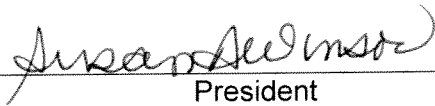


**AIKEN TECHNICAL COLLEGE  
POLICY**

|                           |                                    |                |         |
|---------------------------|------------------------------------|----------------|---------|
| Policy Title:             | ACCESS TO STUDENT INFORMATION      | Policy Number: | 5-2-102 |
| Institutional Authority:  | Vice President of Student Services |                |         |
| Associated SBTCE Policy:  |                                    |                |         |
| Associated ATC Procedure: |                                    |                |         |

Approved:   
President

  
Commission Chairperson

Date Adopted: 07/01/2004  
Date Revised:

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 Admissions and Records Office. 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 Vice President of Student Services or designee.
  - b. Requests to have a student called to the telephone will not be honored. In case of a verifiable emergency, the Counseling Services office will take a message and make every attempt to deliver it. The College assumes no responsibility for delivery of messages and assumes no liability resulting from non-delivery.

- c. Requests for directory information about a student (i.e., name, address, student status, etc.) will be directed to the Vice President of Student Services, 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 unauthorized release of confidential information. The Vice President of Student Services, 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.

| Policy Review |             |                |
|---------------|-------------|----------------|
| Review Date   | Reviewed By | Date Completed |
| 07/01/2007    |             |                |
| 05/12/2012    |             |                |