

INTERNAL POLICY AND PROCEDURE

TITLE: High School Completion Verification

EFFECTIVE DATE: March 13, 2026

CANCELLATION: none

DIVISION: Student Affairs

CATEGORY: Admissions

RESPONSIBLE DEPARTMENT: Office of Admissions

1. Purpose

To formalize the process for the Delgado Admissions Office to validate high school completion documents when the financial aid process requires proof of high school completion.

2. Scope and Authority

This policy applies to all prospective and current students for which the financial aid process requires proof of high school completion.

3. Background

To receive Federal Student Aid, a student must be qualified to study at the postsecondary level, which includes but is not limited to completing high school. The Delgado Admissions Office validates high school completion documents when the Financial Aid process requires proof of High School Completion.

4. General Guidelines

- A. Proof of High School Completion may be submitted in the following ways. A student can provide:
 - 1. Documentation from the high school that confirms the validity of the high school diploma, including transcripts or other written descriptions of course requirements; or
 - 2. A written and signed statement by principals or executive officers at the high school attesting to the rigor and quality of the coursework at the high school.

- B. The Admissions Office must validate the documents received by confirming with or receiving documentation from the accrediting agency (State agency, Tribal agency, or Bureau of Indian Education) that the high school is recognized or meets requirements established by that agency. If the Department of Education Secretary has published a list of high schools that issue invalid high school diplomas, then the high school does not appear on that list.
- C. A high school diploma is not valid if it:
1. Did not meet the applicable requirements established by the appropriate state agency, Tribal Agency, or Bureau of Indian Education in the state where the high school is located; or
 2. Has been determined to be invalid by the Department, the appropriate state agency in the state where the high school was located, or through a court proceeding; or
 3. Was obtained from an entity that requires little or no secondary instruction or coursework to obtain a high school diploma, including through a test that does not meet the requirements for a recognized equivalent of a high school diploma under 34 CFR 600.2.

5. **Louisiana High Schools Non-Public and Home School**

1. Admissions Office staff will check the [Louisiana Department of Education's](#) current list of approved Non-Public Schools.
2. If not listed, the Admissions Office will contact the school itself or nonpublics@la.gov.
3. For Board of Elementary and Secondary Education (BESE) approved home study programs, the Admissions Office will contact homestudy@la.gov.

6. **Non-Public Schools Not Seeking Approval**

For non-public schools not seeking approval, the Admissions Office will refer to the [Louisiana Department of Education's](#) advisory notice or contact nonpublics@la.gov. The advisory notice satisfies the requirements for the following:

- Has completed homeschooling at the secondary level as defined by state law; or
- Has completed secondary school education in a homeschool setting that 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.

7. **Public School**

For public schools, the Admissions Office staff will:

1. Validate in the transcript system that students received a grad date and met the graduation date for the year via the [Louisiana Department of Education's](#) Student Transcript System (STS).
2. If no graduation date is listed in the STS, then request a transcript for parchment from the [Louisiana Department of Education](#) or contact the high school.

References:

Federal Student Aid Handbook, Volume 1, Chapter 1, Section: Checking the Validity of a High School Diploma

Review Process:

Ad Hoc Committee on High School Completion Verification 10/2/25
Associate Vice Chancellor for Student Affairs 3/11/26

Approval:

Vice Chancellor for Student Affairs 3/13/26