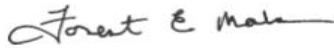


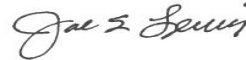
**AIKEN TECHNICAL COLLEGE
POLICY**

Policy Title:	RELEASE OF TRANSCRIPTS	Policy Number:	5-2-103
Institutional Authority:	Chief Student Services Officer		
Associated SBTCE Policy:			
Associated ATC Procedure:	5-2-103.1		

Approved:



President



Commission Chairperson

Date

Adopted: 07/01/2004

Date

Revised: 10/16/2023

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

It is the policy of Aiken Technical College to release academic transcripts as governed by the Family Educational Rights and Privacy Act (FERPA) of 1974. Transcripts may not be released without the express written permission of the student except for internal advancement or educational purposes.