

## High School Diploma/Equivalency Validation Policy

Montana Technological University requires an official high school transcript for first-time students who attend the first fall semester immediately after graduation. This transcript must note a graduation date and arrive in an envelope sealed by the high school.

Other first-time students may submit a transcript, a high school diploma, or proof of equivalency such as GED or HiSet. In the event Montana Tech has reason to believe that proof of graduation is not valid or was not obtained from an entity that provides secondary school education, the Admissions Office will conduct additional research to determine if the credential is in fact valid. Details that will prompt additional research include (but are not limited to):

- No apparent state legal authority for the granting entity
- Limited curriculum/instructors
- High school diploma given for a fee within a short period of time
- High school diploma date/place not consistent
- High school diplomas/equivalencies that have names and/or dates that have been written on the diploma, and those where “white out” type corrections have been made

Should any reasonable doubt exist, Montana Tech will conduct additional research to include:

- Checking the National Center for Education Statistics (NCES) website for information relative to the validity of the school, and if the school in fact provides secondary school education. If unable to confirm the required information, Montana Tech will contact the state in which the school is located to obtain the appropriate documentation.
- Conducting internet research to determine if the school has previously been identified as a high school diploma mill.
- Determining if the transcript, diploma, or equivalency was purchased online with little work expected by the student, or if it was earned via brick-and-mortar traditional high school.

If Montana Tech is not reasonably certain a credential is valid, the student will not be admitted. Montana Tech’s decision relative to the validity of submitted documentation is final, and not subject to appeal.