

Orangeburg-Calhoun Technical College

Statement of Policy

Title: Disclosure of Education Records

Number: 4.023

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Department of
Responsibility: Student Records

Authorization:

Area Commission Chairman

President

Date Approved: February 21, 1995

Last Revised: November 15, 2016

Last Reviewed: February 11, 2020

Orangeburg-Calhoun Technical College will disclose information from a student's education record only with the written consent of the student. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. Exceptions to disclosure without student consent include the following:

1. To College officials who have legitimate educational interest in the records. College officials include any person employed in an administrative, supervisory, support staff, or faculty position, an Area Commission member, a person employed under contract to Orangeburg-Calhoun Technical College to perform a special task such as an auditor or attorney.
A College official has a legitimate educational interest if the official is:
 - Performing a task that is specified in his or her position description or contract agreement
 - Performing a task related to a student's education
 - Performing a task related to the discipline of a student
 - Providing a service or benefit relating to the student or student's family (i.e. healthcare, counseling, job placement, or financial).
2. To agents acting on the behalf of the institution (e.g. clearinghouses degree/enrollment verifiers).
3. To certain officials of the U.S. Department of Education, the Comptroller General and State and local education authorities in connection with various state or federally supported education programs.
4. In connection with a student's request for financial aid as necessary to determine eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To organizations conducting certain studies for or on behalf of Orangeburg-Calhoun Technical College.

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6. To accrediting organizations to carry out their functions.
7. To the parents of an eligible student who claims the student as a dependent for income tax purposes.
8. To comply with judicial order or a lawfully issued subpoena.
9. To appropriate the parties in a health or safety emergency.
10. Directory information such as name, address, email address, telephone number, and enrollment status.
11. The results of any disciplinary proceeding conducted by Orangeburg-Calhoun Technical College against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
12. To anyone if the health or safety emergency exists and the information will assist in resolving the emergency.
13. To an alleged victim of a crime of violence of the results of a disciplinary hearing regarding the alleged perpetrator of that crime with respect to that crime.
14. To anyone requesting the final results of a disciplinary hearing against an alleged perpetrator of a crime of violence or non-forcible sex offense (Foley Amendment).
15. To the Immigration and Naturalization Service for purposes of the Coordinated Interagency Partnership Regulating International Students.
16. To military recruiters who request "Student Recruiting Information" for recruiting purposes only (Solomon Amendment). Recruiting information includes: name, address, telephone listing, age or year of birth, level of education, and major.
17. The Internal Revenue Service for the purposes of complying with the Taxpayer Relief Act of 1997.
18. To an authorized representative of the Department of Veterans Affairs for students receiving educational assistance from the agency.