

Orangeburg-Calhoun Technical College

Statement of Procedure

Title: Student Review of Education Records

Number: 4.024.01

Page: 1 of 2

Department of
Responsibility: Student Records

Authorization:

President

Date Approved: February 4, 2015

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In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, a student who wishes to inspect their educational records and finds a discrepancy, may challenge the contents of their educational records. While the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by the school about an eligible student.

FERPA provides students with the right to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable.

Students may challenge the contents of their education records that they consider inaccurate, misleading or otherwise in violation of their privacy or other rights as outlined:

- The student must submit a written challenge to the College Registrar. The Registrar will review and determine within 5-7 working days whether to take corrective action consistent with the student's request.
- The Registrar will notify the student in writing within 2 working days of the decision(s).
- If the decision reached is in accordance with the student's request, the Registrar will correct, amend, or delete the appropriate records.

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Page: 2 of 2

- When a student disagrees with the Registrar's decision, the student has the right to appeal to the Vice President for Student Services, whose decision is final. Student appeals must be submitted to the Vice President for Student Services within 2 weeks of notification of the Registrar's decision.
- The Vice President for Student Services will review, determine and notify the student of the final decision within 10 working days of receipt of the appeal.
- When the final decision is unsatisfactory to the student, the student has the opportunity to place a statement about the information in the education record.
- The Registrar's office is responsible for maintaining the statement as part of the student's education record for as long as OCtech retains the student's records.