

# 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

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President

Date Approved: February 21, 1995

Last Revised: May 20, 2014

Last Reviewed: January 18, 2022

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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