

NUMBER: ACAF 3.03  
SECTION: Academic Affairs  
SUBJECT: Handling of Student Records  
DATE: February 1, 1995  
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Policy for: All Campuses  
Procedure for: All Campuses  
Authorized by: Michael Amiridis  
Issued by: University Registrar

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## I. Policy

The University of South Carolina collects personal student information that is considered necessary to fulfill its purpose as an institution of higher education. Information is maintained and made available in accordance with the federal Family Educational Rights and Privacy Act (FERPA), and the South Carolina Family Privacy Protection Act of 2002.

- A. The University of South Carolina complies with The Family Educational Rights and Privacy Act (FERPA), which affords students certain rights with respect to their education records.
  - 1. In accordance with section 99.7 of the Family Educational Rights and Privacy Act (FERPA), the University of South Carolina provides students annual notification of their FERPA rights. The University of South Carolina has designated certain items as Directory Information. These items are listed in the annual notification of student FERPA rights available in the academic bulletins and on each campus website.
  - 2. The University may disclose any of these items without prior written consent, unless the student has submitted a written request to the Office of the University Registrar not to release directory information pertaining to him or her. Procedures are outlined in the annual notification of rights under FERPA.
- B. The University of South Carolina reserves the right to refuse to permit a student to inspect the following records:
  - 1. Parents' financial records.
  - 2. Confidential letters of recommendation requested by the student and filed before November 19, 1974, or letters written after that date for which the student has

waived access. Students may request the names of those who have submitted confidential recommendations.

3. Documents revealing non-directory information about other students such as class rolls.
- C. The University of South Carolina may refuse to release transcripts and verification of records for students who have a financial obligation to the University see ACAF 3.09...
- D. The University of South Carolina complies with The South Carolina Family Privacy Protection Act of 2002 <http://www.scstatehouse.net/code/t30c002.htm>..
- E. LISTS of students are not generated or released to anyone outside the University unless the requesting organization has a contractual agreement with the Board of Trustees to provide University-related services, or it is required for compliance reasons, or it is determined by the data steward (as defined in ACAF 7.02) that the release is for services considered to be an essential element of our legitimate public purpose and will not be used for commercial solicitation. Non-directory information is considered confidential and made available only as allowed by FERPA and as outlined in University Policy.

## II. Procedures

- A. Student procedures related to FERPA rights are outlined in the annual notification to students available in the academic bulletins and on each campus website.
- B. University of South Carolina procedures related to FERPA
  1. The methods used to inform students are as follows:
    - a. Annually by publication in the campus undergraduate & graduate bulletins.
    - b. Annually by email to all students;
    - c. Annually by publication in the Carolina Community;
    - d. On the Registrar's web site in conjunction with the registration process;
    - e. Annually in Law School & Medical School handbooks;
  2. Records of requests for access and disclosure without student consent are maintained in the responsible office and will be available for review by the student. The University will maintain a record of the requests for and disclosure of personally identifiable information from the education record of the student, except for disclosure to those allowed by exception on the Notification of Student Rights under FERPA, including:

- a. Disclosure of directory information;
  - b. Disclosure by written consent of the student;
  - c. Disclosure to the student;
  - d. Disclosure to school officials--A person is a school official if he/she has a legitimate educational interest and needs to review a record in order to fulfill his or her professional responsibilities for the University;
  - e. Disclosure to appropriate parties in a health or safety emergency.
3. Educational records are records directly related to a student and maintained by the institution or by a party acting for the institution. The term "educational records" does not include the following:
- a. Records that are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute who performs on a temporary basis;
  - b. Records maintained by a law enforcement unit of the institution that were created by that unit for the purpose of law enforcement;
  - c. Records relating to employees of the institution, which are maintained exclusively for that purpose. Work records related to student employment those who are employed as a result of their status as students. are considered educational records;
  - d. Records created or maintained by a physician, or other recognized professional used solely in connection with the provision of treatment to the student, not disclosed to anyone other than the providers;
  - e. Records containing only information relating to a person after that person is no longer a student i.e. alumni accomplishment records are not included.
4. Types of Educational Records and Appropriate Officials
- a. All Official Academic Records - University Registrar
    - i. Information in permanent academic records files is confidential and is only released in accordance with FERPA and this policy.
    - ii. The transcript of the record will permanently and clearly note all courses, grades, credits, degrees, and dates, as well as dates of attendance or suspension.

- b. Disciplinary Records - Office of Student Judicial Programs/Student Affairs and Academic Support
- c. Student Employment Records – Payroll & Human Resources
- d. Student Financial Aid Records – Campus Offices of Financial Aid & Scholarships
- e. Graduate-specific Student Records - The Graduate School
- f. Health Center Records – Thomson Student Health Center or campus health center.
- g. Law School-specific Student Records – Law Registrar
- h. Medical School-specific Student Records – School of Medicine Registrar
- i. Other educational records referred to the appropriate official as defined in ACAF 7.02- Data Access Policy.

C. Student procedures related to the South Carolina Family Privacy Protection Act of 2002:

Students who wish to withhold their directory information from release to anyone outside the University may do so using the processes available to them. See Notification to Students available in the academic bulletins and on each campus website.

D. University procedures related to the release of personal information:

- 1. The University of South Carolina will honor appropriate requests for student directory information from within the University. Requestors will sign a privacy statement and will be advised of restrictions.
- 2. Requests from non-university entities offering an official University service to students will require a contractual agreement between the University and the vendor. Terms of the contract will specify how the information will be used and what actions the law allows.
- 3. Requests from non-university entities not covered by a FERPA exemption or other federal law will be denied. Exceptions can be made with approval of the Office of General Counsel, but in no case will the information released be non-directory or for the purpose of commercial solicitation.
- 4. This policy is administered by the University Registrar, in cooperation with Data Trustees and Stewards as defined in ACAF 7.02.

### III. Related Policies

See also University Policy ACAF 7.02 Data Access Policy

### IV. Reason for Revision

Procedures updated to reflect current practices; to eliminate redundancy by moving all student rights language from the policy to the annual notification document on each campus.