

# I-2: Administrative Procedures

## Credit and Graduation Requirements



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### REFERENCES

[Board Policy I-2](#)

[Board Policy I-14: Student Planning, Comprehensive Counseling and Guidance, and Work-Based Learning](#)

[Board Policy S-4: Student Attendance and Exemption from School](#)

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### DEFINITIONS

**Attainment Goal:** An attainment goal means earning: a high school diploma; a Utah High School Completion Diploma; an Adult Education Secondary Diploma; or an employer-recognized, industry-based certificate that is likely to result in job placement and included in the Utah State Board of Education’s approved career and technical education industry certification list.

**Cohort:** A cohort is a group of students, defined by the year in which the group enters grade 9.

**Comparable Course:** A course that fulfills the same graduation credit requirements as a course for which a student seeks to improve a grade.

**Course:** For purposes of course grade forgiveness (see, Section III.E.), “course” means a course that a student:

- A. is enrolled in; and
- B. completes or withdraws from but still receives a grade.

**Designated Student:** A student:

- A. who has withdrawn from the district before earning a diploma;
- B. who has been dropped from average daily membership; and
- C. whose cohort has not yet graduated.

Additionally, if the district, using state-approved risk factors, determines that a student is at risk of meeting the above criteria, the student will be considered a designated student.

**District Credit Committee:** Ad hoc committee comprised of the executive director of teaching and learning, a representative from the student services department, appropriate curriculum coordinators, and school representatives, when necessary.

**Nontraditional Program:** A state-approved program in which a student receives instruction through:

- A. distance learning;
- B. online learning;
- C. blended learning; or
- D. competency-based learning.

**Parent:** For the purposes of these procedures, parent means a custodial parent or legal guardian of a student.

**Recurring Course:** A course that a student takes more than once to:

- A. further the student’s understanding and skills in the course subject, such as journalism or band; or
  - B. satisfy a different requirement that the course may fulfill, such as an art class that fulfills an elective requirement and an art requirement.
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### PROCEDURES FOR IMPLEMENTATION

#### I. Elementary School Education Core Subject Requirements

A. The following are the Elementary School Education Core Subject Requirements:

- 1. English Language Arts
  - 2. Mathematics
  - 3. Science
  - 4. Social Studies
  - 5. Arts
    - a. Visual Arts
    - b. Music
    - c. Dance
    - d. Theatre
  - 6. Health Education
  - 7. Physical Education
  - 8. Educational Technology, including keyboarding
  - 9. Library Media skills
10. Civics and character education, integrated into the core subject areas.
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**II. Academic Credits – Middle School**

- A. The following are the Grades 7-8 General Core Requirements:
  - 1. Grade 7 and Grade 8 Language Arts;
  - 2. Grade 7 and Grade 8 Mathematics;
  - 3. Grade 7 and Grade 8 Integrated Sciences;
  - 4. United States History;
  - 5. Utah History; and
  - 6. At least one course in each of the following in grades 7 or 8:
    - a. Health Education;
    - b. College and Career Awareness;
    - c. Digital Literacy;
    - d. the Arts; and
    - e. Physical Education.
- B. Upon parental or student request, the district may, with parental consent, substitute a course requirement described with a course, extracurricular activity, or experience that is:
  - 1. similar to the course requirement; or
  - 2. consistent with the student’s plan for college and career readiness.
- C. Requests to substitute a course requirement must be directed to the executive director of teaching and learning (“E.D. of T&L”).
  - 1. Upon receiving such a request, the E.D. of T&L or content area specialist will provide the parent and/or student with the necessary form to complete.
  - 2. After receiving a completed form, the E.D. of T&L will convene the District Credit Committee to review the request.
  - 3. The District Credit Committee will determine whether the requested substitution is approved and will inform the parent in writing of its decision.
  - 4. A student’s parent may appeal to the superintendent a decision to deny the requested course substitution. Appeals must be submitted in writing within ten working days after the denial was made.

**III. Academic Credits – High School**

Credits required for graduation may not be waived.

