

	PROCEDURE Preserving and Protecting Student Coursework, Testing, Records		
	DATE OF LAST REVISION	DATE OF LAST REVIEW	COE SELF STUDY REFERENCE
	11/01/2024	11/01/2024	STANDARD 6C INSTITUTIONAL INFRASTRUCTURE

The Tennessee College of Applied Technology Knoxville has implemented the following procedures to preserve and protect student records properly:

All student records, including coursework, tests, grades, and other documentation, are maintained both physically and digitally. Digital copies are stored on a secure server maintained by the college's IT department and the Tennessee Board of Regents. The Student Services department maintains permanent physical and digital student files.

Access to the digital student records system and storage of physical files is restricted. Only authorized student services have access to records, and all access is logged. Physical files are securely stored on campus.

The college follows established Tennessee Board of Regents records retention schedules, destroying records appropriately after the retention period. Permanent student transcripts are maintained digitally and on paper indefinitely. The student records system has controls in place to prevent deletion or changes to data without proper permission.

Security and preservation procedures are reviewed and updated regularly or with any changes to systems or storage locations. Training is provided to ensure staff follow the policies.

These measures help guarantee permanent preservation and easy retrieval of student academic records in accordance with state requirements.