



Beverly A. H. Buscemi, Ph.D.
State Director
David A. Goodell
Associate State Director
Operations
Susan Kreh Beck
Associate State Director
Policy
Thomas P. Waring
Associate State Director
Administration

COMMISSION
William O. Danielson
Chairman
Eva R. Ravenel
Vice Chairman
Gary C. Lemel
Secretary
Mary Ellen Barnwell
Sam F. Broughton, Ph.D.
Catherine O. Fayssoux
Vicki A. Thompson

3440 Harden Street Ext (29203)
PO Box 4706, Columbia, South Carolina 29240
803/898-9600
Toll Free: 888/DSN-INFO
Website: www.ddsn.sc.gov

Reference Number: 400-21-DD
Title of Document: Educational Credentials
Date of Issue: May 23, 2002
Effective Date: May 23, 2002
Last Review Date: December 19, 2016
Date of Last Revision: December 19, 2016 (REVISED)
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.

DISTRICT I

P.O. Box 239
Clinton, SC 29325-5328
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500
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

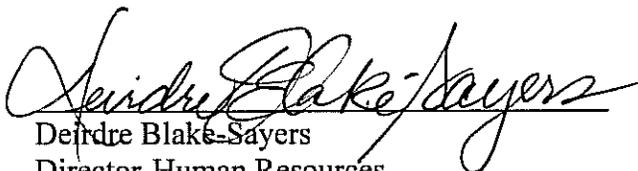
Applicants and employees who indicate they possess a high school diploma or its equivalent, a college degree or certificate as a result of a correspondence program or distance or on-line learning program may only use such credential when:

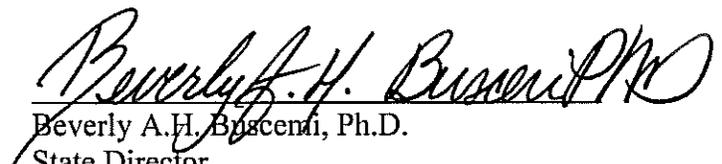
1. The program is approved by the South Carolina Department of Education or its equivalent in the state within which the school or entity issuing the diploma or certificate has its principal place of business.
2. The school or entity is accredited by the New England Association of Colleges and Schools, 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, 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>, <http://ope.ed.gov/accreditation/search.aspx>, 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)

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.