



South Carolina Commission on Higher Education

Academic Affairs, Postsecondary Institution Licensing

1122 Lady Street, Suite 400, Columbia, SC 29201

Telephone (803) 737-2260

Web site: www.che.sc.gov

Information on Student Records from Closed Schools

The SC Commission on Higher Education serves as the repository for some student records from licensed institutions that have closed. If an institution cannot provide for assignment of the records to another institution or agency, the Commission may seize the records and, as necessary, negotiate for assignment of the records to another institution or agency that will accept responsibility for their safety, maintenance, distribution, and, where appropriate, disposal. Typically, the only documentation on file at the Commission is an academic transcript.

The Commission does not maintain student records for closed K-12 schools, public or independent postsecondary institutions, training programs licensed or approved under an occupational licensing law of the State of South Carolina (such as cosmetology, barber, esthetics, and real estate), out-of-state locations, or other non-licensed training providers or institutions.

Currently the Commission maintains some student records for the following institutions:

- Academy of Dental Assisting (Surfside Beach)
- Academy of Massage Therapy & Bodywork (Formerly, Paradise Academy of Massage Therapy & Bodywork) (Mauldin)
- Alpha School of Massage (Greenville)
- AMAN Institute, Inc. (Aiken)
- Blue Flame School of Bartending (Irmo)
- Carolina School of Clinical Massage Therapy (Irmo)
- Charleston School of Massage
- The Dental Assisting Training School of South Carolina (Mount Pleasant)
- Greenville School of Therapeutic Massage
- IQ Interactive (Clemson)
- International Spa Institute/SC Massage & Esthetics Institute (Bluffton, Columbia, Myrtle Beach)
- International Diving Institute (Charleston, SC)
- Mansfield Business College (Charleston, Columbia, Spartanburg)
- North American Institute of Aviation (Myrtle Beach)
- Nielsen Electronics Institute (Charleston)
- Performance Training Institute (Tracy, CA, for SC residents)
- Pinewood School of Massage/Southeastern School of Neuromuscular & Massage Therapy at Pinewood (Spartanburg)
- Phillips Junior College (Charleston, Columbia, Greenville, Spartanburg)
- Preferred Health Education (Irmo)
- Rice Business College (Charleston, Columbia)
- Rutledge College (Charleston, Columbia, Greenville, Spartanburg)
- South Carolina School of Horseshoeing (Aiken)
- SE Massage at Pinewood (Spartanburg)
- Solid Computer Decisions (Cheraw, Columbia, Florence, Greenville, Rock Hill)
- Southern Technical College (Columbia)
- Stratford College (Columbia, Greenville, Greenwood, Hilton Head, West Columbia)
- United Electronics Institute (Charleston)
- Watterson College (Charleston)

Information on other postsecondary institutions that operated in SC and closed may be found on the Commission's web site at the following link:

<https://che.sc.gov/institutions-and-educators/licensing-non-public-postsecondary-institutions>

Directory Information

The Family Educational Rights and Privacy Act (FERPA) allows disclosure of directory information from education records without prior written consent of the student. The Commission has designated the following as directory information: student's name, address, telephone, and electronic mail address; major field of study; dates of attendance; and degrees, honors, and awards.

To request an official copy of a transcript from the Commission, complete the Transcript Request Form and send it with a check or money order for the required fee. Cash is not accepted. The fee is for one request; future requests must also be made in writing and submitted with the fee.

Please note that the Commission only maintains student records from the institutions listed above. Transcript request fees are nonrefundable.

Other transcript resources:

- SC Department of Labor, Licensing, and Regulation (803) 896-4300 (for occupational licensing boards that oversee training, such as barber, cosmetology, esthetics, real estate)
- SC State Department of Education (803) 734-8500 (for K-12 schools)
- US Department of Education (800) 872-5327 (financial aid records)
- SC Commission on Higher Education Directory of SC Colleges & Universities
<https://che.sc.gov/institutions-and-educators/higher-education-institutions>



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Transcript Request Form

Student Information:

Name: _____

Social Security Number: _____

Date of Birth: _____

If known, Student ID: _____

Name under which enrolled (*if different*):

Email address: _____

Telephone: _____

Select School Attended: _____

Located In: _____

Dates Attended: _____

I would like my transcript and/or records sent to:

Please include Name, Business or Institution name, USPS

Address or an email address.

In addition to the above, do you need a copy sent to yourself? If yes, provide your name and (email or mailing) address below:

Please Be Advised:

- Most academic records include personally identifiable information and could increase risk of identity theft.
- Some institutions may not accept transcripts that are transmitted by email as official.
- Even though a student attended the school name above, we may not have a copy of the student's transcript and/or record. A notice will be sent to the requestor if the record cannot be found.
- For third party requests, please attach a signed release of information from the student.
- Transcript requests will be processed within five to 10 business days upon receipt.

I fully understand, acknowledge and give consent for the Commission on Higher Education to transmit my transcript(s) and/or record(s) to the above entity(ies).

Signature: _____ Date: _____

Return this completed form with a nonrefundable transcript and/or record search fee of \$10.00.
Make check or money order payable to the "SC Commission on Higher Education," and submit to:

Academic Affairs - Licensing, Transcript Request

SC Commission on Higher Education

1122 Lady Street, Suite 400

Columbia, SC 29201

FOR CHE USE ONLY

Date received: _____ Income # _____ Date transcript or no note sent: _____

[] Student file located and transcript request filled;

[] Student file not located; we know of no other source of contact.