

**Williamsburg Technical College  
STATEMENT OF POLICY**

**SECTION D – EDUCATIONAL AFFAIRS**

Title <b>TRANSCRIPTS</b>	Number <b>D-30</b>
Division of Responsibility <b>Student Affairs</b>	Date <b>8/17/20</b> Page <b>1 of 1</b>
Approval President  _____  Commission Chair  _____	Supersedes Policy No. <b>D-30</b> Date <b>7/7/08</b>

**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. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

It is the policy of Williamsburg Technical College that a transcript of academic work completed at Williamsburg Technical College is maintained by the College. Official transcripts will be issued upon request by the student to the Associate Vice President through the National Student Clearinghouse. Students may release their transcripts to any individual or institution they choose. Students may also secure student copies of transcripts for their own use.

An official transcript of academic record will not be issued on behalf of any student until all of the student's indebtedness to the College has been settled. This includes tuition, fees, books, equipment, or any college property, etc.

High school transcripts and other college transcripts must be maintained in the student's file and can be released by the student's written request. The student must request copies from the institution where the credit was earned.