

DOCUMENTATION OF HIGH SCHOOL DIPLOMA OR EQUIVALENCY

For proof of high school diploma or equivalency, the college will accept any of the following:

- An official high school transcript is sent directly to the college from the high school.
- An official high school equivalency assessment transcript is sent directly from the issuing agency.
- An official home school diploma or transcript with documentation of approval of the home school program from the student's school district in accordance with MGL Chapter 76, § 1 or the laws of their home state.
- Original high school diploma or original high school equivalency assessment certificate brought to the Admissions Office (photocopy retained).
- For records that are unobtainable or destroyed, applicants may submit a letter from the school superintendent (on official letterhead and with a high school seal) indicating the date of graduation and/or completion of high school or home school education.
- If a letter from a school superintendent is not available for missing or destroyed records, students may submit a signed statement explaining lack of availability to the Vice President for Enrollment Management or designee for consideration.
- Those documents awarded from a country outside of the U.S. must be evaluated to U.S. standards through an acceptable credential evaluating agency, such as **Spantran - MWCC Pathway** (offers discounted services), **Center for Educational Documentation (CED)** or **World Education Services (WES)**. A list of additional evaluation services is available at www.naces.org/members. Applicants who are unable to obtain a copy of their high school diploma or transcript may document their high school completion status by obtaining a copy of a "secondary school leaving certificate" (or another similar document) through the appropriate central government agency (e.g., a Ministry of Education) of the country where the secondary education was completed.
- The acceptability of a high school diploma is determined by an evaluation of the institution's accreditation and curriculum. A high school diploma may be accepted if recognized by the state in which it was issued as offering a curriculum consistent with state law. Certificates of completion and diplomas representing non-academic curriculum will not be accepted.
- Self-certification of completion of a US high school diploma or equivalency may be used for the purposes of application to the college, provided the application is submitted after the high school graduation date, however, official transcripts or diploma must be submitted by first date of enrollment.