



# Transcript Service Regulations

Chapter 675, S.B. 302, Acts of the 61st Legislature, 1969 Session, provides:

Section 1. No person may buy, sell, create, duplicate, alter, give or obtain or attempt to buy, sell, create, duplicate, alter, give or obtain a diploma, academic record, certificate or enrollment, or other instrument which purports to signify merit or achievement conferred by an institution of education in this state with the intent to use fraudulently that document or to allow the fraudulent use of the document. Section 11. A person who violates this act or who aids another in violating this act is guilty of a misdemeanor and upon conviction is punishable by a fine of not more than \$1,000 and/or confinement in the county jail for a period not to exceed one year.

Official transcripts for all students of the College are issued only by the Office of Admissions and Records.

- A fee is payable in advance for each transcript. Checks and money orders should be made payable to Austin Community College.
- Requests will be honored as quickly as possible in the order of application. During peak periods such as commencement and registration, transcripts should be requested well in advance – about two weeks.
- All requests must be in writing by the student. Requests by persons other than the student will not be honored without the student's personal signature. (Ref. Federal Rights & Privacy Act, 1974.)
- The social security number of the student is required to properly identify the student's file.
- All financial and other obligations to the College must be cleared before transcripts may be released.