- A. Methods to earn credit
  - 1. Students may earn credits in any of the following ways:
    - a. Successful completion of a district high school course.
    - b. Transference of credits and grades for courses taken at a school accredited or recognized by the AdvancED Accredited Schools, or a USBE approved school, including accredited supplemental education schools.
    - c. Successful completion of a concurrent enrollment course from an accredited post-secondary school, educational program, or institution.
    - d. Successful completion of a course from an accredited or state approved institution, private school, or institution of higher education.
    - e. Upon application and prior approval from the District Credit Committee, successful completion of a course from a non-accredited or non-approved supplemental education or electronic course provider.
    - f. Demonstrated course proficiency via state or district approved competency assessments or performance appraisal measures, when available. Coursework submitted through demonstrated proficiency for credit will be evaluated by the District Credit Committee.
    - g. Qualified participation in individualized lifetime activities or two seasons of Utah High School Activities Association recognized sports may earn a maximum of 0.5 credit in physical education.
      - i. Credit for such participation is subject to district approval and may be earned in one of two ways:
        - 1) Credit may be granted at up to 0.5 for approved individual activities; or
        - 2) Credit in recognized UHSAA activities may be earned at the rate of 0.25 per season.
  - 2. Credit earned for the successful completion of high school courses taken during seventh and eighth grades must comply with the following:
    - a. Credits earned by district middle school students through participation in the Statewide Online Education Program will be posted on the student’s high school transcript and can count toward the 24 required high school credits.
    - b. Credit will be awarded to students who transfer into any district high school who took high school courses in a non-district middle school which were posted to the original high school transcript.

- c. Middle school students who complete high school courses in grades seven and/or eight will not be given high school credit for courses completed before the summer following completion of grade eight unless the course has been approved by the District Curriculum Committee.
    - d. Credit earned for Secondary Math 1 in middle school will not reduce the number of mathematic credits needed for high school graduation.
- B. Acceptance or denial of transfer credits
  1. A full or partial unit of credit may be awarded upon the satisfactory completion of a non-district high school course.
  2. Credit and grades earned at a school accredited by the AdvancED Accredited Schools or a school approved by the USBE will be accepted at face value in district schools.
  3. Credit earned at non-accredited schools must be reviewed by the District Credit Committee and may not be approved. If a student wishes to earn academic credit at a non-accredited school, prior to registering for the course the student should obtain the approval from the District's Credit Committee.
  4. Credits and grades awarded to students from an accredited school, approved supplemental provider, or an approved non-accredited school, must be submitted to the student's counselor at least 30 days prior to graduation in order to allow time for the credits and grades to be properly authenticated.
  5. A student's parent may appeal to the superintendent a decision to deny credit. Appeals must be submitted in writing within ten working days after the decision to deny credit was made.
  6. A student who successfully completes a Calculus course with a "C" grade or higher has completed mathematics graduation requirements, regardless of the number of mathematics credits earned. This must be on the first attempt of the course for original credit.
- C. Credit exceptions

Unless approved otherwise by the principal, if a student has already received credit for a required course, the student may not subsequently take and receive credit for a course with lower proficiency requirements in the same content area.
- D. Credit recovery
  1. Students who have failed a content class or are at risk of failing a content area course, will be enrolled in an intervention class, work through online courses, or use computer assisted software. They may also participate in credit recovery opportunities provided through the community education department, outside the regular school day or during the summer.
  2. High school counselors will monitor students who have failed content area courses and provide reports to the principal at the end of each semester. After reviewing the report, the principal will direct the appropriate school personnel to arrange opportunities for students to make up the credit as soon as possible.
  3. Student progress toward graduation will be monitored by school counselors.
- E. Course grade forgiveness
  1. In order to improve a course grade, a 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade student may:
    - a. repeat the course one or more times; or
    - b. enroll in and complete a comparable course.
  2. A grade for an additional unit of a recurring course does not change a student's original course grade for purposes of this section.
  3. Only courses taken from a Utah public education institution are eligible for course grade forgiveness.
  4. School-based paper packets and other credit recovery options cannot be used to improve a course grade.
  5. Concurrent Enrollment ("CE") courses are college classes, and approval to change CE grades lies with the USHE institution that awarded credit. High school students may not repeat a college course through CE. The course can only be repeated after applying to an institution and paying tuition.
  6. The NCAA may request that the student or district provide the student's original class grade. Therefore, retaking a course may put a student's NCAA eligibility at risk.
- F. For purposes of improving a grade, students who wish to retake the same course or enroll in a comparable course must complete the I-2: Improving a Course Grade form, including obtaining all the necessary signatures, and submit the form to their counselor. This form must be completed prior to enrolling in any course.
  1. If the student is repeating the same course, the counselor will sign the form.
  2. For student requests for enrollment in a different but comparable course:
    - i. The counselor will forward the signed form, together with any necessary documents, to the E.D. of T&L.
    - ii. The E.D. of T&L will convene a District Credit Committee to review the student's request to enroll in a different but comparable course.

