

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-404.3

PAGE: 1 OF 2

PROCEDURE TITLE: TRANSCRIPTS

BASED ON POLICY:

REVISION NUMBER: 4

**OFFICE OF
RESPONSIBILITY:** STUDENT RECORDS



PRESIDENT

September 28, 2012

DATE

PURPOSE

The purpose of this procedure is to establish guidelines for students requesting transcripts from the Technical College of the Lowcountry.

PROCEDURE

Any current or former student requesting a transcript must complete a transcript request form, or send a signed and dated request containing all pertinent identifying information to the Student Records Office. With the exception of copies made for internal use, no copy of a student's transcript will be released to anyone without the student's written consent. No partial transcripts will be issued. The non-refundable transcript processing fee is \$5.

1. If "Issued to Student" is stamped on the official transcript, the seal will be applied with the appropriate stamps.
2. A transcript bearing the official seal of the issuing institution and in a sealed envelope is an official transcript.

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PROCEDURE NUMBER: 4-1-404.3

PAGE: 2 OF 2

3. Unofficial transcripts are for internal use only. Copies made for advisors, faculty, and staff are to be used for evaluation purposes only.
4. In accordance with the Family Education Rights and Privacy Act of 1974, all federal regulations regarding confidentiality of student records are followed while processing student transcripts.