

Orangeburg-Calhoun Technical College Statement of Policy

Title: Transcripts

Number: 4.019

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Department of
Responsibility: Student Records

Authorization:

Area Commission Chairman

President

Date Approved: February 21, 1995

Last Revised: September 15, 2015

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.

All debts owed to the College must be paid before a student transcript is released from Orangeburg-Calhoun Technical College. Transcript requests will be processed within 10 working days of receipt of the completed transcript request and full payment of all applicable charges.