



Diploma Verification Policy: Large Public University

Acceptable Formats

- If the high school is an electronic partner with [our institution], then we accept transcripts faxed through the web counselor system.
- We will accept other faxed transcripts if the fax is sent directly from the high school.
- We will accept transcripts sent through recognized third party transcript providers such as Docufide but only accept those transcripts in paper form.
- We do not retrieve or accept electronic transcripts at this time.

Inspection Process

- If a school has a CEEB code, then we typically accept the credentials unless we have reason to suspect fraud.
- We check each transcript for the school seal and/or signature to determine if the transcript is official.
- We generally do not accept any copies of transcripts but may make an exception for an adult learner who is unable to provide an official transcript.

Tracking Diploma Mills

- This past admission season, we've taken more steps to track diploma mills. We have established codes to track "unknown" high schools in each state, home school associations in each state, and also codes for a school recognized by a department of education that may not have a CEEB code.
- If we receive a transcript for a school that does not have a CEEB code, then I do some research to determine if the school is recognized by the Department of Education in the state.
- We may also check the appropriate regional accrediting commissions in the United States; some list secondary schools.
- If a school is recognized by the state Department of Education, then we will create our own code to track the high school and will generally accept the transcript. The application may be flagged for counselor review if we have any question about an unusual grading system.
- If a school is not recognized by a department of education or has no physical address, then we research, usually on the web, to determine if this is a for profit school or diploma mill. If so, then we create a code designating that the school is a diploma mill and make note to not accept the transcript. A student would be required to submit a GED before we would evaluate the application.

Home Schooled Students

For home schooled students, the student must go through an approved home school association or local high school. If the student did not use an approved home school organization, then we will most likely require the student present a GED.

International Students

Most of the above applies to domestic schools but we are using a similar process to create codes for high schools in each foreign country. Notes regarding the verification of the authenticity of the transcript are made on a comment screen for the high school. International admission counselors will determine if the transcript can be used. Generally a certified translated transcript and a transcript in the original language is required.