



Administrative Regulation 5127 HIGH SCHOOL GRADUATION DIPLOMA REQUIREMENTS

Responsible Office: Department of Student Accounting

PURPOSE

This administrative regulation defines and describes the requirements for earning a high school graduation diploma in the Washoe County School District ("District" or "WCSD").

REGULATION

1. Standard High School Graduation Diploma

- a. In order for a student to complete high school successfully and be awarded a standard high school graduation diploma from a District high school, the student must accumulate a total of twenty-two and one-half ($22\frac{1}{2}$) credits.
- b. Of the twenty-two and one-half ($22\frac{1}{2}$) credits, sixteen (16) credits are required credits and six and one-half ($6\frac{1}{2}$) are elective credits. The required courses are as follows:

English language arts, including reading, composition and writing	4 credits
Mathematics (see (c) below)	3 credits
Science	2 credits
Physical Education	2 credits
World History/World Geography	1 credit
American History	1 credit
American Government	1 credit
Art/Humanities or Career and Technical Education or JROTC 5-6 or higher	1 credit
Computer Literacy	$\frac{1}{2}$ credit
Health/JROTC	$\frac{1}{2}$ credit
TOTAL	16 credits

- c. In order for a student to advance to the next mathematics course a student must pass the pre-requisite course or be concurrently enrolled in an equivalent course. Algebra 2 is the only exception (i.e. If a student fails Algebra 1 either semester he/she must re-take Algebra 1 or be concurrently enrolled in Algebra 1 and Geometry. If a student fails Geometry he/she must re-take Geometry or be concurrently enrolled in Geometry and Algebra 2. If a student fails Algebra 2 he/she must re-take

Algebra 2 and can't be concurrently enrolled in another math course). In cases where graduation is at risk (after failing Algebra 2), a student can be enrolled in Pre-College Math.

- i. This would mean that for graduation, a student would need at a minimum to graduate:
 1. Algebra 1 both Semester 1 and Semester 2,
 2. Geometry 1 and 2,
 3. And any combination of Algebra 2, or Pre-College Math:
 - a. If a student had tried both Algebra 2 and Pre-College Math and failed, an exception can be made by the Senior Director of Student Accounting.
 - b. If a student transfers to WCSD during his/her senior year and has not been offered the opportunity, an exception can be made by the Senior Director of Student Accounting.
 - c. In both instances, the requirement of three (3) mathematics credits cannot be waived to earn a Standard Diploma.
- d. Courses providing any of the required credits listed above must meet the WCSD or State of Nevada academic content standards approved for that area of study.
- e. Cohort Grad Year is defined as the students who are in in a four year cohort beginning the freshman year defined by National Governor's Association definition which is marked in Infinite Campus, not necessarily the year the student graduates from high school.
- f. In addition to the twenty-two and one-half (22 ½) credits earned, students must participate in and/or pass required assessments specified by NRS 390.
 - i. Cohort Grad Year 2016 and after must participate in the College and Career Readiness (CCR) assessment to graduate. The CCR assessment is selected and approved by the Nevada State Board of

Education. For the 2016, 2017, and 2018 Cohort Grad Years, this assessment is the ACT with writing.

2. Honors Program – Honors Diploma

a. The Honors Program is designed to enhance the academic preparation of the student. This program is beneficial for the student who is preparing for college entrance examinations and qualifying for admission to a college or university. Upon satisfactory completion of these special Honors Diploma requirements, the student will receive a special High School Honors Diploma.

b. Honors Diploma Requirements:

- i. Total Credits Required – 24
- ii. Cumulative GPA – 3.4 weighted or unweighted (with no course failures during junior or senior years).
- iii. Cohort Grad Year 2016 and after must participate in the College and Career Readiness (CCR) assessment to graduate. The CCR assessment is selected and approved by the Nevada State Board of Education. For the 2016, 2017 and 2018 Cohort Grad Years, this assessment is the ACT with writing.
- iv. Of the twenty-four (24) credits, twenty (20) credits are required credits and four (4) credits are elective credits. The required courses are as follows:

English language arts, including reading, composition and writing	4 credits
Mathematics (including Algebra 2)	4 credits
Science (2 credits must be in biology, chemistry or physics)	3 credits
Foreign Language (must be in same language)	2 credits
Physical Education	2 credits
Social Studies - including World History/World Geography, U.S. History, and American Government	3 credits
Art/Humanities or Career and Technical Education or JROTC 5-6 or greater	1 credit

