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## Multiple Pathways to High School Equivalency (MPHSE)- FAQs

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### **Documentation:**

**Q:** Where do I find the MPHSE Diploma Program Operating Guidelines?

**A:** A link may be found on the NCCCS website. An email was also sent to CCR directors on March 4, 2022 by Gilda Rubio-Festa.

**Q:** Where do I find the credit requirements for MPHSE?

**A:** Allowable course requirements are part of the MPHSE Guidelines, (Appendix A) MPHSE Content and Credit Verification Structure.

**Q:** Who completes the MPHSE Worksheet to determine eligibility?

**A:** A program coordinator, program staff or administrator may complete the Worksheet portion. This document is not submitted as part of the approval process.

**Q:** Who completes the MPHSE Documentation Summary and Authorization form?

**A:** This form may also be completed by a coordinator but must be verified and approved by the CCR Chief Administrator.

**Q:** Who is the CCR Chief Administrator (CCR CA)?

**A:** The CCR CA is the administrator for the College and Career Readiness program such as Director, Dean, Associate Dean, Program Director, Executive Director, etc. (Note: This person cannot be paid from Title II funds.)

**Q:** Who is the Transcript Evaluator?

**A:** The Transcript Evaluator may be different for each college. It may be a Coordinator, Student Affairs Personnel, CCR Administrator, etc. It cannot be the same person signing as CCR Chief Administrator.

### **Credit Acceptance:**

**Q:** What is the lowest grade (high school or adult high school) that is acceptable?

**A:** Classes must have a grade of "C" or higher to be acceptable.

**Q:** Is there an "expiration" for high school or adult high school credits?

**A:** No

**Q:** What if a student takes different science or math classes, are they acceptable?

**A:** Only credits outlined on the MPHSE Content and Credit Verification Structure are accepted at this time. The list of acceptable classes may be found on this document.

**Q:** During the COVID pandemic, some schools issued a "PC 19" credit. Is this acceptable as a credit?

**A:** Yes. However, the PC19 actual grade must be verified with the originating high school. The actual grade must be a "C" or higher. This documentation specifying grade must be included with the student's permanent records.

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**Q:** What are the acceptable scores for HSE assessments (GED, HiSet or TASC)?

**A:** Scores are based on manufacturer's guidelines:

- HiSet - passing score is 8 or higher
- GED - passing score is 145 or higher
- TASC - passing score is 500 or higher

**Q:** Do the Northstar Assessments need to be proctored?

**A:** Yes. The Northstar credentials have to be certificates. The student must obtain at least 85% on the following modules: Basic Computing Skills, Internet Basics, Using Email, Microsoft Word, Social Media and Information Literacy.

**Q:** Does a college course count for credit?

**A:** At this point, college courses do not count for credit.

### **Diploma Approval:**

**Q:** How do I get the MPHSE documentation ready for approval?

**A:** The CCR Chief Administrator will verify all credits listed on the MPHSE Documentation Summary and Authorization (DSA) form against the MPHSE worksheet to determine eligibility and documentation such as official transcripts, HSE test scores, etc. The CCR CA will then sign the DSA form and send it to the MPHSE representative for approval.

**Q:** What happens after I send the MPHSE document for HSE approval?

**A:** The HSE representative will do additional verification of documentation and compare it to the MPHSE Content and Credit Verification Structure. If all credits appear acceptable, the HSE rep will sign the DSA form and return to the CCR CA with additional instructions to start the credentialing process.

**Q:** What do I do when I have a signed DSA form?

**A:** The CCR CA or designate will create a record for the student in DiplomaSender and then upload the signed DSA form.

**Q:** Will I be notified if my DSA document is approved or denied?

**A:** Yes, the HSE representative will send an email with notification of approval or denial and return the DSA form.

**Q:** Who is the HSE representative?

**A:** Penny Wacaster, [pmwacaster83@go.mcdowelltech.edu](mailto:pmwacaster83@go.mcdowelltech.edu), is the point of contact for MPHSE and current HSE representative. Jenifer Bean is the NCCCS state HSE representative

**Q:** Who will get notification of approval in Diploma Sender?

**A:** The student will receive a notification of approval to the email provided in the DS record.

**Q:** Will the CCR CA receive notification from DiplomaSender of MPHSE approval?

**A:** Yes, the CCR CA that created the record will receive notification from DiplomaSender.

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**Q:** What do I need to submit a student's information into DiplomaSender?

**A:** You need the student's first & last name, address, social security number and birthdate.

**Q:** How long will the approval process take place in DiplomaSender?

**A:** The HSE representative will approve MPHSE diploma requests within two weeks.

**Q:** What happens if the student did not receive an email notification?

**A:** The email address may have been entered incorrectly into DiplomaSender. The student can contact diploma sender to request documents. They will need their full name, address, social security # and birthdate.

**Q:** How does the student get their diploma?

**A:** The email notification will provide a link for registration to access their academic record and place an order for free documents.

### **Additional Questions:**

**Q:** If I have a question about the implementation, what should I do?

**A:** Read the MPHSE Operating the Guidelines, watch the instructional video and read the MPHSE Training Document. If you still have questions, reach out the HSE representative.