

Transcript/Document Policy

All transcripts that contain a signature, seal, certification, or any other image or mark required to validate the authenticity of the document will be maintained in its original hard copy in the student's file or in an imaged media format. ACOT may maintain a record in an imaged media format only if the format is capable of reproducing an accurate, legible, and complete copy of the original document. When printed, the copy must be approximately the same size as the original document.