

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-5197.0

FOR POLICY NUMBER: N/A

EVALUATING THE VALIDITY OF A HIGH SCHOOL TRANSCRIPT AND/OR DIPLOMA

1. PROCEDURE SUMMARY STATEMENT

To establish procedures for evaluating the validity of a high school transcript and/or diploma.

2. DEFINITIONS

N/A

3. PROCEDURE

3.1 The College will request a copy of a student's high school diploma and/or transcripts if it has any conflicting information that would cause the Admissions Office or Financial Aid Office staff to question a student's high school completion status.

3.2 If the Department of Education indicates on the student's Free Application for Federal Student Aid (FAFSA) that the named high school is invalid, the College Financial Aid Office staff will review the student's record for conflicting information. If no conflicting information exists, the Financial Aid Office will accept the student's self-certification on the FAFSA.

3.3 The College will not disburse Title IV aid until the validity of the high school program completion is determined.

4. APPLICABILITY

N/A

ISSUE DATE: 12/20/2017

EFFECTIVE DATE: 12/20/2017

REVISION DATE(S): 06/09/2011 (item #10857); 05/01/2014; 12/15/2014; 12/20/2017

PRIOR POLICY/PROCEDURE NUMBER: 5023.a; 5117.0

SCHEDULE FOR REVIEW: 2022

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Student Services

SPONSORING DIVISION/DEPARTMENT: Student Services

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: high school diploma; high school transcript