AIKEN TECHNICAL COLLEGE
POLICY

Policy Title: DISCLOSURE OF STUDENT INFORMATION	Policy Number: 5-2-101
Institutional Authority: Chief Student Services Officer	
Associated SBTCE Policy:	
Associated ATC Procedure:	

Approved: _____ _____

President Commission Chairperson

Date Adopted: 07/01/2004
Date Revised: 08/10/2026

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

It is the policy of Aiken Technical College to comply with the provisions of the Family Education Rights and Privacy Act (FERPA) (P.L 93-380). Students have the right to view their education records and, with some exceptions, to control their disclosure to others. Students are hereby notified annually of their individual rights under this law, as paraphrased below, through the Catalog and Student Handbook content, the ATC web page, and e-mail notification.

A. A student has the right to inspect and review any and all official records, files, and data incorporated into their official school record. Specifically, this includes the right to examine any identifying data, statements of academic work completed, grades, scores on standardized tests and interest inventories, health information, family background information, ratings, observations, and reports on behavior that may be contained in the student's permanent records.

B. A student has the right to challenge the content of their record in instances where the student feels that the record is inaccurate, misleading, or in violation of their privacy or other rights. Provisions will be made to correct or remove any inaccurate or misleading information.

C. A student has the right to be assured that no personally identifiable records or files (including social security or College ID numbers) may be released without the student's written consent. The only exception to this provision may be school officials and agencies having a legitimate educational interest, and authorized national and State educational agencies (in connection with a student's application for and receipt of financial aid) as a response to be a judicial or court subpoena or the release of directory information (as defined in the College Catalog and Student Handbook).

D. A student has the right to file a complaint with the U.S. Department of Education for alleged failure of ATC to comply with the requirements of FERPA.

E. Parents who can establish proof of dependency by presenting a copy of their tax return to the Director of Enrollment Services, or designee, may view the records of a dependent child without the written consent of said child.

Students are referred to Public Law 93-380, Section 513, regarding the Protection of the Rights and Privacy of Parents and Students. Students are notified annually of their FERPA rights in the College Catalog and Student Handbook.

If, after having examined an official record, the student desires to challenge, such a challenge must be made in writing to the Chief Student Services Officer and must state what information is inaccurate or misleading and why it is inaccurate or misleading. Such a challenge will be answered in writing within five (5) working days after receipt of the challenge. A copy of the written challenge and the response will be made a part of the official record only when needed to justify the removal or correction of inaccurate or misleading information.