

Provo City School District

Policy Series 4000: Curriculum, Instruction, Assessment



4410 P1

Graduation and Related Requirements

This procedure has been developed to implement the related policy. The guidelines herein will serve as a formal outline of graduation requirements and associated details toward receiving a graduation diploma in Provo City School District.

High School Academic Credits

A credit or fraction thereof will be given upon satisfactory completion of a course or learning experience in compliance with state, district, or school course standards. Credits are granted in increments of .25, although credits at the alternative school may be issued differently. On some occasions, students may also earn credit on a performance basis, with preapproval from the school principal. Credit may be awarded only once for a specific required course with the same content during secondary school. Please also refer to Policy 4425.

Graduation Courses and Credits

Subject Area	Credits Toward High School Diploma Students must earn the number of credits in each subject area for this diploma option, total of 27.	Credits Toward District Diploma District diplomas may be issued based on a counselor-approved individualized plan of 24 credits.	Course Information Please see Procedure 4410 P3 for specific courses that requirements in Language Arts/English, Math, and Science
<i>To prepare for college and career opportunities after high school, all students entering high school will be placed on a 27-credit diploma track.</i>			
Language Arts/English	4.0	4.0	Grade 9 level (1.0 unit of credit) Grade 10 level (1.0 unit of credit) Grade 11 level (1.0 unit of credit) Grade 12 level (1.0 Unit of credit)
Math	3.0	3.0	Shall be met minimally through successful completion of a combination of the foundation or foundation honors courses, Secondary Mathematics I, Secondary Mathematics II, and Secondary Mathematics III.
Science	3.0	3.0	Shall be met minimally through successful completion of two courses from the following science foundation areas: (i) Earth Science (1.0 units of credit) (ii) Biological Science (1.0 units of credit) (iii) Chemistry (1.0 units of credit) (iv) Physics (1.0 units of credit) or One of the following Computer

			Science courses (.5 or 1.0 units of credit): (A) Advanced Placement Computer Science (B) Computer Science Principles (C) Computer Programming II and (b) one additional unit of credit from: (i) the foundation courses described in Subsection(10)(a); or (ii) the applied or advanced science list determined by the LEA board and approved by the Board
Social Studies	3.0	3.0	Geography for Life (0.5 credit) World Civilizations (0.5 credit) U.S. History (1.0 credit) U.S. Government and Citizenship (0.5 credit) Social Studies (0.5 units of credit per LEA discretion) <i>A Civics test is also required of each student for graduation.</i>
Arts	1.5	1.5	Visual Arts Music Dance Theater
Physical Education	2.0	2.0	Health (0.5 credit) Participation Skills (0.5 credit) Fitness for Life (0.5 credit) Individualized Lifetime Activities (0.5 credit) Team sport/athletic participation (0.5 credit with school approval)
Career-Technical	1.0	1.0	Agriculture Business Family and Consumer Sciences Health Science and Technology Information Technology Marketing Technology/Engineering Education Trade and Technical Education
Education Technology	0.5	0.5	Digital Literacy course
Financial Literacy	0.5	0.5	
Electives	8.5	5.5	
TOTAL	27 Credits	24 Credits	
<i>Further details of required and available courses are found in each high school's Curriculum/Planning Guide. Each student must work with his/her counselor to select the most appropriate courses of study.</i>			

Additional clarifications from R277-700

1. An LEA shall use Board-approved summative adaptive assessments to assess student mastery of the following subjects:
 - (a) reading;

- (b) language arts through grade 11;
 - (c) mathematics; and
 - (d) science.
2. An LEA board may require a student to earn credits for graduation that exceed the minimum Board [state] requirements.
 3. An LEA board may establish and offer additional elective course offerings at the discretion of the LEA board.
 4. An LEA may modify a student's graduation requirements to meet the unique educational needs of a student if:
 - a) the student has a disability; and
 - b) (ii) the modifications to the student's graduation requirements are made through the student's individual IEP.
 5. An LEA shall document the nature and extent of a modification, substitution, or exemption made to a student's graduation in the student's IEP.
 6. The [state] Board and [state] Superintendent may review an LEA board's list of approved courses for compliance with this rule.
 7. An LEA may modify graduation requirements for an individual student to achieve an appropriate route to student success if the modification:
 - a) is consistent with:
 - b) the student's IEP; or
 - c) (ii) SEOP/Plan for College and Career Readiness;
 - d) is maintained in the student's file;
 - e) includes the parent's signature; and
 - f) maintains the integrity and rigor expected for high school graduation, as determined by the [state]Board.

