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## **PRESERVING AND PROTECTING STUDENT COURSEWORK, TESTING, RECORDS PROCEDURE**

STUDENT SUPPORT | 600.601A | STANDARD 6

### **Last Evaluation**

10/16/2025

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#### **1. Procedure Statement**

This procedure ensures the preservation and protection of student coursework, testing, and records in compliance with Council on Occupational Education (COE) Standard 6.C.9, *Technical Infrastructure*, and in alignment with the Family Educational Rights and Privacy Act (FERPA) and the Utah Government Records Access and Management Act (GRAMA).

Mountainland Technical College (MTECH) maintains secure systems and standardized processes to protect student data integrity, confidentiality, and accessibility in both physical and digital formats.

#### **2. Definitions**

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

**Coursework** - All assignments, assessments, and instructional materials created, submitted, or evaluated within MTECH's Learning Management System (LMS) or other instructional platforms.

**Testing Data** - Electronic and paper-based assessments, including proctored exams and credential testing data, collected and maintained through approved testing software or secure testing centers.

**Records** - Institutional documentation of student identity, demographics, enrollment, academic progress, attendance, grades, and credentials maintained in MTECH's Student Information System (SIS).

**Retention Period** - The duration for which student coursework, testing, and records are securely retained before archival or disposal, as defined by institutional, state, and federal requirements.

**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 6.C.9

**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 600.601 Access of Student Coursework, Testing, and Records Procedure*

*MTECH Student Transcript Procedure*

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### 4. Preservation and Protection Process

#### 4.1. Systems and Storage

- 4.1.1. Student coursework is maintained within Canvas and/or Google Workspace and Google Drive which provides redundant cloud-based backups and version control
- 4.1.2. Testing Data is preserved in approved systems (e.g., ExamSoft, testing center software) and backed up daily by the MTECH Technology Department.
- 4.1.3. Student records (grades, transcripts, attendance, enrollment, credential data) are stored in the SIS on secure servers managed by the Utah System of Higher Education (USHE) Student Information System Team.
- 4.1.4. Data systems are integrated to ensure continuity of information across the LMS, SIS, and testing platforms.

#### 4.2. Backup and Recovery

- 4.2.1. The Technology Department performs automated daily backups for the institutional databases, with off-site replication and encrypted storage.
- 4.2.2. Cloud-based LMS and testing systems provide vendor-managed redundancy compliant with federal and state data retention standards.

- 4.2.3. Restoration testing of backups occurs annually, and verification logs are maintained by the Director of Technology.
- 4.3. Access and Security Controls
  - 4.3.1. Access to student coursework, testing, and records is restricted to authorized personnel based on job responsibilities.
  - 4.3.2. All user access systems use password-protected accounts. All faculty and employee accounts use multi-factor authentication (MFA).
  - 4.3.3. Security measures comply with current industry standards and institutional cybersecurity policies under the direction of the Chief Information Officer (CIO).
- 4.4. Retention and Disposal
  - 4.4.1. Student academic records are retained in perpetuity.
  - 4.4.2. Coursework and testing data are retained for a minimum of five years following course or program completion.
  - 4.4.3. Records scheduled for disposal are securely deleted or destroyed in accordance with MTECH's Data Retention Schedule and state and federal recordkeeping regulations.
- 4.5. Preservation During System Changes
  - 4.5.1. Prior to any system migration, the Technology Department ensures export and validation of all coursework, testing and student records data
  - 4.5.2. Validation includes file integrity checks and comparison to original database totals.
  - 4.5.3. Following a system migration, data stored on the legacy system is archived by the Technology Department in a way that it may be retrieved through practical means.
  - 4.5.4. Archived data remains accessible for compliance and audit purposes.
- 4.6. Oversight and Review
  - 4.6.1. The Technology Department, in coordination with the Student Affairs Department, ensures compliance with this procedure.

4.6.2. The procedure is evaluated annually and updated as needed to align with accreditation and data governance standards.

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**5. Evaluation History**

Last Evaluation
10/16/2025