It is the policy of Aiken Technical College to maintain a permanent record on each matriculated student that is known as the student’s “transcript”. Aiken Technical College follows the guidelines established by the American Association of Collegiate Registrars and Admissions Officers (ASCRAO) in determining the data elements for the “transcript”. Aiken Technical College student “transcripts” will include, but not be limited to: ATC name and address, student name, student social security number, transfer credits accepted, term dates, course(s) enrolled in, grade(s), attempted and earned hours, grade points, grade point average for the term, cumulative grade point and, if applicable, conferral of degree, diploma, or certificate.