

Section:	I	Policy/Procedure:	Policy
Classification:	Instructional Program	Descriptor Term:	Graduation Requirements - Class of 2002 and Beyond [through 2008]
Rescinds Code:		Descriptor Code:	IHF(3)
Effective Date:	04/20/2007		

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The Board of Education recognizes the importance of assuring a challenging educational opportunity for each student. This goal is supported by quality secondary school programs which promote personal development, academic growth and career preparation. Such programs are based on a broad, flexible curriculum which addresses each student's needs, interests and abilities.

The Board defines as a major role of secondary schools the responsibility for providing the youth of the school district with opportunities to acquire and to apply basic skills necessary for contemporary adult life. Such skills are defined as those which enable one to address effectively and efficiently the decisions and opportunities presented in a free society.

Secondary school instructional delivery and support services reflect the high school graduation requirements and assist each student to develop the student's unique potential to function in contemporary society. The Board of Education will enforce and adhere to all State graduation requirements as detailed in law and in State Board of Education Rules.

## DEFINITIONS

Career and Technical Education Program - a program requiring 22 units as specified by the Fulton County Board of Education including four units in career and technical education. Completion of this program is signified by a high school diploma with a Career Technology seal.

Career and Technical Education with Distinction Program - a program of study requiring 24 units including four units in career and technical education and a grade point average of 3.0 or an 80 numeric grade point average as specified by the Fulton County Board of Education. Completion of this program is signified by a high school diploma with a Career Technology with Distinction seal.

Unit Credit - one unit of credit awarded for a minimum of 150 clock hours of instruction in a traditional schedule, or 135 hours in an approved block schedule.

Unit Credit, Summer School - one unit of credit awarded for a minimum of 130 clock hours of instruction.

College Preparatory Program - a program of study requiring 22 units as specified by the Fulton County Board of Education. Completion of this program is signified by a high school diploma with a College Preparatory seal.

College Preparatory with Distinction Program - a program requiring 24 units and a grade point average in the core courses of 3.0 or above or an 80 numeric grade point average or above as specified by the Fulton County Board of Education. Completion of this program is signified by a high school diploma with a College Preparatory with Distinction seal.

Core Curriculum - areas of study in which a student must complete courses in order to meet graduation requirements. Courses in these areas are categorized as required, selective or elective.

Required Course - one that is mandatory for a specific diploma.

Selective Course - one of several designated courses from which a student may choose in meeting the requirements of a specific diploma.

Elective Course - a course that a student may select beyond the core requirements to fulfill the unit credit requirements for graduation.

Dual Enrollment Program - a program of study that allows a Fulton County high school student to receive for the same course, Unit credit from a Fulton County high school and postsecondary credit hours from an approved postsecondary institution.

Off-Campus Offering - a preplanned experience for which a student may earn credit in a setting removed from the school system; includes, but is not limited to, cooperative education programs, internships in business, youth apprenticeship programs, community or government programs and correspondence courses from regionally accredited schools.

Joint Enrollment Program - a program of study that allows a Fulton County high school student to receive only postsecondary credit hours from a Georgia public college, university or technical college.

Program of Study - specified courses needed to complete requirements for Career Technology, and/or Career Technology with Distinction, and/or College Preparatory, and/or College Preparatory with Distinction seal(s) of endorsement.

Seal - an attachment placed on a high school diploma indicating the successful completion of one or more programs of study.

Transfer Credit - credit earned outside the Fulton County School System that is applicable to graduation requirements.

## ELIGIBILITY FOR GRADUATION

A student shall become eligible for graduation upon meeting the following criteria:

Twenty-two (22) units of credit have been completed, including all courses required for a specific program of study.

State assessment requirements have been met.

Attendance requirements have been met.

## SECONDARY SCHOOL CREDENTIALS

### High School Diploma

The High School Diploma with the Career Technology, and/or Career Technology with Distinction, and/or College Preparatory, and/or College Preparatory with Distinction seal(s) shall be the official document certifying completion of attendance, required units credits a passing score on the state assessment requirements and other requirements for graduation.

### High School Certificate

The high school certificate is awarded to a student who does not complete all of the criteria for a diploma but who meets all requirements for attendance and unit credits.

### Special Education Diploma

The Special Education Diploma is awarded to a student with disabilities assigned to a special education program who has not met the state assessment requirements or who has not completed all of the requirements for a high school diploma but who has nevertheless completed the Individualized Education Program (IEP).

### Waiver from Requirements

The total number of required unit credits cannot be waived.

