



Policy and Procedures Manual
Application: All Full-Time Personnel
Section A5.7 Verification of Degrees

A 5.7 VERIFICATION OF DEGREES

For positions requiring technical training, or positions of Director and above, all applicable academic degrees will be verified. When a tentative offer is made, the candidate will be asked to provide two official copies of transcripts to the Employment Services Office. For purposes of expediency, the Employment Services Office may verify the degrees with the granting institution, but will still require that official transcripts be received and added to the employee's personnel file prior to the start of employment.