Additional Information on Courses and Graduation Credits

- A. A student will receive a diploma only if he/she earns the appropriate number of credits required and in the respective areas of study, as outlined in the table above. Students with IEPs may have graduation requirements modified to accommodate specific individual needs. See Policy 4160.
- B. High school credit (credit toward graduation) will be awarded for successful completion of a specified unit of study. In Provo City School District, successful completion of a specified unit of study means:
 1. Earning a passing grade according to established grading practices; and/or
 2. Demonstrating proficiency/mastery of content standards as determined by the district; and/or
 3. Successfully completing an established number of hours of planned instructional activities to be determined by the district. The district will establish a process for determining proficiency/mastery of credit-bearing courses of study.

While other forms of courses may count toward graduation students (and their parents) should never assume that their high school will automatically accept credits from other institutions. Students must stay in close contact with their counselor to ensure all course credits will count toward the established graduation requirements.

1. Advanced Placement (AP) courses are very rigorous courses in the high school program. Sponsored and overseen by the College Board, AP courses each have an associated test that may also grant college-level credit upon successful completion of the exam for that given AP course.
2. Concurrent Enrollment courses and instructors are reviewed, approved, and credit may be offered through State Universities. Concurrent enrollment courses are taught at a university level and may generate a university transcript for the students involved. High school and college-level credits may be earned simultaneously through Concurrent Enrollment.
3. Correspondence Courses: The district Teaching and Learning department is responsible for determining which credits will be recognized by the District for students taking correspondence courses. Decisions of the Teaching and Learning department are final. Credit for correspondence courses will be limited to two (2) courses to be accepted toward graduation diplomas, provided the following requirements are met:
 - i. Prior permission has been granted by the principal or designee.
 - ii. The program fits the educational plan submitted by the student.
 - iii. Credit is granted for the following approved schools:
 1. Community colleges, vocational-technical institutes, four-year colleges and universities and other accredited schools in the State of Utah, and
 2. Other accredited schools or institutions approved in advance by the school official after evaluation of a particular course offering.

Requests for exceptions to the restrictions on Correspondence Courses noted above must be made in written form to the high school principal.

4. Teacher/Office Assistant: Teacher Assistants can choose to work with a teacher or school office to assist in the responsibilities in that area, provided it is not during a teachers preparation time and provided the student is on track with the correct amounts of credit to be earned each year in their progression towards graduation. Students that complete the internship requirements through the Work-based Learning Coordinator may earn up to 2 elective credits for this work as a Teacher/Office Assistant. Otherwise, students may not receive credit for Teacher/Office Assistant.
5. Internship/Work Experience Credit: 11th and 12th grade students enrolled in paid, unpaid internships, or work experience for credit, must attend the internship courses as taught by the schools Work-based Learning Coordinator. Grades for these courses and credit will be issued by the Work-based Learning Coordinator in connection with the internship or work site. Students may not earn more than 2 credits per year and more than 4 credits total from internships or work experience.

Transfer of Credit

Students who have transferred into a district high school may have credits and grades approved/accepted if from an accredited public, charter, or private school. Credits earned at a school accredited by the Utah State Office of Education (USOE) and accredited post-secondary

institutions will usually be accepted at face value in district schools. Provo City School District schools will not change or re-evaluate any credit that has been placed on an official student transcript from an accredited public or private school.

Students that transfer class credit and grades from other accredited colleges or universities may be granted core or required credit and grade for courses that are similar in content and expectation as existing district courses. Courses that are not aligned to existing district courses may be counted as elective credit only. Transfer students shall be required to provide course descriptions from previous school(s). The district reserves the right to issue a pass/fail grade. College to high school credit ratio for courses will translate to: A three (3.0) semester-credit-hour college class is the equivalent to one (1.0) high school credit.

