Procedure for Preserving and Protecting Student Coursework, Testing, and Records

Records:

- Applicants and students can upload any information required such as, but not limited to, transcripts, immunizations, and Government-issued IDs directly into the TCR student database.
    - *If an applicant or student wishes to hand deliver documentation to the Registrar or Admissions, a scan is immediately taken and put into the database under their student ID, and the original documents are given back to the student or applicant*.
- Any other necessary documentation concerning the student will be kept in the student database or will be considered the responsibility of the instructor, coordinator, or student services personnel to secure the record electronically, or in a locked cabinet within a restricted access room on the TCR campus.

Coursework and Testing:

- Student tests and coursework are completed electronically through our various LMS (Canvas, CIMA, & Navigate) Each student has a unique login and password for security purposes.
- The results of quizzes, projects, or other forms of assessment that are completed in a hard copy form are shared with the student and then contained in a locked cabinet within a restricted access room on the TCR campus.
    - *This documentation is kept for the specified time required by state and federal law.*

Reviewed: September 20, 2022, by TCR Administration. No updates
Reviewed: September 14, 2023, by TCR Administration. No updates
Reviewed: September 30, 2024, by TCR Administration. No updates
Reviewed: September 19, 2025, by TCR Administration. No updates
Reviewed: June 12, 2026, by TCR Administration. No updates