Adult Education Carnegie Unit Graduation Requirements

Revised 09.27.11 Effective 9.27.11
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Introduction

Adult Education High School Completion (AHSC) programs are designed to academic instruction to adult education students seeking to complete an adult education secondary diploma. Providing educational opportunities built on demonstrated intensity and rigor empowers students with college and career readiness skills as well as literacy skills necessary for transitioning to qualified employment and post-secondary opportunities at university, college or technical education institutions, as well as affording students' knowledge and skills for the 21st century. It also enhances the behaviors that will help students to succeed in life, enjoy a lifetime of learning, and provide leadership and good citizenship in a competitive global economy.

Purpose

To provide quality and continuity in all adult education programs across the state, ensuring that students with plans for receiving an adult education secondary diploma are afforded curricula that is comparable in intensity and rigor to a traditional K-12 high school program. Given that adult education students are a population that tends to be transient, it is recommended that programs adhere to the state standard of requiring only 24 units of credit for graduation. By doing so, as a state, adult education programs are consistent in meeting the needs and goals of the adult learner affording them the opportunity to move forward in reaching employment and further education goals.

Local Program Responsibilities

- At a minimum, qualified AHSC students will complete 24 credits (Board Rule R277-733-8-H).
- Issuing credit for the courses specifically developed and implemented for the adult education student may be considered as long as the course content is in harmony with Utah Core Curriculum.
- Utah Core Curriculum standards are to be followed in the development/implementation of adult education courses (Board Rule R277-733-8-A).
- Courses offered in an adult education program must be approved by the program's local board of education. Customized course names are at the discretion of the local board of education, given that the content adheres to Utah Core Curriculum standards and the Utah Core name is entered into UTopia for adult education "earned" credit.
- Adult education programs are expected to implement and satisfy additional requirements or changes to the graduation requirements at the direction of the local board of education pursuant to Board Rule R277-700, The Elementary and Secondary School Core Curriculum.
- Adult education AHSC students are exempt from attempting or passing the K-12 exit exam (Board Rule R277-705-6-A).
- Adult education students are eligible *only* for an "Adult Education Secondary Diploma" (Board Rule R277-705-6-B).

Credit awarded to adult education students must be as a result of course content consistent with the Utah Core Curriculum as defined in Board Rule R277-700.

Course content mastery rather than seat time shall be stressed in the determination of credit competencies. K-12 seat time course completion equivalences (0.25 credit = 40 hours of course instruction or 0.50 credit = 80 hours of course instruction) may be used to assist programs in developing credit criteria but is not

necessarily an adult education mandated standard given the learning styles and skill levels of the adult learner.

All AHSC and elective credit bearing courses must have written course descriptions containing course mastery levels of proficiency (Board Rule R277-733-8-A-E).

As of July 1, 2009 adult education students may be awarded up to 5.0 credits for successfully passing the GED® prior to July 1, 2009, ***only*** if the GED® Tests outcomes were transcripted prior to July 1, 2009 (Board Rule R277-733 - 8 - H-1-f). Credit for passing the GED® Tests was at the discretion of the local board of education and is to be awarded as follows:

GED® Tests Section Passed (Awarding of credit for passing the GED® Tests is contingent upon all 5 sections being passed.)	**Awarded Curriculum Area* (Only 1.0 credit per curriculum area may be awarded.)**
Language Arts/Reading	Language Arts or Elective
Language Arts/Writing	Language Arts or Elective
Mathematics	Math or Elective
Social Studies	Social Studies (not U.S. History or U.S. Government and Citizenship) or Elective
Science	Science (Earth Science Systems only) or Elective

* NOTE: If the student has completed all of the course requirements in a given curriculum, then the 5.0 (or portion thereof) credits maybe applied to electives.

Credit issued for a successfully passing the GED® Tests in Spanish or the GED® Tests administered in English and Spanish may not be awarded as Language Arts credit.

If a program accepts and awards adult education credit for successful completion of the GED® Tests, a GED® Tests report must be obtained *directly* from the GED® Testing Service.

Adult Education Graduation Credit Requirements

Twenty-four (24) units of credit are required for an adult education student to graduate as outlined in the following instructional areas. Graduation requirements are in harmony with the Utah K-12 graduation requirements. Programs are to refer to the USOE core/course standards for curriculum specific issues. Note: any credit awarded for successful completion of the GED® Tests is at the discretion of the local board of education and must have been passed and transcripted prior to July 1, 2009.

