

<b>TCOM Accreditation Operating Procedures</b>	<b>Approved: July 2017</b>
<b>COCA Element 9.4 Secure Student Recordkeeping</b>	<b>Effective: July 2017</b> <b>Revised: February 2024</b>

**Element 9.4:**

A COM must develop an accurate, confidential and secure system for official student record keeping at all campus locations that includes admissions, advisement, academic and career counseling, evaluation, grading, credits, and the training of faculty and staff in the regulations regarding these records.

**Procedure Statement:** TCOM shall work in cooperation with HSC to assure an accurate, confidential, and secure, system of official student record keeping.

<b>Procedure</b>		<b>Responsible Party</b>
1.	UNTS shall support the student administration systems for official student record keeping.	UNTS Information Technology
2.	HSC Registrar and Student Records Office shall manage and maintain student academic records.	HSC Registrar HSC Student Records Office
3.	HSC shall provide such support and facilities as may be needed to assure both the accuracy of the records and secure storage.	HSC Provost
4.	HSC Registrar shall serve as custodian of official transcripts and records of matriculation on behalf of the college.	HSC Registrar
5.	TCOM and HSC DSA shall retain all records of admissions, student performance, including examinations and evaluations, academic and career counseling, and advisement for at least three years after graduation or as required by statute, whichever is longer.	HSC Admissions Office TCOM Academic Affairs TCOM Office of Medical Student Success HSC DSA
6.	To the extent feasible, all critical records shall be reduced to electronic format.	TCOM Employees
7.	HSC shall provide annual training to all employees regarding confidentiality of student records as related to the Family Educational Rights and Privacy Act (FERPA).	HSC Institutional Integrity and Awareness

Webpage links:

- [UNTHSC FERPA Webpage](#)
- [HSC Policies \(PolicyTech\):](#)
  - [1.105 Records Management](#)
  - [3.102 Data Integrity & Classification](#)
  - [7.102 FERPA](#)
  - [7.103 Institutional Academic](#)
- [UNTHSC 2023-2024 Catalog](#)
- [UNTHSC Registrar Faculty & Staff Resources](#)