

COE SCHOOL GUIDE – GRADUATE FILE DOCUMENTS

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Suggested graduate student file documents. The list may vary depending on the program of enrollment, delivery mode, and regulatory entities overseeing the institution. We recommend confirming your student files comply with best practices, licensing, COE, and any additional regulatory standards that may apply.

GRADUATE FILE	
1	Student File Checklist
ADMISSIONS SECTION	
2	Enrollment Agreement
3	High School Diploma, GED, Higher Education Proof, or ATB Test
4	Transfer of Hours/Credits form & Official Transcripts for Transfer Request
5	Valid Picture ID
6	Program Schedule
7	Enrollment Acknowledgment and Disclosure Forms
8	Documentation Showing Compliance with Admission Requirements
9	Scholarship Application
10	Admissions Process Checklist
12	Miscellaneous Documents
PROGRESS, GRADUATION, EMPLOYMENT	
13	Transcript
14	Diploma
15	Employment Verification Form
16	Copy of License or Certification (when required for employment)
17	Satisfactory Academic Progress (SAP) Reports
18	Student Advising Forms (when applicable)
19	Leave of Absence (when applicable)
20	Attendance Record
21	Externship Evaluation
22	Exit Interview
23	Miscellaneous Documents

FINANCIAL FILE	
1	Enrollment Agreement - Payment Plan
2	Student Ledger Card
3	Payment Receipts
4	Miscellaneous Documents
<p>Important Notices</p> <ul style="list-style-type: none"> The files for students receiving Federal Financial Aid are to comply with additional procedures and documentation. Make sure to document and follow the process as expected. Consult with your institution’s CPA regarding the student financial file documentation, best practices, and additional applicable regulations. 	

Need assistance with your institution’s COE initial accreditation? We are glad to help. Visit our [COE Accreditation Page](#) for the application process information and additional reference guides. Visit [COE Accreditation Consulting](#) for a list of the services we provide. Request a complimentary Consultation. [Bayside Projects Consulting](#)