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**Originating Office:** Admissions

**Responsible Executive:** VP of Marketing, Enrollment,  
University Relations and Student Services

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# Diploma and Transcript Validation

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## 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 Offices of Admission and Financial Aid must ensure the validity of a student's high school diploma or transcript. This policy governs the process of ensuring the validity of a potential student's high school diploma.

## II. STATEMENT OF POLICY

If a potential student submits a high school diploma with their application for first-year 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 Are Not Limited To:

Advanc Ed – Advancing Excellence in Education (Formerly North Central Association of Colleges & Schools and Southern Association of Colleges and Schools)

Bureau of Indian Affairs (BIA) – accredited by state

Middle States Association of Colleges & Schools

National Association of Independent Schools (NAIS)

National Council for Private School Accreditation

National Lutheran School Accreditation

New England Association of Schools & Colleges

Northwest Association of Schools & Colleges

Western Association of Schools & Colleges