

Orangeburg-Calhoun Technical College Statement of Policy

Title: Directory Information

Number: 4.025

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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 designates the following items as directory information:

Student name, address, telephone number, email address, major field of study, participation in recognized activities, attendance dates, degrees/awards received and most recent school attended. The College may disclose directory information without prior written consent to those organizations the College deems responsible for promoting achievements of the students and to organizations charged with verifying information provided by the student for employment reasons. Student directory information is not released to any commercial organizations.

Students who desire the College to exclusively withhold directory information must notify the College Registrar in writing by the end of the second week of class each term the student is enrolled at the College.