



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Validating High School Transcripts**

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**Implementing Procedure For Policy # 7.0**

**Date Approved: 10/28/13**

**Division: Student Affairs**

### **Purpose**

To define the criteria for and process of evaluating high school transcripts as valid or invalid for the purposes of admission to College of Central Florida and eligibility of federal Title IV funds.

### **The Process for Validation**

In general, valid high schools are ones where the student successfully completes a variety of secondary courses over a stipulated period of dated enrollment, such as semester periods, grade levels, or other defined dates of enrollment, that demonstrate student engagement and participation, and for which grades were assigned, successful completion or graduation is noted, and an official seal or signature is attested.

When the diploma-granting school does not meet a criterion for general acceptance as listed in this procedure but also does not fall into the invalid category, the validation process is followed to determine if the institution meets the general standards for valid high schools or a reasonable alternative that demonstrates valid teaching and learning at the high school level occurred.

The burden of providing an official high school transcript and any required supporting documentation rests with the student. A transcript shall be accepted for validation provided it is received in a sealed envelope, clearly issued from the awarding institution, and free of conflicting or suspicious information.

### **Criteria for General Acceptance**

The College maintains an open-door policy for admission to the College. College of Central Florida accepts high school credentials in accordance with Florida Statutes and State Board of Education Rules. Prospective students with qualifying high school diplomas or the equivalent are eligible to apply. It is the responsibility of the Director of Admissions and Records or designee to qualify high school diplomas as representative of valid and acceptable high school education, thereby meeting the College's admission requirement and qualifying for receipt of federal Title IV funds.

Eligibility for admission to the College includes:

1. Students who graduate from a Florida public high school with a standard high school diploma, or with other high school withdrawal (completion) codes defined in Florida statutes as eligible for college-level education.
2. Florida private schools listed on the Florida School Choice website at [www.floridaschoolchoice.org/Information/PrivateSchoolDirectory/](http://www.floridaschoolchoice.org/Information/PrivateSchoolDirectory/)
3. Students who graduate from any U.S. public high school with a standard high school diploma or its equivalent. Public school information can be found at the National Center for Education Statistics (NCES) at [www.nces.ed.gov/ccd/schoolsearch](http://www.nces.ed.gov/ccd/schoolsearch).
4. The diploma-granting entity contracts with the Marion County Public Schools or any other Florida county school board or any Florida public high school to provide services to students that lead to earning a diploma. The diploma-granting entity must provide evidence of the contract and school board contact information.
5. Students who have passed the GED or have been awarded a high school equivalency diploma issued by any State Department of Education or students who have passed the GED given by the USAFI (United States Armed Forces Institute). The GED must have been administered in the English language, and the student must submit an official transcript evidencing passing scores.
6. Students who have met the school attendance policy as defined for home school in Florida Statute 1002.41 and completed curriculum requirements for graduation as defined by Florida Statute 1003.43. Home-school transcripts are requested, but only required if the College has reason to doubt the validity of the home-school affidavit.
7. Students who graduate from regionally-accredited institutions.
8. Students who graduate from high schools accredited by organizations that maintain standards for member institutions regarding the credentials of the teachers, specified periods of enrollment to earn a high school unit of credit, and minimum subject area requirements to earn a diploma. Examples of such accrediting bodies include, but are not limited to:
  - a. Distance Education and Training Council (DETC)
  - b. National Lutheran School Accreditation
  - c. National Association of Private Catholic and Independent Schools
  - d. Association of Christian Schools International
9. Students who attend a school that is listed as eligible with the National Collegiate Athletic Association (NCAA). (Conversely, students who attend a school that is listed as ineligible with the NCAA must submit the transcript for validation to determine

eligibility for admission to College of Central Florida and federal Title IV funds.)

10. International students presenting evidence of high school work in compliance with Florida Statute 1003.435. International student admission requirements are outlined in Procedure 5014: International Students.

**Criteria Which Automatically Assesses a Diploma as Invalid**

A high school diploma is automatically deemed invalid if the student took an exam to earn the credential, and there is no evidence that teaching or specified periods of student engagement and participation occurred.

