

Orangeburg-Calhoun Technical College Statement of Policy

Title: Student File Contents

Number: 4.020

Page: 1 of 1

Department of
Responsibility: Student Records

Authorization:

Area Commission Chairman

President

Date Approved: February 21, 1995

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Last Reviewed: February 18, 2025

Student files originate in the Office of Admissions upon receipt of an admissions application. The admitted student file contains the following information that will remain as part of the permanent student file:

1. The application for Admission
2. Document of acceptance
3. Pre-enrollment test results
4. Internal and external transcripts