

# 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:

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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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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