- iii. The District Credit Committee will determine whether the suggested comparable course is approved or denied for grade replacement and will return the form to the counselor.
      - iv. The counselor will communicate the decision of the District Credit Committee to the student, and if approved, enroll the student in the approved course.
    3. Upon completion of the course:
      - a. The student must provide the student's counselor with all necessary documentation required to add a course to or improve a grade on the student's current transcript within three weeks of completing the course.
      - b. If approved, the registrar will adjust the transcript as follows:
        - i. The transcript will be adjusted to reflect the student's highest grade and exclude the lower grade, as necessary.
        - ii. If a student retakes a "comparable course" that has a different course title or course number but counts for the same graduation credit, the comparable course title and/or course number will be added to the transcript.
        - iii. The transcript shall exclude from the student's permanent record the course or comparable course that is not the highest grade upon the request of the student.
        - iv. The transcript may not otherwise indicate the course or comparable course for which the student did not receive the highest grade on the student's record.
- G. Credit for work-based learning, Career and Technical Education (CTE) internships, apprenticeships, etc.
  1. Students who wish to earn credit through work-based learning, CTE internships, work release, or apprenticeships must:
    - a. be enrolled in a related CTE career pathway course; and
    - b. have a plan for College and Career Readiness ("CCR") with a career goal on file.
  2. The amount of credit to be allowed will be determined by the CCR but may not exceed a total of two credits.
    - a. Credit is limited to students in grade 11 or 12 for individual internships and apprenticeships. Credit is limited to students in grades 10-12 for group internships.
  3. Credit for work release will be awarded if the following requirements are met:
    - a. students must be enrolled in a CTE class;
    - b. students' enrollment in their chosen CTE class must be pre-approved by a CTE coordinator; and
    - c. students must maintain a passing grade in the CTE class.
  4. No more than 2.0 total credits in work release will be earned in grades 11-12.
- H. Earning credit through competency assessments and other performance appraisal measures
  1. State and district competency assessments and other performance appraisal measures, where available, will be accessible to all district high school students.
  2. These assessments may be used by students to accelerate their education, for a course previously failed, or for a course in which a student received an "NG" (no grade).
  3. A competency assessment may only be taken one time each year for an individual course.
  4. A fee, commensurate with the cost of administering the assessment, will be charged each time a test is taken.
    - a. Standard fees will be determined but may vary with the test or type of assessment given.
    - b. The fee cannot be refunded.
  5. Competency assessments will be coordinated at the school level by the counselor and administration.
  6. Credit for demonstrated competency will be issued with a "P" (passing) grade on the student's transcript. The credit will not count toward the student's GPA.
  7. Performance appraisal requests must be submitted in writing to the E.D. of T&L. Students must work with their school counselors when submitting a request. Students may be asked to submit work samples, portfolios, or other scholarship examples as part of a performance appraisal measure. Students may request only one performance appraisal per subject.

#### **IV. Guidelines and Procedures Required to Graduate**

- A. In order to graduate and earn a diploma from a district high school:
  1. Students must have a CCR, have earned a minimum of 24 academic credits, and have met all Utah State Board of Education requirements (USBE) for specific course types. Graduation requirements may be modified for individual students to achieve an appropriate route to student success when such modifications:
    - a. are consistent with the student's Individual Education Program (IEP), CCR, or both;
    - b. are maintained in the student's cumulative file and include the parent's signature; and

- c. maintain the integrity and rigor expected for high school graduation, as determined by the USBE and the district.
2. Students must have attended four years of high school, unless their CCR includes plans for the early graduation option, or their IEP includes different requirements.
3. Students must be registered and attend the high school from which they are seeking a diploma for the entire last semester of the school year in which they complete their graduation requirements. This requirement does not apply to new students who transfer into the district or students enrolled in online courses offered through the Statewide Online Education Program.
4. Students will complete the graduation requirements established by the USBE and district for the year in which the student expects to graduate.
5. A student with a disability, served in the district's special education program, will satisfy high school completion or graduation requirements consistent with state and federal law, and the student's IEP.