Graduation Requirements

Courses Required	Units of credit required: Graduation Class of: 2011 2012
Language Arts Courses as listed in core curriculum 1.0 credit may be awarded from successful completion of the GED	4.0
Mathematics (any combination from the following areas) Minimal requirements: 1.) Elementary Algebra of Applied Mathematics I, and 2.) Geometry or Applied Mathematics II, or 3.) Any advanced mathematics courses in sequence beyond 1) and 2) 1.0 credit may be awarded from successful completion of the GED® (prior to 7-1-09 as of 7-1-14) Note: Secondary Math I & Secondary Math II replace Elementary Algebra & Geometry.	3.0
Science (any combination from the following areas) 1.) Earth Systems Science; 2.) Biological Science; 3.) Chemistry; 4.) Physics 1.0 credit may be awarded from successful completion of the GED® only in Earth Systems Science	3.0
Social Studies 1.) Geography for Life (0.5 unit of credit); 2.) World Civilizations (0.5 unit of credit); 3.) U.S. Government and Citizenship (0.5 units of credit); 4.) U.S. History (1.0 unit of credit) 1.0 credit may be awarded from successful completion of the GED® in areas 1 and 2 (prior to 7-1-09) 5.) General Financial Literacy, 0.5 credit	2.5*
Arts (any combination from the following areas) 1.) Visual Arts; 2.) Music; 3.) Dance; 4.) Theater	1.5
Healthy Lifestyles Individualized courses meeting the needs of adult learners that include .25 – 1.50 health education and .25 -1.50 individualized fitness for life courses 1.50 credit may be awarded for completion of military basic training	2.0
Career and Technical Education (CTE) 1.) Agriculture; 2.) Business; 3.) Family and Consumer Science; 4.) Health, Science and Technology; 5.) Information Technology; 6.) Marketing; 7.) Technology Education; 8.) Trade and Technical Education Up to 4.0 credit may be awarded from continuous employment either as Applied Technology Education <u>or</u> Elective credit (not both) Up to 3.0 credit may be awarded from professional license or certificate skill training either as Applied Technology Education <u>or</u> Elective credit (not both) Up to 3.0 credit may be awarded from apprenticeship work either as Applied Technology Education <u>or</u> Elective credit (not both)	1.0
Information Technology 1.) Computer Technology or 2.) successful completion of district approved competency exam (credit may be awarded at the discretion of the school district)	0.5
Electives In addition to the "traditional" elective course options the following may be used to fulfill elective graduation requirements: Credit for core courses in excess of the required amounts Up to 4.0 credit may be awarded from continuous employment either as Applied Technology Education <u>or</u> Elective credit (not both) Up to 3.0 credit may be awarded from professional license or certificate skill training either as Applied Technology <u>or</u> Elective credit (not both) Up to 1.50 credit may be awarded for completion of basic military training either as Healthy Lifestyles <u>or</u> Elective credit (not both) Up to 1.50 credit may be awarded for Elective credit for completion of military advanced training Up to 3.0 credit may be awarded from apprenticeship work either as Applied Technology Education <u>or</u> Elective credit (not both) Up to 5.0 credits may be awarded from successful completion of the GED® Test (prior to 7-1-09)	6.0

Programs are not required to issue an adult education secondary diploma when credits or grades are received "at the last minute" before graduation ceremonies. Rather, programs, with district approval, shall establish reasonable timelines and may require adequate and timely documentation of the authenticity of grades and credits submitted (Board Rule R277-705-3-B-2).

Recognizing that the completion of a traditional "seat-time" curriculum may be difficult for adult education students and that, traditionally, adult education students are "alternative learners" and often access an adult education program with experiences and accomplishments that a traditional K-12 student would not have, adult education credits may be awarded for the following activities.

Additional credit options:

Experience	**Maximum number of credits awarded**	**Curriculum area in which credit may be awarded**	**Description**
Work Experience	4.0 maximum	Applied Technology (CTE) or Elective	1.0 credit for 900 hours (.50 credit for 450 hours) of continuous professional employment. Verified by pay stubs or W2.
Professional License or Certificate Skill Training	3.0 maximum	Applied Technology (CTE) or Elective	1.0 credit for every 180 hours of training required for a professional license, or 180 hours of documented achievement of a trade or skill. Verified by a certificate of completion or a copy of license.
Military Experience	3.0 maximum	Individualized Fitness for Life (basic training only) Elective (basic training if not used for Individualized Fitness for Life credit)	1.50 credits maximum for basic training; 1.0 credit for each 180 hours of other verified military training (not to exceed 1.50 credits). Verified with Form DD214.
College or University	As evaluated by transcript	Appropriate curriculum area	1.0 credit for each 5 quarter hours or 1.0 credit for each 3 semester hours. Verified by college or university transcript.
Apprenticeship	3.0 maximum	Applied Technology (CTE) or Elective	1.0 credit for each 72 hours of approved apprenticeship work performed. Verified by certificate of completion from union or registered work credential.
Previously Transcripted Credits	As evaluated by transcript	Appropriate curriculum area analysis	Credit awarded at the discretion of the district.

NOTE: Credits awarded from the above sources may only be applied to the student's adult education transcript once.

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