



ADMINISTRATIVE PROCEDURE 6232 STUDENT RETURNING FROM STUDYING ABROAD

Responsible: Department of Student Accounting

PURPOSE

This administrative procedure shall describe and define protocols related the WCSD high school student who spends one semester or one year in a foreign country as part of an organized foreign exchange program and/or in an accredited foreign school program.

PROCEDURE

1. When the student studying abroad returns to WCSD, he/she must provide an official transcript issued by the foreign school reflecting courses completed in the foreign country. It should be noted that generally speaking, English courses taken in a foreign school do not meet English requirements for a WCSD diploma. Said courses will receive elective credit. This transcript will be evaluated by Student Accounting. At this time, the student must decide to accept all of the grades earned or choose to have all S/U grades posted on the official WCSD transcript. Once the student has made this decision, in writing, the assigned grades (A-F or S/U) become a permanent part of the student's record and may not be changed at a later time. If no grades are provided on the foreign transcript, S/U grades will be assigned to all courses completed. The notations "S" or "U" do not affect GPA; however, no credit is assigned for a "U" grade. The student who selects the S/U option retains his/her eligibility to earn an Honors and/or Advanced Diploma, provided all other requirements are met.
2. Grades from the foreign school will not be posted to the student's official transcript until the Transcript Evaluation Form has been signed by the student, parent/guardian, and counselor and returned to the high school Registrar. The Registrar will forward a copy of the signed form to Student Accounting.
3. The student is advised to submit a copy of an official foreign transcript, along with the official WCSD transcript, when applying to a post-secondary institution.
4. US citizens who enter the Washoe County School District with three or more semesters in a foreign school program will receive letter grades for courses taken in the foreign country.
5. The student who has met all of the requirements for graduation, including passing all sections of the HSPE and any required courses which are part of the foreign transcript, and who returns to his/her home high school prior to the graduation ceremony in June (or in time for Summer Graduation), may participate in graduation exercises with his/her class. If the student returns to this country too late to participate in the June (or summer) ceremony, the diploma may be mailed to the student or the student may petition the principal to participate in the next

June ceremony.

DESIRED OUTCOMES

1. This Administrative Procedure is designed to provide consistency throughout the District as to how grades are applied to transcripts for students studying abroad.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.

REVIEW AND REPORTING

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

REVISION HISTORY

Date	Revision	Modification
02/01/2012	1.0	Adopted as Accepted Practice
01/03/2014	2.0	Revised: converted to Administrative Procedure