

CURRY COLLEGE UNDERGRADUATE ADMISSION POLICY FOR VALIDATING DIPLOMAS - EFFECTIVE 7/1/2011

All students who apply for admission to the undergraduate day program at Curry College will be required to provide to the Admission Office, a copy of either an official high school transcript or GED as part of the admission process as a first-time entering freshman. Transfer students are required to submit either an official final high school transcript, showing that the student has graduated and received a high school diploma, or a copy of their high school diploma or GED at the time of application. First-year students who submit a high school transcript must also forward a final official copy upon graduation from said school showing proof that the student has received their high school diploma. In order to enter into any of the College's undergraduate degree programs an official final copy of the high school transcript must be received by the College no later than check-in/opening day for new students. If a student is a GED recipient, they must provide a copy of their GED, or a copy of the request for GED form with a copy of the money order that was sent to the state for the GED document.

The Admission Office will review all diplomas, GEDs and high school transcripts to confirm that they are official documents. If the Admission Office determines that a diploma, GED or high school transcript may have been tampered with, the Admission Office will request an official document from the respective institution to validate that document. The student will be required to pay any fees necessary to obtain those official documents.

If a request is made, all transcripts or official documents must be presented to the Admission Office in a sealed envelope with the school/institution logo or faxed from the official school/institution where the student received the transcript or official document. The student will be requested to sign a diploma release form at Orientation to permit the school to request these documents.

If the high school transcript or diploma is not received before the start of classes, the Admission Office will make every attempt to obtain an official high school transcript showing proof that the student has received their high school diploma from the institution listed on the release form. Any fees associated with obtaining the transcript are the responsibility of the student. No student financial aid will be disbursed to the student if the Admission Office does not have documentation that properly validates high school graduation.

Home schooled students will be required to provide a transcript from their local school district or a transcript certified by a parent.

A student that submits a diploma or official document from a foreign country must have their document translated by an appropriate official to verify that their diploma is a valid high school diploma.

Exceptions to the above stated policy include the following:

- 1) Once the student has provided a copy of the GED request form (See attached) and a copy of the money order, the student will be permitted to start classes, but no financial aid will be disbursed to the student's tuition account until the school receives the official GED transcript which can take up to four to six weeks.

2) If the student informs the Admission Office that their high school cannot locate their transcript, and the Admission Office has contacted the institution and confirmed that the student has graduated or received a GED, the Admission Office will request validation in writing from the institution of their graduation.

3) If a student received their GED through the Military or a Correctional Facility the Admission Office, will review the official documentation and validate that it meets the high school graduation requirements.

If a student's official high school graduation cannot be verified, the student will not be permitted to continue in the program.

Submitted by Jane Fidler
June 17, 2011