

Procedures for the Validation of High School Completion Providers

For acceptance to Franciscan University of Steubenville a student needs to Send an official copy of your high school transcript to the Admissions Office. A final official transcript is required of transfers and high school students upon graduating.

One of the eligibility criteria for Title IV aid is High School Completion.

Eligibility

A student is considered to be eligible if the following:

- Have a high school diploma. (This can be from a foreign school if it is equivalent to a U.S. high school diploma);
- Has the recognized equivalent of a high school diploma, such as a general educational development or GED certificate.
- Have completed Homeschooling at the secondary level as defined by state law.
- Has 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.

Checking the Validity of the High School Diploma

Upon receipt of the transcript or equivalent the Admissions Operations Specialist will review to make sure it appears to be valid.

If for any reason, we believe that the High School Transcript or equivalent is not valid we do the following:

- For a high school diploma we reach out to the High School to request an official copy of the transcript from the school mailed directly to us.

- For the college transcript we reach out to the college to request an official copy of the transcript from the college mailed directly to us.
- For Homeschooling we follow the rules and guidelines set by the state of residence for the student, we refer to hsllda.org/legal. If the home school high school transcript that does not appear to be legitimate, we send the student a form with a statement indicating that the transcript is valid and they have met all the requirements in their state to be eligible for a High School Diploma and we require it to be signed and notarized.
- For Secondary School we may also confirm with the relevant department or agency in your state that the secondary school is recognized as a provider of secondary school education.
- For students who completed their secondary schooling outside the United States we require a translated version of the high school and may require the student to complete a comparative essay.

Additional High School Diploma Verification:

Upon completing the FAFSA (Free Application for Federal Student Aid) a student may be flagged for verification. A student is flagged for Verification Tracking Group V4 or V5 by the Department of Education as a result of issues found pertaining to identity and/or high school completion status Tracking flag V4. Students must verify high school completion status and identity/statement of educational purpose. Tracking flag V5. Students must verify high school completion status and identity/statement of educational purpose in addition to the items in the Standard Verification. The Financial Aid office will request the V4 or V5 and follow through with the verification before we issue any federal aid.

In addition to V4 & V5 if a student indicates on the Fafsa under High School completion with “None of the above” the Financial Aid office requests from the student proof of a high school diploma. Similarly, if this is not provided or met no federal aid will be issued until it is received.

If the High School on the Fafsa does not match the High School Transcript received for admission, we consider this to be conflicting information and request from the student to determine which is accurate. If we have a valid High School transcript, we assume this is valid and have the student correct the Fafsa if that is

the case. The Financial Aid office can update the Fafsa with the written consent of the student and parent (if applicable) along with the valid transcript.