

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NO.: III:19

DATE: October 3, 2018

REVIEW/REVISION DATES: October 2018

SUBJECT: High School Diploma Validation Policy

APPROVED: John M. Beehler, President

PURPOSE

Central to the integrity of the University's admission process is the verification of the validity of high school transcripts presented by applicants for admission. This policy establishes procedures for validation of high school diplomas of applicants to the University, when the University has a reason to believe the diploma is not valid or was not obtained from an entity that provides secondary school education.

POLICY

The Admissions Office will validate high school transcripts of applicants to the University. If an Admissions Office representative finds that the validity of an applicant's official high school transcript/diploma is questionable, the Admissions Office representative will investigate by contacting the appropriate agency in the state in which the high school issuing the diploma is located. This investigation will determine if the diploma issued from that school is recognized by that state as a high school diploma.

Examples of when to validate authenticity include, but are not limited to, the following: name, courses, credits earned or visual display of the transcript appears to have discrepancies or if the school is unknown to the state agency.

This validation from the state agency must be completed before the prospective student can proceed through the admission process.

RESPONSIBILITY

The Associate Vice President of Enrollment Management is responsible for this policy.

EVALUATION

This policy will be reviewed every five years by the Associate Vice President of Enrollment Management.