Credits earned at non-accredited schools will be reviewed by school officials and might not be accepted. The decision of the school officials on credits from a non-accredited school is final. Students who enter Provo City School District schools after transferring from a public or private non-accredited school or home school must meet the same requirements for graduation as outlined in this policy/procedure.

When a student transfers to the District from outside the United States, the student’s transcript will be evaluated on an individual basis by the school’s counseling department to determine which credits will be accepted by the District.

Provo City School District students who attend school in a foreign country for one or more years and then return to Provo must submit a transcript of courses taken for a credit evaluation to the counseling department at the school where the student is enrolled. Credits may be posted to the student’s official transcript if the assigned counselor and the school principal can confirm the validity of the courses taken.

Students may be required to demonstrate proficiency in courses/subjects when the conversion to local grades/credits is problematic. Pass-Fail grades are also an option, to be determined by the school administration in consultation with counselors.

Graduation Credit-Tracking and Progress toward Graduation

Students should strive to maintain a full schedule throughout their high school experience. Some students may wish to have up to one class period per year as a non-credit period (release time), but all students must understand that failing a course at any time in their high school experience can place them at risk of non-graduation. Further, post-secondary institutions closely scrutinize student transcripts for rigor during the application/entry process.

High School Diploma (27 credits)	District Diploma (24 credits)	Comments
7	6	The <i>minimum number of credits</i> a student should have earned <i>before the start of 10th grade</i> to be considered on-track for graduation.
14	12	The <i>minimum number of credits</i> a student should have earned <i>before the start of 11th grade</i> to be considered on-track for graduation.
21	18	The <i>minimum number of credits</i> a student should have earned <i>before the start of 12th grade</i> to be considered on-track for graduation.

Substitution of specific credits for Graduation

The following procedure for requesting substitution of credits shall apply:

Substitution of graduation requirements is determined by the principal as follows:

1. A written request shall be initiated by the eligible student.
2. The principal (or designee) shall investigate the request.
3. The principal (or designee) shall make a determination in writing upon conclusion of the investigation and shall notify the parent/guardian or student. A copy of the letter will be placed in the student's cumulative file.
4. The decision of the principal (or designee) is final.

Students participating in high school extracurricular athletics may be eligible to receive a 0.5 credit.

Diplomas and Certificates awarded in Provo City School District

1. Graduation Diplomas from Provo High School and Timpview High School will generally meet the 27 credit standard and may be awarded to a student who has completed the following:
 - i. Enrolled in and attended the awarding school for at least the final semester of his/her senior year;
 - ii. Completed the academic requirements established by the Utah State Board of Education in Administrative Code; and
 - iii. Completed the additional academic course requirements as determined by the Provo City School District Board of Education.
2. District diplomas (24 credits) will be awarded to eligible students at Independence High School. District diplomas may be awarded to eligible students at Provo High School and Timpview High School. A Provo City School District diploma may be awarded to a student who has completed the following:
 - i. Been enrolled, at least for one semester prior to graduation, in a district high school program; and
 - ii. Completed the academic requirements established by the Utah State Board of Education in Administrative Code.
3. A Certificate of Completion may be awarded instead of a diploma for students who are in specialized programs, have an associated Individualized Education Plan (IEP), and/or will be continuing their education in the specialized program post-graduation.
4. A Certificate of Academic Participation may be awarded to 12th grade foreign exchange students who hold a F1 visa.

Specific requests for diplomas outside of the above guidelines will be considered on a case by case basis. Families should consider the second semester requirement for graduation when considering activities or other decisions.

The deadline for students to complete credits to earn a diploma for their graduation class whose commencement took place the previous May is September 30.

