

**Williamsburg Technical College  
PROCEDURE**

**SECTION D – EDUCATIONAL AFFAIRS**

Title <b>RELEASE OF STUDENT ACADEMIC INFORMATION</b>	Number <b>D-25.1</b>
Division of Responsibility <b>Student Affairs</b>	Approval Date Page <b>1/21/2021 1 of 2</b>
Approval Vice President  _____  President  _____	Supersedes Procedure No. <b>D-25.1</b> Date <b>5/24/10</b>

**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. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

- I. A permanent record and file on academic information is maintained by the College in Student Affairs. Student Affairs is responsible for maintaining accurate, accessible student academic records and for properly using and releasing information contained in these records. The welfare of the student is a major consideration in the release of this information. No records of a disciplinary nature are maintained with the academic record unless it affects the student's eligibility to remain in the College or to re-register for the next term at the College or other educational institutions. The types of educational records which are maintained include, but not limited to, high school diploma/GED scores/proof of graduation, other college transcript(s), test scores, drop/add form(s), transcript(s), grade report(s), grade change(s), graduation application(s), transfer credit evaluation form, attendance drops, and Agency Review of Student Academic Records Request.
  
- II. **RELEASE OF STUDENT ACADEMIC INFORMATION TO THE STUDENT INVOLVED**
  - A. In accord with the provisions of the Family Education Rights and Privacy Act (FERPA) regarding access to student records, Williamsburg Technical College provides a procedure through which students may review their academic progress record and certain other documents.
  
  - B. The student has access to an official copy of his/her transcript by requesting it in writing (on a Transcript Request form). The student is also permitted to inspect any records or transcripts that might be in the student's file. To do so, the student should complete the Student Review of Academic Records Request form and request an appointment with the Associate Vice President (AVP) of Student Affairs to review the academic record. An appointment will be set for the time not later than 45 days from the date of the request. The record will be reviewed in the presence of the AVP of Student Affairs. The student shall have the right to an explanation or a hearing to challenge any information contained in the permanent record which might be inaccurate, misleading, or otherwise inappropriate. The student may request that the information be altered or removed. The request will be acted upon, and the applicant will be notified of the action taken. Following any action, the applicant may request a second appointment to inspect and review the content of the record. The student may enter a statement in his/her file if he/she is dissatisfied or disagrees with the action taken.

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**III. RELEASE OF STUDENT ACADEMIC INFORMATION TO THE PARENTS OR LEGAL GUARDIAN**

- A. FERPA rights are afforded to the student, not to the parents of the student. In some cases, parents of dependent students may be permitted to inspect the student's record, provided there is proof that the student is living at home and that the parent is providing financial support to the student.
- B. The parent must request an appointment to review the records with the AVP of Student Affairs, and the same procedure as shown in paragraph II.B will be followed.

**IV. RELEASE OF INFORMATION TO FACULTY OR ADMINISTRATION OF THE COLLEGE**

A faculty member or administrator at Williamsburg Technical College may have access to a student's academic record if he/she can demonstrate a legitimate educational justification.

**V. RELEASE OF ACADEMIC INFORMATION TO OUTSIDE AGENCIES**

- A. If the student does not make a request in writing to withhold directory information, the college may release such information which may include but is not limited to: name, mailing address, telephone number, date and place of birth, curriculum in which enrolled, full-time or part-time student, periods of enrollment at Williamsburg Technical College, graduate of any program and/or honors, and hometown for honor recognition. If the student requests nondisclosure, the request will be retained in the student's folder, and the record will be tagged as "closed" for one academic year. No subsequent attempts to contact the student for permission to release will be made. The student must request in writing any release of information if he/she requested nondisclosure.
- B. Release of student information to local, state, or investigative and law enforcement agencies will be permitted only to those agencies designated by law and upon completion of an Agency Review of Student Academic Record request form.
- C. A duly authorized representative of the College may release information specifically requested to lawyers for the plaintiff and defendant upon subpoena issued by proper court authorities. However, an attempt must be made to notify the student prior to the release of information.

**VI. RELEASE OF INFORMATION TO OTHER EDUCATIONAL INSTITUTIONS**

- A. A list of freshmen by name attending Williamsburg Technical College for the first semester is forwarded to the high school for those students graduated the previous Spring. A list is also forwarded showing number of courses passed/failed.
- B. The student must request transcripts to be sent to any postsecondary educational institution.