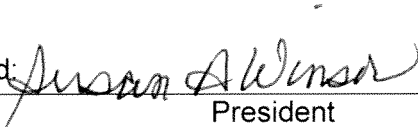


**AIKEN TECHNICAL COLLEGE
POLICY**

Policy Title: STUDENT PERMANENT RECORD	Policy Number: 5-2-104
Institutional Authority: Vice President of Student Services	
Associated SBTCE Policy:	
Associated ATC Procedure:	

Approved: 
President


Commission Chairperson

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

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.

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