. The student shall be given an opportunity to appeal if they believe the financial obligation is in error.
  
- B. The withdrawal of registration privileges may include dropping a student from all classes prior to the first day of instruction if, at that point, a student has any unpaid obligation. Further, for students registering for classes on or after the first day of classes, the withholding of student records, and registration privileges will commence upon the last day to file for a full refund of enrollment fees for that semester.
  
- C. The definition of proper financial obligation shall include but is not limited to: student fees; obligations incurred through the use of facilities, equipment or material; 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. Proper financial obligation includes any unpaid obligations to student organizations.
  
- D. Notwithstanding the above, the provisions of this procedure shall not apply to students who are recipients of Chapter 31 and Chapter 33 (of Title 38, U.S.C.) Post-9/11 GI Bill benefits, until ninety (90) days after a Certificate of Eligibility form has been submitted to the District.