Computer Literacy	½ credit
Health/JROTC	½ credit
TOTAL	20 credits

- c. Eight (8) credits must be earned from among those courses which are designated as Honors, including Advanced Placement, International Baccalaureate (IB), or other courses which are designated as fulfilling this portion of the Honors Diploma requirements in the specific course description as approved by the Curriculum and Instruction Department. The school principal may exercise administrative review on a case-by-case basis.
 - d. Courses providing any of the required credits listed above must meet the District or State of Nevada academic content standards approved for that area of study.
 - e. Students may not have a grade of "F" on the transcript in the 11th or 12th grade.
3. Advanced Diploma Program
- a. To receive a State of Nevada Advanced Diploma evidencing graduation from high school, in addition to participating in the College and Career Readiness (CCR) assessment , a student must have earned a minimum of eighteen (18) credits for required courses and six (6) credits for elective courses for a total of at least twenty-four (24) credits, and have achieved a minimum cumulative grade point average of 3.25 on a 4.0 scale, weighted or unweighted, for all units of credit applicable toward graduation.
 - b. State Advanced Diploma Requirements:
 - i. Total Credits Required – 24
 - ii. Cohort Grad Year 2016 and after must participate in the College and Career Readiness (CCR) assessment to graduate. The CCR assessment is selected and approved by the Nevada State Board of Education. For the 2016, 2017 and 2018 Cohort Grad Years, this assessment is the ACT with writing.

- iii. Cumulative 3.25 Grade Point Average (GPA) (weighted or unweighted).
- iv. Of the twenty-four (24) credits, eighteen (18) credits are required credits and six (6) credits are elective credits. The required courses are as follows:

English language arts, including reading, composition and writing	4 credits
Mathematics (see (c) below)	4 credits
Science	3 credits
Physical Education	2 credits
World History/World Geography	1 credit
American History	1 credit
American Government	1 credit
Art/Humanities or Career and Technical Education or JROTC 5-6 or higher	1 credit
Computer Literacy	½ credit
Health Education	½ credit
TOTAL	18 credits

- c. In order for students to advance to the next mathematics course a student must pass the pre-requisite course or be concurrently enrolled in an equivalent course. Algebra 2 is the only exception (i.e. If a student fails Algebra 1 either semester they must re-take Algebra 1 or be concurrently enrolled in Algebra 1 and Geometry. If a student fails Geometry they must re-take Geometry or be concurrently enrolled in Geometry and Algebra 2. If a student fails Algebra 2 they must re-take Algebra 2 and can't be concurrently enrolled in another math course). In cases where graduation is at risk (after failing Algebra 2), students can be enrolled in Pre-College Math.
 - i. This would mean that for graduation, students would need at a minimum to graduate:
 1. Algebra 1 both Semester 1 and Semester 2,
 2. Geometry 1 and 2,
 3. And any combination of Algebra 2, or Pre-College Math:

- a. If a student had tried both Algebra 2 and Pre College Math and failed an exception can be made by the Senior Director of Student Accounting.
 - b. If a student transfers in to WCSD during his/her senior year and has not been offered the opportunity, an exception can be made by the Senior Director of Student Accounting.
 - c. In both instances, the requirement of 3 mathematics credits cannot be waived to earn a Standard Diploma.
4. The total of four math credits must be earned to earn an Advanced Diploma.
 - d. Courses providing any of the required credits listed above must meet the District's or State of Nevada academic content standards approved for that area of study.
 - e. These Advanced Diploma requirements are effective with the students who enter the ninth grade during or after the 1999-2000 school year.
4. Formula for Calculating the Weighted G.P.A.
 - a. Effective in the 2007-2008 school year, the weighted and unweighted GPA will be noted on the District's transcript. Class rank will be determined by the current unweighted or weighted system of the school as indicated in the school's course catalog and noted on the transcript accordingly.
 - b. Beginning in the school year 2010 - 2011, the class rank will be determined by the weighted GPA and noted on the transcript at all schools.
 - c. Effective July 2007, courses designated as Honors will receive a .025 weighted value and courses designated as Advanced Placement and International Baccalaureate will receive a .050 weighted value.
 - d. Each school may have its own policy regarding weighting grades/classes to determine certain recognition programs; however, the "value added" formula will be used to determine eligibility for Millennium Scholarship, Advanced Diploma and the Honors Diploma.

