AIKEN TECHNICAL COLLEGE
POLICY

Policy Title: STUDENT PERMANENT RECORD	Policy Number: 5-2-104
Institutional Authority: Chief Student Services Officer	
Associated SBTCE Policy:	
Associated ATC Procedure:	

Approved: _____ _____

President Commission Chairperson

Date Adopted: 07/01/2004
Date Revised: 08/10/2026

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 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 (AACRAO) in determining the data elements for the "transcript". Aiken Technical College student "transcripts" may include, but not be limited to: ATC name and address, student name, student identification 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.