

# Orangeburg-Calhoun Technical College

## Statement of Policy

Title: Transcripts

Number: 4.019

Page: 1 of 1

Department of  
Responsibility: Student Records

Authorization:

---

Area Commission Chairman

---

President

Date Approved: February 21, 1995

Last Revised: February 18, 2025

Last Reviewed: January 15, 2019

---

The College Registrar maintains a transcript of each student's academic record. This shows courses taken and credits earned by the student while attending Orangeburg-Calhoun Technical College and are updated accordingly each semester. All transcript requests must be made online using the electronic transcript request system. Student transcripts will be issued upon receipt of an online request and payment of published fee for each transcript.

Transcript requests will be processed within 7 working days of receipt of the completed transcript request and full payment of all applicable charges.