

Diploma and Transcript Validation

I. Purpose

Potential students applying to Western Dakota Technical College (WDTC) are enrolled in coursework to obtain a high school diploma or have completed the coursework to obtain a high school diploma or general education development (GED). As required by (34 CFR 668.16(p)), the validity of a student's high school diploma or transcript must be ensured by Admissions. This policy governs the process of ensuring the validity of a potential student's high school diploma and/or transcript.

II. General Statement of Policy

- A. The policy of the College is that Admissions will determine the validity of all high school or GED diplomas and transcripts submitted by students. If questions about the validity of a diploma or transcript arise, the Diploma and Transcript Validation Procedure will be followed.

III. Definitions - None

IV. Reporting Procedures - None

V. Dissemination of Policy and Training

- A. This policy shall appear on the WDTC website on the policy webpage.
- B. College employees involved in the recruitment of students will receive a copy of the Procedure for Diploma and Transcript Validation and training in the procedure upon employment and on an annual basis thereafter. The Director of Admissions will be responsible for the distribution of and training in the procedure.

Legal References: Legal References: § 668.16 Standards of administrative capability (p.)