High School Credit for Students in Grades Seven and Eight

Starting in the 2016-2017 school year, students in grades seven and eight may receive credit for fulfilling high school graduation requirements. High school level courses will be included on a middle school student's academic record. Whether the course grade will also be placed on the student's high school transcript will be the choice of the parent; by the end of the first month of each semester, a written request must be made to the middle school counselor and principal. Middle school courses, however, may not reduce the number of credits required to complete a high school diploma. In addition, these courses may not qualify for Regents and NCAA Scholarships. Students should meet with a high school counselor for guidance.

Home School Placement

The high school principal is responsible for determining appropriate grade level and course placement for students enrolling from home-based instruction in accordance with Policy _____ and its procedures. Decisions of the principal or designee are final unless appealed to the Executive Director of Secondary Education or designee within fifteen (15) school days of communication to the parent or guardian of the grade level and/or course placement decision.

Guidelines for granting high school credit for home schooling are as follows:

- A. To gain credit for a course of study, a student shall provide:
 - 1. A journal reflecting the actual work completed during a home-study course of study.
 - 2. Exhibit(s) of any specific projects completed (e.g., themes, research papers, art and/or shop projects); and/or
 - 3. Any such other performance-based exhibits of specific course-related accomplishments.
- B. To gain credit for a course of study, a student shall demonstrate proficiency at a minimum of 80% of the objectives of the course. Such testing shall be available as an ancillary service of the District if it is regularly available to all students. If not, the parent or guardian may engage District-approved personnel to conduct such an assessment at a cost to be determined by such personnel.

National Guard High School Career Training

Credit may be granted for National Guard high school career training in lieu of either required or elective high school credits. Approval by the District shall be obtained prior to a student's participation in a National Guard training program as follows:

- A. MIL Form 115 or an equivalent form now or hereafter provided by the National Guard shall be completed and filed with the School District; and

- B. The number of credits toward high school graduation to be granted shall be calculated, agreed upon by the student and an authorized representative of the School District, and such agreement noted on MIL Form 115 or such equivalent form.

Credit toward high school graduation may be granted by the School District upon certification by a National Guard training unit commander on the completion component of MIL Form 115 or such equivalent form that the student has met all program requirements. See also Policy 4425.

Commencement Ceremony

Participation in a commencement (graduation) ceremony is an opportunity and not a protected right. Participation may be denied as a disciplinary measure or if a student refuses to comply with graduation ceremony standards established and developed at the individual school.

To participate in graduation ceremonies, students must fulfill all graduation requirements by the end of the last term of their senior year. Students participating in a commencement ceremony must have been enrolled in the school during the final semester of his/her senior year.

Exceptions: per early graduation rules.

Each high school's commencement ceremonies will be conducted according to the following guidelines. Commencement ceremonies:

1. Will be held to honor those students meeting the state, district, and school graduation requirements: all participating students will be eligible for a diploma or certificate as noted earlier in this procedure.
2. Are intended to be dignified events, and such standards are expected of the participating students and all in the audience.
3. Will be planned and conducted with care given to the financial demands placed on graduates and their families. The financial demands should be reasonable, and should not exclude any participant.
4. Will be scheduled and confirmed by September 30 each year. The date, time, and location for commencement will be regularly advertised within the school community and the district throughout the school year.
5. Require students to adhere to dignified dress and grooming standards, and students must wear the prescribed cap and gown during the entire commencement ceremony as directed by school officials. Mantles, cords, insignias or approved medals may also be worn, according to the established and approved school guidelines.

A student who receives special education or related services may participate in commencement according to guidelines in Policy 4160.

During the commencement ceremony students will receive a diploma cover. Immediately after the ceremony the student will be issued the earned diploma or certificate.

Early Graduation

“Early Graduation” means any secondary school public school student who has completed all required courses or sufficiently demonstrates mastery of mandated competencies prior to the

conclusion of 12th grade. A student may be granted the opportunity to graduate early from the school with the additional requirements of

- a) Having submitted the Early Graduation Plan form 4410 F1 (with parent signature, if applicable) to the respective school counselor by Nov. 15 of the student's senior year,
- b) Counselor approval and verification, and
- c) Principal approval.

A student wishing to graduate early may be permitted to participate in the commencement ceremony under the same conditions noted earlier in this procedure.

Approved: March 25, 2016

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