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Reference Number: 400-21-DD

Title of Document: Educational Credentials

Date of Issue: May 23, 2002

Date of Last Revision: November 18, 2021 (REVISED)

Effective Date: November 18, 2021

Applicability: All DDSN Employees and Applicants for DDSN Employment

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

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.

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, 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>; <http://ope.ed.gov> or <https://sacscoc.org/>.

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

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