



Responsible: Department of Student Accounting

PURPOSE

This administrative procedure shall describe the protocol for the types of diplomas issued.

PROCEDURE

1. A student who transfers to a Washoe County high school from another school in or out of Nevada must abide by the WCSD requirements for graduation. If an entering 12th grader is unable to meet those requirements the student could receive a diploma from his/her school of origin if that school is willing to issue the diploma or the student could graduate with an adult diploma if he/she meets the minimum requirements of the State Board of Education. (NAC 389.682)
2. Schools are prohibited from reducing or reevaluating credits transferred from another school (see Accepted Practice: "Transcript Evaluation") except with regard to credit for sectarian/religious courses, for which credit is not allowed (NAC 389.676).
3. Diplomas issued to graduates from Washoe County high schools, including Washoe High School, may be one of the following:
 - a. Standard Diploma (state requirements)
 - b. Advanced Diploma (state requirements)
 - c. Honors Diploma (Washoe County requirements)
 - d. Adjusted Diploma (state requirements, for special education students only)
 - e. Adult Standard Diploma (state requirements)
4. A description of these diplomas follows.
 - a. "Standard Diploma" means a diploma which evidences a pupil's graduation from high school but which is not an adjusted diploma or an adult standard diploma. (NAC 389.035)
 - i. In addition to passing all sections of the proficiency exams, Washoe County high school students receiving a Standard Diploma must have earned a minimum of 16 credits in required courses and 6.5 credits in elective courses for a total of at least 22.5 credits.

- ii. Credits for required courses must be in the following areas:

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| English (reading, composition, writing) | 4 credits |
| American Government | 1 credit |
| US History | 1 credit |
| World History/World Geography | 1 credit |
| Mathematics | 3 credits |
| Science | 2 credits |
| Arts/Humanities/Career & Tech | 1 credit |
| Physical Education/HSROTC | 2 credits |
| Health Education/HSROTC | .5 credit |
| Computer Literacy | .5 credit |

- b. Advanced Diploma - To earn an Advanced Diploma from a Washoe County high school, graduates of 2010 and beyond must have met all of the requirements of a Standard Diploma (above) and must have met the following additional requirements*:
- i. A minimum of 18 required credits and 6 elective credits for a total of 24 credits;
 - ii. One additional credit of science (total 3 credits of science);
 - iii. One additional credit of math (total 4 credits of math);
 - iv. A minimum weighted GPA of 3.25 (no rounding) on a 4.0 scale for all units of credit applicable toward graduation.
 - v. There will be no application process. All students who are qualified to receive an Advanced Diploma will have the Advanced Diploma seal affixed to the diploma.
- c. Honors Diploma - In order to earn an Honors Diploma from a Washoe County high school, students must have met all of the requirements of a Standard Diploma (above) and must have met the following additional requirements (WCSD Administrative Regulation 5127):

- i. A minimum of 20 required credits and 4 elective credits for a total of 24 credits;
 - ii. Eight credits must be earned in English, social studies, math, science, and/or world language from among those courses which are designated as honors;
 - iii. One additional credit of science (total of 3 credits of science); science credits must include two credits in Biology, Chemistry (Chemistry lab is considered as part of the chemistry course and will not be counted as a separate honors course), or Physics;
 - iv. Four credits of math must include Algebra 1 or above;
 1. Students who took Algebra 1a 1b and 2a 2b have met two of the four years required for mathematics.
 - v. Two credits in the same world language;
 - vi. Minimum weighted GPA requirement of 3.4 (no rounding);
 - vii. No course failures during the last two years, unless the course is repeated to remove the "F" from the transcript. U is not considered for this purpose.
 - viii. Students who earn an Honors Diploma will have both "Advanced" and "Honors" seals affixed to the diploma.
- d. "Adjusted diploma" means a diploma which evidences the graduation from high school of a pupil with a disability after the pupil has met special requirements or adjusted standards(per his/her IEP). (NAC 398.015)
- i. Transcripts and diplomas of "Adjusted Diploma" students may not show any indication that the student received this type of diploma.
- e. "Adult Standard Diploma" means a diploma which evidences the graduation from high school of a person who has met the requirements for graduation through a program of adult education established by the school district or an alternative program for the education of pupils at risk of dropping out of high school established by a school district. (NAC 389.017)

DESIRED OUTCOMES

1. This Administrative Procedure shall ensure consistency with the types of diplomas issued.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) Chapter 389, Examinations, Courses, Standards and Graduation.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even years.

REVISION HISTORY

| Date | Revision | Modification |
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| 06/2009 | 1.0 | Adopted as Accepted Practice |
| 3/2012 | 2.0 | Revised |
| 1/03/2014 | 3.0 | Revised: converted to Administrative Procedure |