



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of Vice
President for Academic Affairs**

Policy No: AP-AA-06.2
TITLE: Credentials Files for Graduates
and Master's and Doctoral Level
Students
EFFECTIVE DATE: June 26, 2014
CANCELLATION:
REVIEW DATE: Fall 2017

PURPOSE

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

AUTHORITY

Family Educational Rights and Privacy Act (FERPA); Part Two, Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System.

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.
1. 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.

PROCEDURE

Please refer to [Procedures for Credentialing Graduates, Master's and Doctoral Level Students Files.](#)

A handwritten signature in black ink, appearing to read 'PJF', is centered on the page.

Peter J. Fos, Ph.D., M.P.H.
President
University of New Orleans