

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

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**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.*  
**Date Posted on Web:** 08-04-08  
**Revised:** 08-08  
**Reviewed:** 08-08

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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