

Orangeburg-Calhoun Technical College

Statement of Procedure

Title: Confidentiality of Student Records

Number: 4.022.01

Page: 1 of 1

Department of
Responsibility: Student Records

Authorization:

President

Date Approved: November 19, 2003

Last Revised: June 20, 2023

Last Reviewed: February 11, 2020

The privacy and confidentiality of all official student records are preserved at Orangeburg-Calhoun Technical College (OCtech) in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. Privacy and confidentiality practices apply to all students including face-to-face, distance education, and off-site.

FERPA requires colleges to keep education records confidential. The education records of students and formerly enrolled students consist of those records, files, documents and other materials directly related to a student that the college maintains, including digital records.

OCtech protects the security, confidentiality, and integrity of student records and maintains security to protect and back-up student data. The majority of OCtech's student records are maintained in the College's Ellucian Enterprise Resource Planning (ERP) System (1998 – present).

Student paper records and documents processed by Administrative offices and faculty are housed in a secure environment of the office that processed the records. The Office of the Registrar maintains security transcripts that were in use prior to 1998. These digitized transcripts are stored on an encrypted flash drive in a locked file cabinet in a fireproof box. Only authorized personnel have the key and passcode to view these transcripts. A secondary encrypted set is stored offsite in the bank vault lock box in case the primary set becomes damaged or unusable.

Student disciplinary records are filed separately from other educational records and are maintained by the Vice President for Student Services.

Directory Information as outlined in Policy 4.025 can be released without consent and will only be withheld if a student has placed a hold on the release of their information.