5. Standard, Honors, Advanced, or Adjusted High School Graduation Diploma Requirements for Students with Disabilities
 - a. Students with disabilities who fulfill the following requirements may graduate from high school with a standard, honors, advanced, or an adjusted diploma.
 - i. Standard Diploma, Honors Diploma, or Advanced Diploma - Students shall complete all of the requirements for the standard (see #1 above), honors (see #2 above), or advanced (see #3 above) high school graduation diploma. The educational needs of these students may require specially designed instruction, environment or accommodations in the format and administration of classroom, District, and State assessments . Accommodations that are appropriate shall be outlined in the student's Individualized Educational Program (IEP), which is developed in accordance with the State's Standards for Administration of Special Education Program, or the student's Section 504 plan.
 - ii. Adjusted Diploma - Students shall complete all of the graduation requirements outlined in their Individualized Educational Program (IEP). The requirements will be different from those for a standard high school graduation diploma since the educational needs of these students require specially designed graduation requirements in addition to specially designed instruction and environment. The standards of proficiency required for an adjusted diploma and the methods of measuring that proficiency shall be outlined in the student's Individualized Educational Program, which is developed in accordance with the State's Standards for Administration of Special Education Programs.
6. Students returning from studying abroad:
 - a. Students who return from studying abroad who have finished all of their credit requirements while studying abroad may be issued a diploma from their zoned high school provided:
 - i. A letter is received from the school abroad that clearly states that the student did not receive a diploma from the school abroad.

- ii. The student has met all of the requirements for a District diploma outlined in this administrative procedure and the foreign transcript is translated into English either by a certified translator or the foreign official transcript is in English.
- iii. The letter is translated into English by a certified translator prior to being presented to the school.

DEFINITIONS

1. A Cohort is a grouping of students (i.e. students who enter the 9th grade at the same time).
2. Cohort Grad Year is defined as the students who are in in a four year cohort beginning the freshman year defined by National Governor's Association definition which is marked in Infinite Campus, not necessarily the year the student graduates from high school.

DESIRED OUTCOMES

1. Through this and accompanying documents, the District seeks to put all students on the pathway toward graduation from high school, college and/or highly skilled career ready. By clearly stating these requirements, students and their parents/guardians can work with school faculty and staff to reach graduation.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This regulation reflects the goals of the District's Strategic Plan and aligns with the governing documents of the District, to include:
 - a. Board Policy 5036, Parents as Partners
2. This regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. Chapter 389, Examinations, Courses, Standards and Diplomas.
 - i. NAC 389.663, Units of credit and cumulative grade point average required to receive advanced diploma
 - ii. NAC 389.664, Units of credit required to receive standard diploma
 - iii. NAC 389.698, Adjusted diploma for pupil with disability

- iv. NAC 389.699, Requirements for certificate of attendance; subsequent issuance of diploma.
- b. Chapter 390, Testing of Pupils and Graduation, and specifically:
 - i. NRS 390.600, State Board required to prescribe criteria for standard high school diploma; end-of-course examinations and college and career readiness assessment; exception for certain pupils with disabilities; prohibition to issue certificate of attendance.

REVIEW AND REPORTING

1. This administrative regulation shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the guiding policy as well as an audit of the accompanying governing documents.
2. Additional administrative regulations and/or other associated documents may be developed as necessary to implement and support this administrative regulation.

REVISION HISTORY

Date	Revision	Modification
6/26/1979	1.0	Adopted
11/18/1983	2.0	Revised
8/12/1986	3.0	Revised
5/1/1990	4.0	Revised
9/22/1992	5.0	Revised
2/13/2001	6.0	Revised
4/10/2007	7.0	Revised
11/22/2016	8.0	Revised to place responsibility with Student Accounting, add the CCR and EOCs, define the math sequence necessary for graduation, and add that a student returning from studying abroad may earn a diploma under certain conditions.
11/30/2016	8.1	Revised: corrected grammatical errors; corrected error in the following: 1(g)(i),

		2(b)(iv)(1), and 3(b)(iii)(1) from cohort year 2018 to 2017
12/02/2016	8.2	Revised: corrected math requirement to include exception process in 1(c)(i) and 3(c)(i)
6/21/2018	9.0	Revised: Updated information related to end of course exams; honors and advanced diplomas