## GRADUATION EXERCISES

A student will be allowed to participate in graduation exercises after all requirements for a High School Diploma with one or more seals of endorsement, a ~~High School Certificate~~ or a Special Education Diploma have been met. **[If a student has not passed any portion of the GHS GT after four attempts, and they meet the criteria for a state waiver or variance, they should immediately submit a request to the state. Criteria for waivers and variances can be found at [http://public.doe.k12.ga.us/tss\\_learning.aspx?PageReq=TSSLearningWaivers](http://public.doe.k12.ga.us/tss_learning.aspx?PageReq=TSSLearningWaivers) Qualified students should apply following the winter testing period of their senior year to assure their request is considered in time to participate in graduation exercises. High school counselors shall monitor student progress toward graduation requirements, and advise students who meet the criteria for a waiver or variance of this option in a timely manner.]**

## PROGRAMS OF STUDY

### Career Technology Seal of Endorsement

The Career Technology seal of endorsement requires that four unit credits be earned in career and technical education programs, at least three of which must be earned in one area from among the following: business management, marketing education, information technology, family and consumer sciences, technology education, automotive service technology, cosmetology, law and justice, professional foods, agriculture and environmental science, graphic communications, aviation, healthcare, science technology, broadcast and video production technology, Junior Reserve Officer Training Corps (JROTC). The fourth unit in career and technical education may be earned in any combination of career technology courses.

### Career Technology with Distinction Seal of Endorsement

The Career Technology with Distinction seal of endorsement requires that a student meets the career technology requirement plus two additional units - one unit in the core (English, math, science, social studies and world language) and one unspecified unit.

Graduation Requirements for the Class of 2002 and Beyond

<b>Career Technology</b>	<b>College Preparatory</b>
<b>Language Arts 4 credits</b>	<b>Language Arts 4 credits</b>
(1) Language Arts Core 3 credits And World Lit/Composition ½ credit and either British Lit/Composition ½ credit or Multicultural Lit/Composition ½ credit or Contemporary Lit/Composition ½ credit OR  College English 1 credit	(1) Language Arts Core 3 credits And World Lit/Composition ½ credit and either British Lit/Composition ½ credit or Multicultural Lit/Composition ½ credit or Contemporary Lit/Composition ½ credit OR AP Literature/Composition 1 credit OR College English 1 credit
<b>Mathematics 3 credits</b>	<b>Mathematics 4 credits</b>
(2) Algebra I or equivalent 1 or 2 credits  (3) Selectives 2 or 1 credits	(2) Algebra I 1 credit Algebra II 1 credit Geometry 1 credit (3) Selective (Above Algebra II) 1credit
<b>Science 3 credits</b>	<b>Science 3 credits</b>
Biology 1 credit Physical Science 1 credit Selectives 1 credit	Biology 1 credit Physical Science 1 credit Selectives 1 credit OR Biology 1 credit Chemistry 1 credit
(4) Social Studies 3 credits	(4) Social Studies 3 credits
(5) Health and Physical Education 1 credit	(5) Health and Physical Education 1 credit
Career Technology 4 credits	Foreign Language 2 credits
(6) Career Technology Core	
Selectives 1 credit	
Fine Arts and/or Career and Technical Education and/or Level III or above World Language 1 and/or Level III or above World Language 1 credit Electives 3 credits	Fine Arts and/or Career and Technical Education and/or Level III or above World Language 1 and/or Level III or above World Language 1 credit Electives 4 credits
<b>TOTAL 22 credits</b>	<b>TOTAL 22 credits</b>

## LEGEND

(1) Language Arts core: Ninth Grade Literature/Composition - 1, Tenth Grade Literature/Composition - 1, Eleventh Grade American Literature/Composition - 1

(2) Applied Problem Solving and Applied Algebra may be substituted for Algebra I – Counts for 2 math units.

(3) Some universities may require higher level math courses.

(4) Social Studies core: World History - 1, American History - 1, Political Science - 1/2 and Economics - 1/2

(5) Health/Physical Education: General Health - 1/2 and Personal Fitness - 1/2

(6) Career and Technical Education core: 3 units from one of the following concentrations: business management, marketing education, information technology, family and consumer sciences, technology education, automotive service technology, cosmetology, law and justice, professional foods, agriculture and environmental science, graphic communications, aviation, healthcare science technology, broadcast and video production technology, Junior Reserve Officer Training Corps (JROTC).

### Career Technology Seal of Endorsement

A Career Technology seal of endorsement will be awarded to all career and technical education students who earn 22unit credits, to include 4 credits in career and technical education, 3 in the same program of study.

### Career Technology with Distinction Seal of Endorsement

A Career Technology with Distinction will be awarded to all career and technical education students who earn a total of 24 units with one additional units in the "state core" (language arts, math, science, social studies and/or world language) and who maintain a 3.0 or 80 GPA in the "core."

### College Preparatory Seal of Endorsement

A College Preparatory seal of endorsement requires that a student meets all the requirements, taking four years of mathematics beginning with Algebra I to satisfy the mathematics requirement and two units in one world language earned in grades 9-12 to satisfy the world language requirement.

### College Preparatory with Distinction Seal of Endorsement

A College Preparatory with Distinction seal of endorsement requires that a student meets all the requirements for the college preparatory seal plus two electives in the "core" (English, math, science, social studies and world language) and maintains a 3.0 or 80 GPA in the "core."

