



# Anne Arundel Community College

## OFFICIAL TRANSCRIPT REQUEST FROM AVP

TO: New Adjunct Faculty Member

FROM: Dr. Alycia A. Marshall  
Associate Vice President for Learning

SUBJECT: Welcome to Anne Arundel Community College!

Thank you for choosing to join the AACC adjunct faculty. I am confident that our students will benefit from your expertise. In welcoming you, I also want to make you aware of a college policy that affects your eligibility for continued employment: Specifically, required documentation must be on file with the Office for Learning as soon as possible.

It is the policy of Anne Arundel Community College that **official transcripts (all undergraduate and graduate degrees)** be submitted at the time of or shortly after the initial date of employment if continuing employment is desired. Copies are allowable ***only for temporary documentation for the first contract***. Official transcripts must be received prior to issuance of any subsequent contracts.

**Please provide other names used in transcripts (i.e. marital status change)**

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If you have not already done so, please request that these be sent to:

Dr. Alycia A. Marshall  
Associate Vice President for Learning  
Ludlum 204A  
Anne Arundel Community College  
101 College Parkway  
Arnold, MD 21012

If documents are submitted ***electronically***, they must come directly from the institution to the email of Kathy Phelps, Assistant in the Office of Learning. See email below.

Any questions you have may be directed to Ms. Kathy Phelps at 410-777-2610 or by e-mail at [kphelps1@aacc.edu](mailto:kphelps1@aacc.edu).

Thank you for your cooperation in this matter.

**Acknowledged:**

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**Adjunct Faculty Name (Please Print)**

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**Adjunct Faculty Signature**

**Date:** \_\_\_\_\_