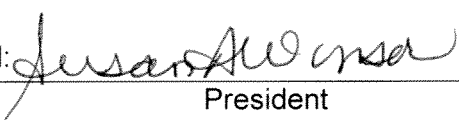
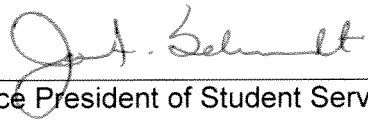


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

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

Approved:  President  Vice President of Student Services

Date Adopted: 07/01/2004
Date Revised: 05/12/2008

In order for Aiken Technical College to release a transcript the following procedures must be adhered to:

I. FOR ACADEMIC ADVISING

Faculty may access student transcripts on-line (through WebAdvisor or Datatel). 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. OFFICIAL TRANSCRIPTS

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

III. TRANSCRIPTS RELEASED TO STUDENTS

When a student requests a transcript for personal use, a written request must be submitted prior to its release. The unofficial copy is printed on plain, white paper and does not include the College's "raised" seal.

IV. OTHER REQUESTS

When prospective employers or personnel agencies request transcripts from the student, their request will be treated as any other third party request. A written authorization specifying the given party to receive the transcript must be submitted to Records. 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.

V. TRANSCRIPT RELEASE TIME

Transcript requests are processed within five (5) business days. Requests for immediate release will be honored only if time permits and appropriate personnel are available. The College will normally send transcripts by SPEEDE/Express or through regular postal service. Overnight or express mail may be requested. Students must submit the required envelopes for this service. A fee will be charged for transcripts sent overnight or by express mail.

VI. FAX REQUESTS

Aiken Technical College does not ordinarily honor requests to fax transcripts (as they are not official copies with original signatures). However, exceptions to this policy may be directed to the Dean of Enrollment Management. A fee may be charged for the faxed transcript.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
05/12/2012		