

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: RELEASE OF STUDENT INFORMATION

BASED ON POLICY:

REVISION NUMBER: 3

OFFICE OF RESPONSIBILITY: STUDENT RECORDS



PRESIDENT

June 22, 2018

DATE

PURPOSE

The purpose of this procedure is to provide the guidelines for the release of student information by the Registrar in accordance with the Family Education Rights and Privacy Act of 1974.

PROCEDURE

1. The Technical College of the Lowcountry will not release educational records or personally identifiable information without the student's written consent, except to:
 - a. School officials within the College who individually or collectively are acting in the student's educational interest. These officials include personnel in the Student Services Department, the Vice President for Academic Affairs, the Vice President for Administrative Services, the Business Office, the Vice President for Student Affairs, instructors and advisors, the President, members of the Area Commission, and other academic personnel within the limitations of their need to know.
 - b. Officials of other institutions in which students seek to enroll.

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- c. Persons or organizations providing students financial aid.
 - d. Accrediting agencies carrying out their accrediting function.
 - e. Persons in compliance with a judicial order.
 - f. Persons in emergency situations that may protect the health or safety of students and other persons; or
 - g. Authorized representatives of the Attorney General of the United States, the Secretary of Education, or state educational authorities.
 - h. Persons or a company with whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, collection agent, transcript distribution center, call center or National Student Clearinghouse.
 - i. Requests in compliance with a lawful subpoena or judicial order.
2. Directory Information may be released in accordance with the provisions of FERPA without written consent of an eligible student, and may be disclosed by the institution for any purposes, at its discretion, unless a student has filed a "Request for Non-Disclosure of Directory Information" form with the Student Records. Non-disclosure forms must be received within two weeks after the first day of class of the term in which they are registered.
 3. The college has defined the following as directory information:
 - Student's name
 - County of residence
 - Major field of study
 - Participation in officially recognized activities and sports
 - Dates of attendance
 - Degree and awards received
 - Student images may be used by the college and/or SC State Technical College System for public relations, marketing or advertising
 - Student email addresses assigned by the College as necessary to conduct the

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business of the College.

4. The Family Educational Rights and Privacy Act (amended by S.J. Res. 40) gives students the right to inspect their educational records on request, and an opportunity, if they wish, to challenge the content of their records. Parents who claim the student as a dependent under Section 152 of the Internal Revenue Code, and who furnish more than half of the student's support, have the same rights of inspection and challenge.
5. In compliance with the annual notification requirement, the college will clearly display its privacy policy and the name and telephone number of the person responsible for the administration of the policy on the college's web site.