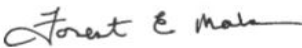



**AIKEN TECHNICAL COLLEGE
PROCEDURE**

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

Approved:		
	President	Chief Student Services Officer

Date Adopted:	07/01/2004
Date Revised:	09/25/2023

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.

Aiken Technical College utilizes the online request company Parchment. Permission for the release of transcripts is captured electronically. There is a fee associated with this service.

In order for Aiken Technical College to release a transcript, the following procedures must be adhered to: Transcripts will NOT be released if the student has any type of obligation to the College (fees, loan counseling, etc.).

I. FOR ACADEMIC ADVISING

Faculty may access student transcripts online (through our student database). They may print an unofficial copy of a student's transcript for advising purposes. These transcripts may be kept in the student's advising file, and they should be destroyed after use.

II. TRANSCRIPTS

When a transcript is requested by a student or a third party, a written authorization must be received from the student prior to the release of the transcript.

III. OTHER REQUESTS

When prospective employers or personnel agencies request transcripts from the student, their request will be treated as any other third-party request. Authorization specifying the given party to receive the transcript must be submitted to the Enrollment Services Center. Transcripts released to Career Planning/Placement for interviews must also meet these requirements. These transcripts will not be considered official and may not be copied.

Transcripts released to Career Planning/Placement for the purposes of setting a student up for Co-op will be treated as "For Advisement Purposes Only". A release from the student must be on file. As with other advisement transcripts, these should be destroyed after use.

IV. TRANSCRIPT RELEASE TIME

Transcript requests are processed within five (5) business days.