#### **V. Dropout Prevention and Recovery Services**

- A. The district will provide dropout prevention and recovery services to a designated student, including:
  1. engaging with or attempting to recover a designated student;
  2. developing a learning plan, in consultation with a designated student, to identify:
    - a. barriers to regular school attendance and achievement;
    - b. an attainment goal; and
    - c. a means for achieving the attainment goal through enrollment in one or more of the programs described in Subsections C and/or D below;
  3. monitoring a designated student's progress toward reaching his or her attainment goal; and
  4. providing tiered interventions for a designated student who is not making progress toward reaching his or her attainment goal.
- B. The district will provide dropout prevention and recovery services throughout the calendar year for each designated student enrolled in a district school. The district will also provide dropout prevention and recovery services to charter school students in accordance with state law.
- C. The district will provide flexible enrollment options for a designated student that:
  1. are tailored to the designated student's learning plan; and
  2. include two or more of the following:
    - a. enrollment in one of the district's traditional programs;
    - b. enrollment in one of the district's non-traditional programs;
    - c. enrollment in a program offered by a private provider who is under contract with the district; or
    - d. enrollment in a program offered by another school district.
- D. A designated student may enroll in any of the programs listed above or in the Statewide Online Education Program. The district will make its best effort to accommodate a designated student's choice of enrollment.
- E. To provide the dropout and recovery services described in this section, the district will either contract with a qualified third party or create a dropout prevention and recovery services plan.

#### **VI. Concurrent Enrollment Provisions**

- A. Concurrent enrollment means enrollment by a high school student in one or more college courses for both high school and college credit. Eligibility for concurrent enrollment is established jointly with an institution of higher education.
- B. Concurrent enrollment course credits count toward completion of high school graduation requirements.
  1. Three semester hours of college credit equal 0.5 high school credit.
- C. College grades for concurrent enrollment courses will be included as part of the high school GPA.

#### **VII. Early Graduation Guidelines**

- A. The district allows interested students the option to graduate early. In order for students to utilize this option, all early graduation requirements must be met prior to graduation, including the successful completion of the required courses, earning of 24 credits, and satisfaction of all competency requirements.
- B. Working with a counselor, a CCR must be completed that indicates the student's intention to graduate early.
- C. The CCR stating this intention should be developed as early as possible, preferably at the beginning of the ninth-grade school year.

#### **VIII. Extending Time for Graduation**

For more information on this topic, please refer to the I-8: Administrative Procedures, Student Progress and Academic Achievement, specifically Section VI, Grade Level Retention in Grades 9-11.

#### **IX. Honors or Enriched Diplomas**

If offered by the particular district high school, students may be awarded honors or enriched diplomas if they meet the applicable requirements prior to graduation.

**X. Graduation Ceremonies**

- A. Schools establish their own standards for student participation in graduation ceremonies.
- B. Participation in the graduation ceremony is not required.
- C. Students graduating from Horizonte Training and Instruction Center (“Horizonte”) may choose to walk in the graduation ceremonies held by their boundary/home high school as follows:
  - 1. The student must notify both principals of the student’s intention to walk in the home high school’s graduation ceremony before May 1 of the graduation year.
  - 2. The student will not be allowed to walk in the home high school’s graduation ceremony if the student was transferred to Horizonte for a safe school violation or any other behavioral issue that created a health and safety concern for an individual at the home school.
  - 3. Students walking in the home school’s graduation ceremony will still receive a diploma issued by Horizonte.
- D. In accordance with state law, a qualifying student may wear tribal regalia, which includes decorating their graduation attire with tribal regalia, during a graduation ceremony.

**XI. Honorary Diplomas**

- A. The board may award an honorary high school diploma to a veteran, if the veteran:
  - 1. left high school before graduating in order to serve in the armed forces of the United States;
  - 2. served in the armed forces of the United States during the period of World War II, the Korean War, or the Vietnam War;
  - 3. was honorably discharged or released from active duty because of a service-related disability; and
  - 4. resides within the district or resided within district boundaries at the time of leaving high school to serve in the armed forces of the United States.
- B. To receive an honorary high school diploma, a veteran or immediate family member or guardian of the veteran must submit a written request to the board that includes the information outlined in Section A above that verifies the veteran’s eligibility for an honorary high school diploma.
  - 1. At the request of a veteran, a veteran’s immediate family member or guardian, or the board, the Department of Veterans’ and Military Affairs shall certify whether the veteran meets the requirements of Sections XI.A.2 and 3.

**XII. Adult High School Completion Programs**

For information on obtaining a high school education diploma or an adult education secondary diploma, please refer to Board Policy: I-24 and its accompanying administrative procedures.