



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Graduation Files
Procedure Number: 07-2004-0002
Board Policy Reference: IV.A.

Accountable Administrator: Vice President Student Affairs
Position responsible for updating: Registrar
Original Date: February 2002
Date Approved by Cabinet: 03-28-06
Authorizing Signature: *Signed original on file.*
Dated: 03-29-06
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Purpose/Principle/Definitions:

Graduation files will be retained in the Records Department and will contain the documents listed below.

Guidelines:

Graduation files will contain:

The Graduation Application;
The Degree Check Off Sheet;
Original Transfer Transcripts;
Original High School Transcripts;
Credit By Exam forms; and
Curriculum Deviation forms.

Other documents may be retained, as determined by the Registrar