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Applicability: All DDSN Employees and Applicants for DDSN Employment

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PURPOSE

The purpose of the directive is to outline the department's policy and practice as they apply to the use of educational credentials received as a result of distance and on-line education to include correspondence courses.

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DISTRICT I

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Whitten Center - Phone: 864/833-2733

DISTRICT II

9995 Miles Jamison Road
Summerville, SC 29485
Phone: 843/832-5576

Coastal Center - Phone: 843/873-5750
Pee Dee Center - Phone: 843/664-2600
Saleeby Center - Phone: 843/332-4104

POLICY

Applicants and employees who indicate they possess a high school diploma or its equivalent, a college degree or certificate as a result of a correspondence program or distance or on-line learning program may only use such credential when:

1. The program is approved by the South Carolina Department of Education or its equivalent in the state within which the school or entity issuing the diploma or certificate has its principal place of business.
2. The school or entity is accredited by the New England Association of Colleges and Schools, the Middle States Association of Colleges and Schools, the Southern Association of Colleges and Schools, the North Central Association of Colleges and Schools, the Western Association of Colleges and Schools, or the Northwest Association of Colleges and Schools; or The Council for Higher Education Accreditation.
3. The school or entity is approved by a local board of school trustees of this State.

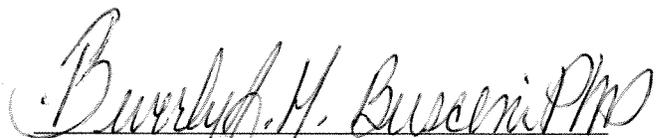
This means that no employee of DDSN shall use a transcript, certificate, diploma, or the high school equivalency diploma known as the GED from any unaccredited high school, college or university, technical college, the SC Department of Education, or other entity for the purpose of avoiding the Educational Credential requirements or for other purposes.

Hiring managers and HR staff may begin their research on college and university accreditation using the following websites: <http://www.chea.org/search/default.asp>, or <http://www.sacscoc.org/links.asp>.

Any employee violating the provisions of this section will be subject to the department's Standards of Disciplinary Action Policy.



Deirdre Blake-Sayers
Director-Human Resources
(Originator)



Beverly A.H. Buscemi, Ph.D.
State Director
(Approved)

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