

SUNY BROOME

(POLICY)

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| Policy: | Applicants without High School Diploma | Policy No.: | AA 4025 |
| Authority: | SUNY Broome Community College Board of Trustees | | |
| Policy Owner: | President | Responsible Party: | Academic Affairs |
| Approved: | May 15, 2025 | | |
| Revised: | | | |
| Reviewed: | | | |

Purpose

This policy outlines the eligibility requirements and application process for individuals seeking admission into a degree or certificate program at SUNY Broome without a high school diploma.

Statement of the Policy

A high school diploma is required for admission into a program leading to a degree or certificate. The New York State Department of Education has determined that there are acceptable alternatives to a high school diploma.

Applicants without a high school diploma must submit one of the following to be considered for admission into a degree or certificate program at SUNY Broome:

1. An official college transcript showing a degree awarded from an accredited college, or
2. A high school equivalency diploma from the applicant's state of residence, or
3. A 100.1 letter from the superintendent of the school district where the student was homeschooled.

These documents are required to verify eligibility for enrollment and compliance with SUNY Broome's academic standards for admissions.

Related Policies (by number)

Policy No. AA4008 Admissions Policy

Policy No. GA2001 Non-Discrimination Statement

To whom it applies (title or department)

This policy applies to all students seeking admission to the college without a high school diploma.

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General Guidelines

Definitions

- **Official College Transcript** – A transcript sent directly from an accredited college or university to SUNY Broome, verifying completed coursework and awarded degrees.
- **High School Equivalency Diploma** – A credential certified by the state that verifies an individual's knowledge in core content areas equivalent to that of a high school graduate.
- **100.1 Superintendent Letter** – A document issued by the superintendent provided for homeschooled students, within the school district, as verification of an approved curriculum.

Appendix

| Action <i>(Created, Reviewed, Retired)</i> | Date | Initials | Position Title |
|--|-------------|-----------------|--|
| <i>ex. Created</i> | 01/01/2020 | SC | <i>ex. Director Sponsored Programs</i> |
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