**Process to Validate a High School Diploma as Eligible for Admission and Federal Title IV Funds**

Students whose high school diplomas do not fall into the general acceptance criteria or the automatically invalid criteria have the opportunity to submit evidence that the high school is valid. Schools will be rated based on the subjective judgment of the Admissions and Registrar’s staff after reviewing collected documentation. Diploma-granting entities will be evaluated on the following criteria:

1. Mode of delivery of education to the student
2. The qualifications of teachers delivering the education
3. Evidence of specified periods of dated enrollment, such as semesters, grade levels, or other defined dates of enrollment, that demonstrate student engagement and participation
4. The use of legitimate textbooks in mathematics and English
5. The website of the entity does not conflict with the information provided
6. Any other criteria that will assist the College in making a determination as to validity

The Financial Aid office will be notified of the status of all diploma-granting entities that go through the validation process and will provide a member to serve on a decision committee in instances where a validation does not provide a clear judgment.

**Please see attachments A and B.**

\_\_\_\_\_  
Vice President,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



## HIGH SCHOOL VALIDATION

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

High School Name \_\_\_\_\_ Years attended: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

The following information is required to make a determination about acceptance of a high school diploma from unknown or non-public institutions. It is the student's responsibility to provide this information. The information must contain all elements requested and the student is expected to work with his or her high school to collect the required documentation. Incomplete submission will not be accepted.

Please respond and provide all documentation requested	Comment
1. List accreditation:  _____ <b><i>Provide proof that accreditation is approved by the USDOE.</i></b>	
2. School is: a. Brick and Mortar (traditional classroom) – No online or diploma testing b. Brick and Mortar and online c. Brick and Mortar, online and diploma testing d. Online and diploma testing e. Diploma Testing only	
3. Does the school contract with one of Florida's school boards or public high schools to provide diploma testing. a. Yes b. No	
4. Student's PERT Scores: (This is only needed if student has tested)  <b>Reading:                  Writing:                  Math:</b>	
5. Provide website address:	
6. Provide text book titles and ISBN's for textbooks in English and Mathematics. a. <b>English:</b>  b. <b>Mathematics:</b>	
7. <b><i>Attach school calendar from student's last year attended.</i></b>	
8. <b><i>Attach a roster of teachers including their subject areas and credentials.</i></b>	

I attest that the information provided is true and accurate and understand that if any statement made is found to be falsified that I am liable for any and all repercussions, including, but not limited to, denial of admission to College of Central Florida.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_



## HIGH SCHOOL VALIDATION

(This form is used for all high schools that are not accredited by a USDOE- approved body, not on the NCAA eligible high school list, and not on the No-Fly list maintained by the college. Only high schools that provided the student a transcript with semesters or quarters of instruction over a period of time will qualify for validation. Transcripts without semesters or quarters of instruction over a period of time are not accepted. These should be submitted to the Director of Admissions/Records or the Registrar to determine if they go on the No Fly list.)

High School Name \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Grade each of the following statements based on the responses from your conversation with the contact. Based on the confidence you have in the answers, you may adjust assigned points accordingly. (For example: The answer was evasive about qualified teachers, they mentioned contracts for part-time instruction with several qualified in English and Math. You may assign a point value of 2.)**

Qualification	Points	Score	Comment
1. School is: a. Brick and Mortar only – No Online or diploma testing b. Brick and Mortar and online c. Brick and Mortar, online and diploma testing d. Online and diploma testing e. Diploma Testing (disqualifies the school unless #3 is Yes)	a.10 b. 8 c. 5 d. 4 e. 0 -		
2. School has qualified teachers on staff and can provide roster: a. Qualified *teachers in most subject areas b. Qualified teachers in some subject areas c. No qualified teachers on staff or cannot provide a roster of teacher contacts. <i>*Bachelor degree in the subject area</i>	a. 10 b. 6 c. 0		
3. School contracts with one of Florida's school boards to provide diploma testing.	Y 10 N 0		
4. School can provide titles and ISBN's of three textbooks on the student's transcript.	Y 10 N 2		
5. Courses and education are offered over a length of time with support from qualified teachers from 8-20 weeks. (Calendar available)	Y 10 N 0		
6. Student scored above the minimum prep in at least one area on the PERT.	Y 5 N 0		
7. Web site is consistent with answers and does not advertise diploma testing as its main feature.	Y 10 N 0		
<b>SCORE</b> 30-65 Accepted Under 30 Add to the No Fly List			
<b>College of Central Florida Staff Name</b>	<b>College of Central Florida Staff Signature</b>		