AIKEN TECHNICAL COLLEGE
POLICY

Policy Title: ACCESS TO STUDENT INFORMATION	Policy Number: 5-2-102
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 following restrictions/guidelines relating to requests for access to student information.

When requests are received for information concerning students, Aiken Technical College is restricted as to what information may be released without the expressed written consent of the student. In keeping with ATC policy 5-2-101, Disclosure of Student Information, the College will not release any information except directory information on any student without the student's expressed written consent. In accordance with these restrictions, all faculty and staff at Aiken Technical College will observe the following:

1. Directory information (as defined in the College Catalog) may be released unless the student requests (in writing) that such information may not be released. The student request must be provided to the Enrollment Services Center. The following guidelines will be followed when dealing with requests for student information.

    a. Requests for academic information about a student, a student's location, or a student's schedule, or to see a particular student, should be directed to the Chief Student Services Officer or designee.

b. ATC cannot provide for the receipt or delivery of personal messages to students. In case of a verifiable emergency, the Enrollment Services Staff or Campus Security will attempt to notify the student of the situation.

c. Requests for directory information about a student (i.e., name, address, student status, etc.) will be directed to the Chief Student Services Officer or designee.

2. It is the intent of this policy not to impede the legitimate communications between persons from outside the College and students. It is, however, intended to protect students from possible harassment and, more importantly, to preclude the College from possible legal implications resulting from the unauthorized release of confidential information. The Chief Student Services Officer or designee is authorized to release information in the event of a verifiable emergency or to comply with legal requests from other agencies or government entities.