

ATS Institute of Technology

ACADEMICS: HIGH SCHOOL DIPLOMA/EQUIVALENCY POLICY

Purpose:	To provide guidance and clarification for registrars, campus staff and students on acceptable proof of education guidelines and requirements.
Scope:	Registrar, Admissions, Finance, Education, Campus Administrator, Compliance and students

All ATS Institute of Technology School students are required to provide proof of High School education or equivalent. Students must provide verifiable proof of education prior to the student's scheduled start date. All documents will be reviewed, verified and approved by the Registrar to ensure the education and documents provided meet equivalency requirements in accordance with our State Board.

Equivalency will be Defined as the Following:

- Verifiable proof of State issued GED or other state-issued equivalency test;
- Verifiable proof of completion of least a two-year program from an accredited school and that is acceptable for full credit toward a bachelor's degree.

Note: A high school certificate of attendance and/or a certificate of completion are NOT the equivalent of a high school diploma.

Acceptable Proof of Education will Include the Following:

- High School official transcript (must include school name, student name, school location and student's date of graduation).
- Copy of student's original high school diploma displaying school name, student name, school location and student's date of graduation.
- State-issued GED record displaying student name and date of completion.
- Other state-issued equivalency record.
- An official academic transcript of a student who has successfully completed at least a two-year program from an accredited school and that is acceptable for full credit toward a bachelor's degree.

Acceptable Proof of Homeschool Documentation

- Documentation signed by the applicant's parent or guardian that lists the secondary school courses completed by the applicant and that certifies the successful completion of secondary school education in a home school setting.
- Must include:
 - All information that ATS Institute of Technology requires on a high school diploma,
 - Parent or guardian's signed attestation that the home school was approved by the applicable governing or state authority if approval is required by applicable law.
 - If the state where the applicant was homeschooled requires by law that homeschooled students obtain a secondary school completion credential (other than a high school diploma or its recognized equivalent), the applicant must submit a copy of that credential.

Identifying State Approved Schools:

The Registrar has the responsibility of verifying a student's education. To identify schools that meet the requirements the Registrar will be able to reference Patterson's American Education guide. This publication is released annually and contains a list of all graded state-approved public secondary schools and all graded, regionally accredited private secondary schools. Any non-graded, non-state approved, special education and other non-traditional secondary schools are not listed in this publication. A new edition of the Patterson's publication (electronic or bound) should be purchased annually by the Registrar. If bound copies are purchased, older editions of the Patterson's publication will be kept in the registrar's office for reference. The Registrar may also contact the state directly to determine a school's validity. Should there be any question or concern regarding education verification, contact the Registrar at the corporate office for further assistance.

Because home school requirements vary by state, home school graduates will be evaluated based on the individual requirements of the state in which the student completed homeschooling.

College Transcript Used as a Recognized Equivalent of a High School Diploma (for States that Allow for this Equivalence)

An official academic transcript of a student who has successfully completed at least a two-year program from an accredited school and that is acceptable for full credit toward a bachelor's degree may be used as a recognized equivalent of a high school diploma.

To be a "recognized equivalent of a high school diploma," the following are considered the equivalent of completing a "two-year program," regardless of the time it takes a student to complete the coursework (e.g., on an accelerated schedule):

1. Successful completion of an associate degree program;
2. Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that do not result in the awarding of an associate degree, but that is acceptable for full credit toward a bachelor's degree at any institution; or
3. Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.

Foreign Transcripts:

All foreign transcripts must be evaluated by a NACES approved agency. The agency must attest to the equivalency of the foreign education. Education not found to be equivalent to a US high school diploma, will not be accepted.

A listing of NACES approved agencies can be found at <http://naces.org/members>. The following credential evaluation agencies are currently NACES approved:

[A2Z Evaluations, LLC](#)

[Academic Evaluation Services, Inc.](#)

[Center for Applied Research, Evaluations & Education, Inc.](#)

[e-ValReports](#)

[Educational Credential Evaluators, Inc.](#)

[Educational Perspectives, npf.](#)

Published: 03/2021
Modified: 03/09/2021

Foreign Transcripts cont.'d:

[Educational Records Evaluation Service, Inc.](#)

[Evaluation Service, Inc.](#)

[Foreign Academic Credential Service, Inc.](#)

[Foundation for International Services, Inc.](#)

[Global Credential Evaluators, Inc.\](#)

[Global Services Associates, Inc.](#)

[International Academic Credential Evaluators, Inc.](#)

[International Consultants of Delaware, Inc.](#)

[International Education Research Foundation, Inc.](#)

[Josef Silny & Associates, Inc. International Education Consultants](#)

[SpanTran Evaluation Services](#)

[Transcript Research](#)

[World Education Services, Inc.](#)

Rare Cases for Applicants Educated Outside of the US Who Cannot Obtain Appropriate Documentation

In most cases, applicants who completed their secondary school education in a foreign country will be able to obtain a copy of their foreign high school diploma or transcript. Applicants may also document their high school completion status by obtaining a copy of a “secondary school leaving certificate” (or a similar document) from the Ministry of Education in the country where they completed secondary school. For assistance in obtaining documentation of their secondary school education completion, applicants may contact the foreign high school, the Ministry of Education or that country’s consulate in the United States. There may be rare cases where it is impossible for a refugee, an asylee, or a victim of human trafficking to obtain documentation of his or her completion of a secondary school education in a foreign country. Therefore, in these rare cases, applicants must submit to the institution:

1. Proof of their attempt to obtain documentation of their completion of a secondary school education in a foreign country, i.e., a copy of an e-mail or letter, including proof of mailing;
2. A signed and dated statement that indicates that the applicant completed his or her secondary school education in a foreign country, the name and address of the foreign high school where the applicant completed the secondary school education, and the date when the foreign high school diploma was awarded.
3. A copy of the entry status documentation that identifies the applicant’s current or prior status as a refugee, an asylee, or as a victim of human trafficking and who entered the United States after the age of 15.

Unable to Verify an Applicant’s HS Education or Its Equivalent?

Should the Registrar be unable to verify a student’s education or determines that the student’s education does not meet the requirements the student’s enrollment will be canceled. (See cancel/active policy)

Published: 03/2021
Modified: 03/09/2021