



Office of the University Registrar

MEMO

To: USC Columbia Faculty  
From: Aaron C. Marterer, University Registrar *acm*  
Date: November 5, 2015  
Subject: Service Provider for Athletic Department Academic Services

GradesFirst is a USC contractor providing services that the University's Athletic Department would otherwise be obligated to do in-house.

In such cases, when student data is made available to a contracted service provider, a data security contract addendum is required by USC's General Counsel to ensure security and confidentiality liabilities.

I have been assured by General Counsel that the GradesFirst contract includes this addendum, thereby freeing me to approve the use of confidential student data within the parameters of the agreement.

This means that you may report student information using the external GradesFirst service provider as if it were a University service. The company is legally responsible for the security of the data you provide.

Please let me know if you have any questions.

Cc: Maria Hickman, Director of Academic Services, Athletics