

**Williamsburg Technical College
PROCEDURE**

SECTION D – EDUCATIONAL AFFAIRS

Title TRANSCRIPTS	Number D-30.1
Division of Responsibility Student Affairs	Approval Date Page 1/21/2021 1 of 1
Approval Vice President _____ President _____	Supersedes Procedure No. D-30.1 Date 5/24/10

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.

- I. A transcript of a student's record has the following information: student name, current status, a detailed statement of the scholastic record showing courses taken with semester hours carried and semester hours earned, grades and grade point, and system of grading.
- II. To have a transcript from WTC released to another person or agency, a release must be received by the Associate Vice President. Transcripts must be requested online via the National Student Clearinghouse. The release must contain the student's name, social security number or WTC Student ID, date of birth, phone number, where the transcript can be mailed, and the legal signature of the student. If fees are owed to the college, a transcript will not be mailed. Transcripts will be mailed within a week of receipt when applicable. A \$7.25 fee will be charged to send all transcripts.
- III. Transcripts received from other institutions cannot be forwarded by WTC to another institution or agency. The student may obtain copies of transcripts from his or her record via a written request. Current fees for such services are available by contacting the Student Affairs office.