

Orangeburg-Calhoun Technical College

Statement of Procedure

Title: Student Review of Education Records

Number: 4.024.01

Page: 1 of 3

Department of

Responsibility: Student Records

Authorization:

President

Date Approved: February 4, 2015

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Procedure to Inspect Education Records

Students who wish to inspect their educational records may do so by submitting a written request to the Vice President for Student Services. This request should identify as precisely as possible, the records(s) they desire to inspect. The Vice President for Student Services will notify the Registrar who will make the necessary arrangements for access as promptly as possible. The student must be given access to inspect and review educational records within 45 days of the day the College received the request for access. The Vice President for Student Services or designee will notify the student of the time and location where the records may be inspected.

Right of the College to Refuse Access

Orangeburg-Calhoun Technical College (OCtech) reserves the right to refuse student inspection of the following records:

1. The financial statement of the student's parents(s).
2. Confidential letters and recommendations placed after January 1, 1975, or letters and statements of recommendations placed after January 1, 1975, in which the student has waived his or her right to inspect and review statements that are related to the student's admission, application for employment, job placement, or receipt of honors.
3. Educational records that contain information about more than one student; however the College will permit access to the portion of the record which only pertains to the inquiring student.
4. Disciplinary records.

Orangeburg-Calhoun Technical College

Statement of Procedure

Title: Student Review of Education Records

Number: 4.024.01

Page: 2 of 3

OCtech reserves the right to deny copies of the student's educational records in the following instances:

1. The student has an unpaid financial obligation to OCtech.
2. There is an unresolved disciplinary action against the student.
3. The student lives within commuting distance of the college.

OCtech reserves the right not to provide copies of transcripts it has received from other educational institutions.

Correction of Education Records

In accordance with the Family Educational Rights and Privacy Act (FERPA), a student who wishes to inspect their educational records and finds a discrepancy, may challenge the contents of their educational records. While the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by the school about an eligible student.

FERPA provides students with the right to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable.

Students may challenge the contents of their education records that they consider inaccurate, misleading or otherwise in violation of their privacy or other rights as outlined:

- The student must submit a written challenge to the College Registrar. The Registrar will review and determine within 5-7 working days whether to take corrective action consistent with the student's request.
- The Registrar will notify the student in writing within 2 working days of the decision(s).
- If the decision reached is in accordance with the student's request, the Registrar will correct, amend, or delete the appropriate records.

Orangeburg-Calhoun Technical College

Statement of Procedure

Title: Student Review of Education Records

Number: 4.024.01

Page: 3 of 3

- When a student disagrees with the Registrar's decision, the student has the right to appeal to the Vice President for Student Services, whose decision is final. Student appeals must be submitted to the Vice President for Student Services within 2 weeks of notification of the Registrar's decision.
- The Vice President for Student Services will review, determine and notify the student of the final decision within 10 working days of receipt of the appeal.
- When the final decision is unsatisfactory to the student, the student has the opportunity to place a statement about the information in the education record.
- The Registrar's office is responsible for maintaining the statement as part of the student's education record for as long as OCtech retains the student's records.