
OFFICE OF THE CHANCELLOR
University of New Orleans

Administrative Policy & Procedure
AP - 51.2
Effective Date: June 1, 1988

SUBJECT: Credentials Files for Graduates and Master's and Doctoral Level Students

PURPOSE

To outline the policies and procedures for establishing, maintaining and transmitting credentials files for graduate and master's and doctoral level students.

AUTHORITY

1. Article VII, Section 4 of the LSU System Bylaws and Regulations.
2. Provisions of the Family Educational Rights and Privacy Act of 1974, as amended.

GENERAL POLICY

The Credentials Files Service of the Office of Career Planning and Placement is the custodian for graduate and master's and doctoral level student credentials files. The initiation, content, and transmission of a credentials file is the sole responsibility of the graduate or master's or doctoral level student. Such files are maintained on a permanent basis by the Credentials Files Service.

Services rendered and service charges will be in accordance with proposals submitted by the Director of Career Placement and approved by the appropriate authorities.

All requirements of the Family Educational Rights and Privacy Act of 1974, as amended, and any State laws which pertain to educational records will be strictly adhered to by the Credentials Files Service. Accordingly:

1. Any document or letter of recommendation initiated prior to January 1, 1975, will be considered confidential unless the originator has determined otherwise in writing. However, any document or letter of recommendation received after January 1, 1975, will be accessible to the graduate or student, unless he or she has waived right of access.
 2. A copy of the credentials file of a graduate or student will be given one time only to him or her upon request. Documents where right of access has been waived will be removed from the file before the file is given to the graduate or student. Copies of any non-confidential additions to the file will be given upon request and then one time only.
 3. Copies of credentials files will be furnished or transmitted only to the graduate/student, to potential employers or, in connection with applications for admissions, to colleges, universities or other institutions of higher education.
 4. A file will be destroyed only on the written request of the graduate or student.
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PROCEDURE

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.

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Chancellor

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