

PROCEDURE

Number: 53-19
Title: Transcripts
Responsibility: Student Services
Original Approval Date: 00/00/0000
Last Cabinet Review: 2/19/2025
Last Revision: 2/26/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: 50-27 Academic Standards

Other:

Procedure Description

I. PURPOSE

To establish a procedure to respond to a Student's Request for transcripts of courses and grades earned by a student throughout their academic career.

PROCEDURE

Florence-Darlington Technical College is pleased to provide students with convenient online Transcript Order Processing Services through state contract to manage the ordering, processing, and secure delivery of student's transcripts. All transcript records are maintained by FDTC. Transcript will be furnished to another agency only upon receipt of a written request from the students.

- A fee is charged for electronic or paper copies.
- Electronic transcripts cannot be forwarded to a second party without student consent.
- Requests for transcripts of courses taken at other institutions must be directed to the issuing institution.
- Partial transcripts are not released. Only complete transcripts reflecting all coursework are issued.

- Explanations for transcript content and terminology can be found in the college catalog.
- For any student transcripts prior to 2000, please allow extra processing time. These transcripts will be processed within three business days.
- This procedure is applicable to students currently enrolled, previously enrolled, and alumni.