MOUNTAINLAND
TECHNICAL COLLEGE

ACCESS TO STUDENT COURSEWORK, TESTING, RECORDS PROCEDURE

STUDENT SUPPORT | 600.601

Last Evaluation

10/13/2025

Executive Staff Review

11/03/2025

1. Procedure Purpose

This document details Mountainland Technical College's (MTECH) Access of Student Coursework, Testing, and Student Privacy and Access of Records Procedure in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), and Utah's Government Records Access and Management Act (GRAMA), and Council on Occupational Education (COE) criteria. This procedure is established for preserving, protecting, and accessing student coursework, testing, and records to ensure confidentiality, and limiting access to authorized personnel only.

2. Definitions

Council on Occupational Education (COE) - Mountainland Technical College's (MTECH's) accrediting body.

Canvas - The student learning management system (LMS).

Student Information System (SIS) - a software system used to manage student data and processes.

3. References

Council on Occupational Education Handbook of Accreditation (2025 Edition), Standard 10.B.2

Family Educational Rights and Privacy Act of 1974 (FERPA): 20 U.S.C. § 1232g; 34 CFR Part 99

Utah Government Records Access and Management Act (GRAMA): Utah Code Ann. § 63G-2

MTECH *Student Transcript Procedure*

4. Access and Release of Records

4.1   Student records, including enrollment, financial, academic, and current educational progress, as well as program completion, program placement, and if applicable, licensure exam pass rate status, are available at the institution. Access is available to students with their student login via the web portal for the Student Information System (SIS). Students may also request access, in person, at a Student Services office.

4.2   Personally identifiable information or records relating to a student may only be released to the student, or their designee as directed by FERPA. A student's educational history will not be released to any individual, agency or organization without the written consent of the student by using the Family Educational Rights and Privacy Act (FERPA) Information Release Form, which is available in-person at a Student Services office or on the MTECH website, at www.mtec.edu/records.

   4.2.1   An explanation of FERPA rights can be accessed in the MTECH Student Handbook located on the MTECH website, at https://mtec.edu/student-handbook.

   4.2.2   The student cannot have an outstanding balance owed to the college; any financial obligations to the college must be reconciled prior to the release of any records.

4.3   In compliance with FERPA, the college has 45 days from the date of the request to respond. If the records have been archived and aren't immediately available, a Student Services representative will inform the requester of the anticipated delay.

4.4   The college reserves the right to release "Directory Information" unless the student specifically withholds permission to do so by filling out a Request to Restrict Directory Information Form. This form is available at a Student Services office, or on the MTECH website, at www.mtec.edu/records.

4.5   MTECH may share student information with local high schools for students concurrently attending the college. This includes attendance and grades and allows students to receive high school credit for their MTECH participation.

4.6   In compliance with GRAMA, students providing private or controlled information are given (upon request) a reason for the collection, the intended use, classes of persons or other entities that will receive the information and consequences for refusing to provide the information.

5. Preserving and Protecting Student Coursework, Testing, Records and Data

5.1   MTECH maintains complete records for each student, including demographics, training outcome, completed modules and courses, certificates awarded, previous education, attendance, progress, tuition and fees, withdrawal, and placement and licensure data, where applicable (adults only).

5.2   All student academic records are preserved, protected, and disposed of in accordance with local, state, and federal regulations. All student records will be retained in perpetuity via onsite back-up plus off-site backup systems.

5.3   Storage

5.3.1   All student record information, including grades (if applicable), attendance, and completed courses are stored in the SIS at the main campus.

5.3.2   Student coursework is recorded on Canvas and/or the SIS by the instructor. MTECH does not retain physical copies of coursework.

5.4   Security

5.4.1   Access to the SIS is controlled with password protection and security under the direction of the Technology Department.

5.4.2   All digitally stored coursework and grades use industry standard passwords and encryption.

5.5   Data storage and security is managed, controlled, and backed-up by the Technology Department.

6. Recording Student Information

6.1   The Senior Director of Student Services, located at the Lehi main campus, is responsible for maintaining official files and records of students.

6.2   Records relating to enrollment, scheduling, demographics and credentials awarded are entered into the SIS by Student Services staff.

6.3 Records relating to student performance (attendance, completion of coursework and grades) will be entered into the SIS by instructors and program administrative support staff.

6.4 Employee Access to Student Records

6.4.1 Employee access to student records is limited to the need to access data necessary for the performance of the employee's job function(s) at the direction of a supervisor or director.

6.4.2 Employees are responsible for the security of records to which they are given access and are held responsible for record confidentiality.

7. Amendment of Student Records

7.1 Students, instructors, or staff may ask the college to amend a record they believe is inaccurate or misleading. Such requests should be submitted in writing using the Student Records Correction Form, which is available in person at a Student Services office or online at www.mtec.edu/records and must identify the part of the record to be changed and provide documentation that the change is verifiable and appropriate.

7.2 Any request for change to a time-based record (attendance, course completion, enrollment data, etc.) which is more than 30 days old must be referred to a Student Services Representative for approval and change.

7.3 If the college declines to change the record as requested, the college will notify the requestor.

8. Evaluation History

Last Evaluation	Executive Staff Review	Board Approval
6/16/2004		
3/4/2016	3/14/2016	3/16/2016
8/28/2017 | no changes		
6/19/2018 | no changes		
1/9/2023	1/23/2023	3/15/2023
1/4/2024	2/20/2024	
10/13/2025	11/03/2025	N/A