



# LOS RIOS

COMMUNITY  
COLLEGE  
DISTRICT

**DATE:** August 7, 2014

**TO:** Vice Presidents of Student Services, Financial Aid Administrators, Financial Aid Supervisors

**FROM:** Roy Beckhorn, Director of Financial Aid Systems

**SUBJECT:** Policy on Checking the Validity of High School Diploma

**Refer:** HEA Sec 484 (d), 34 CFR 668.32(e)

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According to the above Title IV regulations to receive Federal Student Aid funds, a student must be qualified to study at the postsecondary level. If your college or the Department of Education has reason to believe that the student's high school diploma is not valid or was not obtained from an entity that provides secondary education you must evaluate all available documentation and make a determination on the validity of the high school diploma.

The Vice President of Student Services or his or her designee (s) will review all student documentation to validate if the student is a high school graduate. The documentation may include but are not limited to diploma, final academic transcripts that shows all coursework completed. Colleges may confer with each other and with the state board of education where the student graduated.

The Vice president of Student Services or his or her designee (s) will review all student documentation to validate if the student's foreign high school diploma is valid. The documentation may include but are not limited to diploma, academic transcripts that shows all coursework completed. Colleges may confer with the each other and with the educational authority in the country where the student graduated. If the college does not have someone qualified to review a student's documentation to determine if the student graduated from a foreign high school, the college- not the student- must pay to have the documentation reviewed by a qualified agency.

If your college or the Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary education, the student's self-certification is not sufficient to validate a high school diploma in question. The school has final authority in determining if the student's documentation demonstrates the student is a high school graduate.

Changes to the policy and procedure manual at each campus shall be made to reflect these policies and procedures.

C: Sue Lorimer  
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