CARTHAGE
COLLEGE

Title IV: Admissions and Official Applicant Documents

Regulatory Requirement
As noted in the Federal Student Financial Aid Handbook, To receive Title IV funds, students must be qualified to study at the postsecondary level, i.e., if they:
• have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
• have the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state-sanctioned test or diploma-equivalency certificate;
• have completed homeschooling at the secondary level as defined by state law;
• have completed secondary school education in a homeschool setting, which qualifies for an exemption from compulsory attendance requirements under state law if state law does not require a homeschooled student to receive a credential for their education or
• have completed one of the ability-to-benefit (ATB) alternatives and are either currently enrolled in an eligible career pathway program or first enrolled in an eligible postsecondary program prior to July 1, 2012.

Policy
Carthage College requires every student who is admitted to the College to provide a final, official high school transcript with official graduation dates with recognition of the diploma awarded or proof of homeschooling at the secondary level as defined by state law, to the undergraduate admissions office no later than the midpoint of the first semester of enrollment. If either Carthage College or the US Department of Education suspects that a student's high school diploma is not valid or was not obtained from an entity that provides secondary school education, Carthage College will take the following steps to evaluate the validity of the student's high school completion. To satisfy this requirement, the college will check with the high school to confirm the validity of the student's diploma and confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.
As the Department of Education notes in the Handbook, the above two-part description satisfies the high school validity requirement. Other approaches may also be used if they serve to validate the student's high school completion. Students who indicate on their FAFSA® that they graduated high school must give the name, city, and state of the high school.

Implementation
The Admissions office publishes these requirements for the submission of a final high school transcript, proof of high school diploma or recognized equivalent, or proof of homeschooling as allowable under state law online. The Admissions office also communicates directly with a student who has been formally admitted to the College regarding these requirements and procedures for secure submission of documentation to the effect compliance with this policy.

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Policy Responsibility
The Vice President of Enrollment is responsible for communicating this policy with students and taking appropriate application action should the proper documents not be received. The College Registrar will annually confirm with the Vice President for Enrollment that all official documents have been received on or before the college Census date.