

**Sussex County Community College**  
**Policy No.: 301.16**  
**Area: Academic Affairs**  
**Adopted: January 22, 2019**

**301.16 Transcript Requests**

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**PURPOSE OF THE POLICY**

The purpose of this policy is to establish criteria regarding transcript which are provided to or for Sussex County Community College (SCCC) students in accordance with institutional guidelines.

**GENERAL STATEMENT OF TRANSCRIPT REQUESTS**

The issuance of Sussex County Community College transcripts is governed by the Family Educational Rights and Privacy Act (FERPA). SCCC assures the confidentiality of student records through FERPA compliance.