

Transcript of Academic Records

Your academic records, including all of the courses you have taken, credits, grades, and degrees or certificates you have received, are kept in a permanent electronic file by the college, accessible at all campus locations.

Your records are kept strictly confidential, but you may submit written requests to have transcripts of your records forwarded to potential employers. Transcripts requests must be submitted in writing, in person, by mail, fax, or through your personal portal at **My WITC**. While there is no charge for your transcripts, all of your financial obligations to the college must be paid before they will be released. The Family Educational Rights and Privacy Act of 1974 gives you the right to know what educational records the college keeps. The Student Services offices at the four campuses will, at your request, provide you with a statement showing which records are maintained, where to find them, how to make a request to inspect the records and ask for a correction, who has access to the records, and how you may release information to others.