

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Validation of High School Transcripts	<u>Number</u> 315
Related Policy:	Admissions Policies – 6Hx20-3.001	<u>Page</u> Page 1 of 3

I. Purpose

To define the criteria for and process of evaluating high school transcripts as valid or invalid for the purposes of determining (1) admission to Pensacola State College and (2) eligibility to receive federal financial aid.

II. Procedure

A. Process of Validation

1. Valid high schools are ones where a transcript will reflect that a student completed a variety of secondary education courses over a stipulated period of dated enrollment to include semesters, grade levels, or other defined dates of enrollment. Additionally, the secondary education courses completed by the student at a valid high school will result in a transcript that demonstrates student engagement and participation resulting in grades assigned, graduation notated, and an official seal or signature attesting the contents of the transcript.
2. When the diploma-granting school does not meet a criterion for general acceptance as listed in this procedure but does not fall into an invalid category of schools, the validation process will be followed to determine if the secondary school meets the general standards for valid high schools or a reasonable alternative that demonstrates valid teaching and learning occurred at the school.
3. The burden of providing an official transcript and any required supporting documentation rests with the student. A transcript will be accepted for validation provided it is received in a sealed envelope, clearly issued by the awarding institution, and free of conflicting or suspicious information or received electronically through a verified transcript service.

B. Criteria for General Acceptance

1. The College maintains an open-door admission policy. The College will admit individuals who indicate high school graduation on the application for admission, and the high school graduation is supported by credentials in accordance with Florida Statutes and State Board of Education Rules.
2. Eligibility for Admission

- a. Individuals graduating from a Florida public high school with a standard high school diploma or other high school credential reflecting eligibility for college admission as defined in Florida Statutes will be admitted.
 - b. Individuals graduating from a private school, including those schools listed on the Florida School Choice website (www.floridaschoolchoice.org/Information/PrivateSchoolDirectory), must submit to an evaluation required by the Federal Program Integrity Rule (34 CFR § 668.16(p)) to determine the validity of the high school diploma. Criteria determined by state associations, including the Council of Instructional Affairs, Council of Student Affairs, and the Council of Presidents, will be used in determining the validity of the high school education received by a student and the integrity of the diploma conferred at the completion of the education received at the private school. Member institutions of the Florida College System will share information regarding validations processed for schools although member institutions may differ on decisions made regarding the education received and eligibility of the student.
 - c. Individuals graduating from any United States public high school with a standard high school diploma or its equivalent will be admitted. Information found on the website for the National Center for Education Statistics (NCES) will be used: <https://nces.ed.gov/>.
 - d. An individual will be admitted if he or she has graduated from a diploma-granting entity contracting with the Escambia County School Board, the Santa Rosa County School Board, or any other Florida county school board or Florida public high school to provide services to students leading to a diploma. The diploma-granting entity must provide evidence of the contract and school board contact information along with the transcript showing graduation.
 - e. Individuals who have passed the GED test or have been awarded a high school equivalency diploma issued by any State Department of Education or who have passed the GED test through the military [United States Armed Forces Institute (USAFI)] will be admitted. An official score report is required to validate the high school equivalency diploma.
 - f. Individuals who have met the school attendance policy as defined for home school in s. 1002.41, Fla. Stat., and completed curriculum requirements for graduation as defined by s. 1003.4282, Fla. Stat., will be admitted. An affidavit of completion of the home education program is required. A transcript supporting the affidavit will be required only if the College has reason to doubt the validity of the affidavit.
 - g. Individuals graduating from high schools holding regional accreditation will be admitted.
3. Alternative Admission Provision
- a. Individuals whose graduation document is determined to be from a school that does not satisfy the Florida DOE rule for valid secondary school education will be admitted as non-degree-seeking. The non-

degree-seeking student will be provided the opportunity to accumulate fifteen (15) credits or attend one (1) semester without documentation of high school completion. Enrollment beyond the 15th credit hour will be dependent upon earning the GED diploma or an approved high school equivalent (HISET, TIASC).

- b. Special students will not be eligible for federal financial aid and most other financial assistance opportunities that are normally limited to those meeting admission criteria.

Responsible Official: Registrar
President's Signature:  Date: 09/06/2023