

Dear USC Aiken Students:

As is customary each year, I want to take this opportunity to make you aware of University policy regarding student educational rights under the Family Educational Rights and Privacy Act (FERPA), the federal law that governs release of and access to student educational records.

These rights include:

1. The right to inspect and review your education records.
2. The right to consent to disclosures of personally identifiable information contained in your educational records, except to the extent that FERPA authorizes disclosure without consent (i.e. Directory Information).
3. The right to request the amendment of your education records.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

Release of student educational information is generally not done at USC Aiken without the express, written consent of the student. However, there are some exceptions. For example, directory information includes the following, and may be released without the student's consent:

- Name
- Whether or not the student is currently enrolled
- The school or division in which the student is or was enrolled and the class/year
- Dates of enrollment including full-time or part-time status
- Degree or degrees earned, date of degree, major area of concentration and academic honors received
- Awards of merit and participation in officially recognized activities and sports
- Permanent address and telephone number
- USC Aiken-issued email address

You have the right to request a confidentiality indicator to be placed on your record to withhold the release of directory information. To do so you must complete a Privacy Request form. This form is available from the Office of the Registrar: <https://www.usca.edu/registrar/forms>.

For further information on FERPA please visit the following website: <https://www.usca.edu/registrar/current-students/ferpa>.

Questions concerning FERPA may be referred to: [Registrar@usca.edu](mailto:Registrar@usca.edu).