

Orangeburg-Calhoun Technical College

Statement of Policy

Title: Retention of Student Records

Number: 4.021

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Department of

Responsibility: Student Records

Authorization:

Area Commission Chairman

President

Date Approved: February 21, 1995

Last Revised: May 20, 2014

Last Reviewed: February 18, 2025

Orangeburg-Calhoun Technical College will retain the student academic file for a period of three academic years of inactive enrollment:

1. Application form
2. Course Schedule Change forms
3. Internal and External transcript(s)
4. Documentation of Acceptance
5. Enrollment assessment results

Other supporting documents shall be microfilmed, electronically imaged or destroyed.

Reference: State Policy 3-2-104