JROTC may count for career/technology credit, but may not count for world language. JROTC students may waive the personal fitness credit if three years of JROTC are completed and if personal fitness course requirements are met through JROTC instruction. JROTC does not meet the health requirement.

## AWARDING OF CREDIT

### Course Credit

Beginning with the 1998-99 school year, all one-period courses earn one-half unit credit of credit per semester. Each one-period semester course must offer a minimum of 75 clock hours of instruction.

Exception to clock hour rule requires local Board and State Board of Education waiver.

### Credit by Examination

A student may be granted credit by examination in accordance with the Board policy and administrative procedure pertaining to this subject. (See IH - "Acceptance of Student Course Credit and/or Grades.")

### ESOL Credit

A student enrolled in English to Speakers of Other Languages I (ESOL) shall earn elective credit. A student who is enrolled in ESOL II or III shall earn credit in English. A student shall earn no more than two units-[credits] in English through the ESOL program.

### Off-campus Offerings

Credit may be granted for courses taken through a school, including an online learning program, that has been accredited by a regional accrediting association and approved by the office responsible for secondary curriculum and instruction. Before enrolling in such a course, the student must have approval from the local school.

### Online Courses

If the student can take a course at their local school, they should be scheduled for the local school course rather than an online course. The following will be considered valid reasons for not taking the course at the local school:

- The desired course is not offered.
- A student has failed a class and cannot recover credit and meet his four year plan goals.
- A student is requesting credit for a course that is not necessary for graduation and exceeds his four year plan.
- A student needs to take a required course so that he may free up his schedule for another required course or a specialized course not offered online and/or fitting

into the student's schedule. (For example: Career & Technical Education courses, Advanced Placement courses, etc.)

When local school approval is granted for students to enroll in online courses, the following preferences should be applied:

- First preference should be given to a Fulton County Schools (FCS) Virtual Campus course.
- If no FCS Virtual Campus course is offered, second preference should be given to a Georgia Virtual School course.
- If the student requires a class that cannot be taken from his local school, the FCS Virtual Campus, or the GA Virtual School, he may register for a course offered by an alternative source provided that the source and specific course have been approved by the office responsible for secondary curriculum and instruction.

### Dual Enrollment

Joint enrollment credit is based on administrative procedures on this subject. (See IED(2) - "Joint Enrollment/Postsecondary Options".)

### Transfer Credit

A student who enrolls from another state shall meet the graduation requirements for the graduating class the student enters and the state assessment requirements.

A student who has been withdrawn from a Georgia public school for more than one school year shall meet the graduation requirements for the graduating class in which the student re-enrolls and the state assessment requirements.

All transfer credit from nonaccredited schools shall be validated through a proficiency test. (See IH - "Acceptance of Student Course Credit and/or Grades.")

### Courses Taken Prior to High School

Following State Board of Education guidelines, credit may be awarded for high school courses taken in middle school.

### STATE ASSESSMENT REQUIREMENTS

All students entering grade nine after July 1, 1991 will be required to post passing scores on each subtest of the Georgia High School Graduation Test.

A student who has no means of written communication because of a severe physical disability shall not be required to take the writing portion of the state assessment requirement.

## RESPONSIBILITY FOR IMPLEMENTING AND ADMINISTERING GRADUATION REQUIREMENTS

The Superintendent or designee shall have responsibility for implementing and administering the graduation requirements, including the following:

Developing procedures and guidelines.

Granting special consideration to students new to the district, providing, however, that such consideration shall not be in violation of Georgia Administrative Rules.

## INSTRUCTIONAL SUPPORT AND DELIVERY SERVICES

The Board, exercising local authority, has adopted requirements which exceed the state minimum criteria for graduation.

The Board, accepting its full responsibility, has established instructional support services and delivery services to uphold the multiple criteria for high school graduation. These services include the following:

Providing an ongoing guidance component beginning in middle school for familiarizing the student with graduation requirements and for examining the likely impact of individual career objectives on the program of study the student plans to follow; also, to provide annual advisement sessions to report progress and offer alternatives in meeting graduation requirements and career objectives.

Providing record keeping and reporting services that document student progress toward graduation and include information for the school, parent(s) and student.

Providing diagnostic and continuous evaluation services that measure individual student progress in meeting competency expectations for graduation.

Providing instructional programs, curriculum and course guides and remedial opportunities to assist each student in meeting graduation requirements.

Providing appropriate curriculum and assessment procedures for each student who has been identified as having disabilities which prevents the student from meeting the prescribed competency performance requirements.

Cross References: For more information on test waivers and variances [click here](#)

**Legal Reference:** O.C.G.A., 20-2-140, 20-2-142, 20-2-151, 20-2-152; GBOE Rule 160-4-2-.06, 160-4-2-.36

**Reference:** State Standards; IED(2) - "Joint Enrollment/ Postsecondary Options" procedure; IH - "Acceptance of Student Course Credit and/or Grades" policy/procedure

**Adopted Date:**

**Revision Date:** 11/13/87

**Scope Notes:**

**Status:** Current