



Policy Number:	1.007
Originating Office:	Admissions
Responsible Executive:	Vice President for Enrollment, Student Services, and Marketing
Date Issued:	03/16/2011
Date Last Revised:	03/16/2011

Diploma and Transcript Validation

Policy Contents

I. Reason for this Policy.....	1
II. Statement of Policy	1
III. Definitions.....	1
IV. Procedures	2
V. Related Documents, Forms and Tools.....	2

I. REASON FOR THIS POLICY

Many students applying for freshman admission to The University of South Dakota are enrolled in coursework pursuing, or have completed the coursework required to obtain a high school diploma. As required by rule 688.16, the validity of a student’s high school diploma or transcript must be ensured by the Offices of Admission and Financial Aid. This policy governs the process of ensuring the validity of a potential student’s high school diploma.

II. STATEMENT OF POLICY

In the event that a potential student submits a high school diploma with their application for freshman admission to The University of South Dakota, the Offices of Admissions and Financial Aid are required to ensure the high school diploma is valid. If questions about the validity of a high school diploma arise, the Diploma and Transcript Validation Process is to be followed.

III. DEFINITIONS

DIPLOMA AND TRANSCRIPT VALIDATION PROCESS:

- 1) Review the documents (diploma and/or transcripts) provided by the student
- 2) Contact the school or individual listed on the document

- 3) Request direct written communication (preferably in the form of an official transcript) from the school validating graduation of the student in question

IV. PROCEDURES

When the Office of Admissions receives an application for admission from a potential freshman student which contains a high school transcript or diploma, the document must be validated. If the validity of the document(s) submitted by the student is in question, the evaluator of the application must follow the Diploma and Transcript Validation Process. After completing the Diploma and Transcript Validation Process, the application evaluator will be able to assess the validity of any documentation provided by the student. In the case of students applying for Transfer admission to The University of South Dakota, high school transcripts and diplomas are assumed to be previously validated by the previous collegiate institution.

V. RELATED DOCUMENTS, FORMS AND TOOLS

ACCREDITATION AGENCIES INCLUDE, BUT NOT LIMITED TO:

Middle States Association of Colleges & Schools - www.msache.org

New England Association of Schools & Colleges - www.neasc.org

Advanc Ed--Advancing Excellence in Education www.ncacasi.org (formerly North Central Association of Colleges & Schools and Southern Association of Colleges and Schools) - www.advanc-ed.org

Northwest Association of Schools & Colleges - www.nwccu.org

Western Association of Schools & Colleges - www.wascweb.org

Bureau of Indian Affairs (BIA) (accredited by states in which located)

National Lutheran School Accreditation - dcs.lcms.org/school

Members of the National Council for Private School Accreditation (NCPSA) - www.ncpsa.org

National Association of Independent School (NAIS) - www.nais.org