

Procedures for Credentialing Graduates, Master's and Doctoral Level Students Files

A. Initiating Credentials Files

Graduate or Master's or Doctoral Student:

- a) Completes an authorization to establish a credentials file at the Credentials Files Service in the Office of Career Planning and Placement.
- b) Determines the composition of the credentials file and solicits documents desired, following the instructions provided by the Service, and completes waiver of right of access forms as desired.

B. Maintaining Credentials Files

1. Credentials Files Service:

- a) Maintains absolute security of confidentiality of the original file documents or their microforms.
- b) Maintains an on-going record of all transactions with the file.
- c) Provides a summary of the contents and transactions related to the file on written request of the graduate or student.

2. Graduate or Student:

- a) Verifies contents and transactions related to the file as needed.
- b) Updates file as desired.

C. Transmitting Credentials Files

1. Graduate or student makes written requests as needed to designate recipients of the file.
2. Credentials Files Service transmits file to protective employer or to educational institution on written request of graduate or student.

D. Destruction of Credentials Files

1. Graduate or student request in writing for destruction of file or portion thereof.
2. Credentials Files Service destroys file or portion thereof by shredding only on receipt of written request of graduate or student.