

### **High School Transcript Validation Process**

If a high school transcript is submitted to the JJC Admissions Office that appears to not be valid and/or is coming from a questionable entity, the following procedure is in place:

- a. The Admissions Office staff person will refer the transcript to the Director of Admissions and Recruitment. The Director will conduct a search on the website of the entity listed on the transcript to review the information on the site.
  1. The Director will check for regional or state accreditation approval for the entity on the website. Then the office will review the accreditation agency webpage link to validate that the school is listed.
    1. If it meets the criteria, the transcript will be accepted and processed according to office guidelines.
    2. If it does not meet either of the above accreditation criteria, the office may attempt to contact the school with additional questions if there is a valid phone number or email address listed.
      1. If no follow up or feedback is obtained from the entity, then the transcript will not be accepted.
  2. The office has a running list of “Unacceptable High School Diploma” organizations that have not been state or regionally accredited and the name will be placed on this list. This document is used for reference for staff.
  3. Then office will contact the student to let them know that Joliet Junior College is not accepting the transcript and give the student another option to obtain their high school diploma (GED, online or in person preferred high school service).