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### GRADUATION AND CONVOCATION

**Description:** These records relate to individual student requests, and confirmation of eligibility, for degrees, diplomas, and certificates upon completion of their program of study. The records include applications to graduate; graduation audits, correspondence; recommendation for award of graduate degree; graduate completion letter; final approval of eligibility; confirmation of eligibility letters; specimens of parchment and certificates; templates of parchment formats and signatories.

**Filing Guidelines:** Destroy paper documents once in electronic form. Units retaining eligibility of graduation reports should dispose reports once the student has graduated.

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<b>MUNCLASS Function:</b>	Students (ST)
<b>Responsible Unit(s):</b>	Office of the Registrar
<b>Retention:</b>	Permanent Retention <i>Exception: Printed Parchments:</i> Retain unclaimed printed parchments for 6 months after convocation provided there is notice to student that these parchments will be destroyed if they are not picked up.
<b>Disposition:</b>	Destroy or N/A
<b>Media:</b>	Paper and/or electronic
<b>Authority:</b>	Anticipated Operational Use