

## **POLICY FOR VALIDATING DIPLOMAS EFFECTIVE 7/1/2011**

All students will be required to provide a copy of either their high school diploma, GED or high school transcript in order to enter in to all programs of study at DCI Career Institute. These documents need to be presented to the admissions department no later than the day of orientation. If a student is a GED recipient the student must provide a copy of the GED, or a copy of the request for GED form (**Exhibit E**), with a copy of the money order that was sent in to the state for the GED document.

The registrar will review all diplomas, GED's and high school transcripts to confirm that they are official documents. If the Registrar determines that a diploma, GED or high school transcript may have been tampered with, the registrar will request an official document from the respective institution to validate that document. The student will be required to pay any fees necessary to obtain those official documents.

If a request is made, all transcripts or official documents must be presented to the registrar in a sealed envelope with the school/institution logo or faxed from the official school/institution where the student received the transcript or official document. A diploma release form will be signed at orientation that will permit the school to request these documents. (**Exhibit A**)

If the high school transcript or diploma is not received before the start of classes, the registrar will make every attempt to obtain an official high school transcript from the institution listed on the release form. (Ex: call the school or institution or mail a request form to obtain a copy.) Any fees associated with obtaining the transcript are the responsibility of the student. No student financial aid will be disbursed for the student if the registrar does not have documentation that properly validates high school graduation.

To verify that a school is a legitimate PA Licensed School, the registrar will check the PA Dept of Education website [www.edna.ed.state.pa.us](http://www.edna.ed.state.pa.us). Home schooled students will be required to provide a transcript from their local school district or a transcript certified by a parent. Appropriate steps would be enforced in other states as well. A student that submits a diploma or official document from a foreign country will have their document translated by an appropriate official to verify that their diploma is a valid high school diploma.

### **Exceptions to the above stated policy include the following:**

- 1) Once the student has provided a copy of the GED request form (See attached) and a copy of the money order the student would be permitted to start class, but no financial aid would be disbursed on the student until the school receives the official GED transcript. This can sometimes take up to 4 to 6 weeks.
- 2) If the student informs the registrar that their high school can not locate the student's transcript, and the registrar has contacted the institution and confirmed that the student has graduated or received a GED, the registrar will request something in writing from the institution to validate high school graduation.
- 3) If a student received their GED through the Military or a Correctional Facility the registrar, would review the official documentation and validate that it meets the high school graduation requirements.

Three examples are attached of acceptable exceptions:

1. **Exhibit B**-Military Record
2. **Exhibit C**-Documentation from a Correctional Facility
3. **Exhibit D**-A letter from the institution on their letterhead

If official high school graduation can not be verified, the student will not be permitted to continue in the program.

**DRAFT**