ATTACHMENT – J

COURSE DISTRIBUTION REQUIREMENTS FOR EARNING A NEW YORK STATE HIGH SCHOOL EQUIVALENCY DIPLOMA BASED UPON COLLEGE CREDITS

The following are examples of courses that meet the distribution requirements. Please note that this list is not exhaustive but only includes typical examples.

English Language Arts English Composition English Literature Speech Creative Writing	**[6 credits]**	**Mathematics** Math Calculus Statistics Business Math Technical Math	**[3 credits]**
Natural Science Biology Chemistry Physics Earth Science Geology Botany Zoology	**[3 credits]**	**Social Science** History Sociology Psychology Economics Political Science Labor Studies	**[3 credits]**
Humanities Literature Foreign Languages Art History/Art Appreciation Music Appreciation Theatre Philosophy Religion	**[3 credits]**	**College Degree Program Requirements**	**[6 credits]**

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The University of the State of New York
NEW YORK STATE EDUCATION DEPARTMENT
GED Testing Office
P.O. Box 7348
Albany, New York 12224-0348
(518) 474-5906

Application for the New York State High School Equivalency Diploma Based on Earned College Credit

1. General Information

The New York State High School Equivalency Diploma Based on Earned College Credit is awarded to candidates who have completed 24 credits (or its equivalent) as a recognized candidate for a degree or a certificate at an approved institution. Credit distribution must be in accordance with requirements established by NYSED. Candidates must also meet residency and age requirements as described in section 2.

A non-refundable $10.00 processing fee must accompany all applications mailed to the GED Testing Office. Candidates who meet all required credits (as certified by the registrar of the institution where the credits were earned) will receive a diploma and an official transcript certifying that they were awarded the New York state High School Equivalency Diploma Based on Earned College Credit.

2. Eligibility Requirements

All candidates for the New York State High School Equivalency Diploma must be a current resident of New York State for at least one month and must **not** have graduated from high school or have already qualified for the NYS High School Equivalency Diploma. In addition, on the day the diploma is awarded, a candidate must be:

(a) 19 years of age or older

Or

(b) 17 or 18 years of age and one year has passed since he or she was legally able to leave high school and last enrolled in a regular full-time high school program of instruction or enrolled in a full-time high school program of instruction or was a member of a class that has already graduated. (NOTE: Candidates who are 17 or 18 years of age must attach to their application a verification form (Attachment B) which states when the candidate left school or the date on which the candidate's class graduated. The form must include the signature and title of an appropriate school official. Reproduced signatures are not acceptable.)

3. How to apply for the New York State High School Equivalency Diploma Based on Earned College Credit

Candidates who meet all the eligibility requirements must follow the steps listed below:

(a) Complete the application on page 2. If you are 17 or 18 years old, attach the required verification form from the high school you last attended.

(b) Attach a certified check or money order for $10.00 to your application. The certified check/money order should be payable to *NY State Education Department.* Do NOT send cash or a personal check.

(c) Mail the completed application, the verification form (if required), and the fee to:

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(d) Complete the first section of the Credit Certification Form and give it to the registrar at the institution where you earned college credits. The registrar must complete the bottom of the form, certifying that you have earned the required credits, attach a transcript, and mail it to the address on the form.

(e) Please note that the entire application may be and preferably should be sent under one cover. In this case, however, the college transcript must be in a separate envelope sealed by the registrar.

4. Additional Transcripts

After the diploma has been awarded, additional copies may be obtained completing all information on Attachment I and submitting it to the address listed above. A non-refundable fee of $10.00 will be charged for each diploma requested. A certified check or money order payable to **NY State Education Department** must be attached to the request. Do **not** send cash or a personal check.

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College Credit Certification Form

Guidelines:

An eligible person may be awarded a New York State High School Equivalency Diploma if he or she provides satisfactory evidence that he or she has successfully completed 24 credits or the equivalent as a recognized candidate for a degree or certificate at an approved institution. Some institutions require a person to have a high school diploma in order to be recognized as a candidate for a degree. If the lack of a diploma or its equivalent is the only impediment to a person being **recognized** as a candidate for an approved degree or certificate program, the individual may be considered as a recognized candidate for a degree or certificate for the purpose of completing this form.

Credits for courses taken solely for personal and/or cultural advancement, and not required as part of an approved degree or certificate program, may **not** be used to obtain an equivalency diploma. For example, a student who successfully completes non-degree courses representing 24 or more credits is not eligible for an equivalency diploma. This person become eligible if he or she applies as a degree candidate and the institution is willing to accept 24 or more credits as part of the student's program leading to a degree.

If you meet the requirements for a High School Equivalency Diploma based on college credit and have completed and mailed the attached application with the required fee, then complete this section of the College Credit Certification Form and request the registrar of the institution to certify that you have met the college credit requirements for an equivalency diploma. The registrar should complete the bottom section of this form, attach a transcript, and return it to the above address.

PLEASE PRINT OR TYPE

Candidate's Name:	Last Name	First Name	Middle Initial

Social Security Number	**Date of Birth**
☐☐☐ – ☐☐ – ☐☐☐☐	____ ____ ____ Month Day Year

I have read the above guidelines. I hereby certify that the person identified above HAS / HAS NOT (circle one) successfully completed 24 or more credit hours in accordance with credit distribution requirements on page 4 as a recognized candidate for a college-level degree or certificate at this institution.

Name of Institution			Institution's Seal
Address			
City	**State**	**Zip Code**	
Registrar's Name		**Telephone Number** ( ) Area Code _____	
Registrar's Signature		**Date**	

Registrar: Please return this form to the above address