

# Orangeburg-Calhoun Technical College

## Statement of Policy

Title: Student Review of Education Records

Number: 4.024

Page: 1 of 2

Department of  
Responsibility: Student Records

Authorization:

\_\_\_\_\_  
Area Commission Chairman

\_\_\_\_\_  
President

Date Approved: February 21, 1995

Last Revised: January 15, 2019

Last Reviewed: \_\_\_\_\_

---

Students who wish to inspect their educational records may do so by submitting a written request to the Vice President for Student Services. This request should identify as precisely as possible, the records(s) he/she desires to inspect. The Vice President for Student Services will notify the Registrar who will make the necessary arrangements for access as promptly as possible. The student must be given access to inspect and review educational records within 45 days of the day the College received the request for access. The Vice President for Student Services or designee will notify the student of the time and location where the records may be inspected.

Orangeburg-Calhoun Technical College reserves the right to refuse student inspection of the following records:

1. The financial statement of the student's parents(s).
2. Confidential letters and recommendations placed after January 1, 1975, or letters and statements of recommendations placed after January 1, 1975, in which the student has waived his or her right to inspect and review statements that are related to the student's admission, application for employment, job placement, or receipt of honors.
3. Educational records that contain information about more than one student; however the College will permit access to the portion of the record which only pertains to the inquiring student.
4. Disciplinary records.

Orangeburg-Calhoun Technical College retains the right to deny a student a copy of their educational records in the following instances:

1. The student has an unpaid financial obligation to Orangeburg-Calhoun Technical College.

# Orangeburg-Calhoun Technical College

## Statement of Policy

Title: Student Review of Education Records

Number: 4.024

Page: 2 of 2

---

2. There is an unresolved disciplinary action against the student.
3. The student lives within commuting distance of the college.

Adopted from the U. S. Department of Education requirements for compliance with the Family Educational Rights and Privacy Act of 1974.