



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
HEADQUARTERS  
4800 MARK CENTER DRIVE  
ALEXANDRIA, VA 22350-1400**

**JUL 29 2020**

MEMORANDUM FOR THE RECORD

FROM: DIRECTOR, DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

SUBJECT: Directive-Type Memorandum 20-ED-001, "Annual Course Requirements"

References: DoDEA Administrative Instruction 1367.01, "High School Graduation Requirements and Policy," July 29, 2020

Purpose. This Directive-Type Memorandum (DTM) establishes the course requirements to earn a DoDEA high school diploma or a DoDEA graduation certificate. This DTM is effective August 1, 2020, and applies to incoming freshman entering DoDEA schools during school year 2020-21 and provides the high school graduation requirements referenced in DoDEA Administrative Instruction 1367.01. This DTM will expire 4 years (48 months) from the effective date.

Applicability. This DTM applies to the DoDEA Headquarters Organization, the DoDEA Americas Region, the DoDEA Europe Region, the DoDEA Pacific Region, and to include all schools under the DoDEA authority, and when applicable, volunteers, students, support personnel, student teachers, contractors, and sponsors/parents/legal guardians.

Definitions. See Glossary.

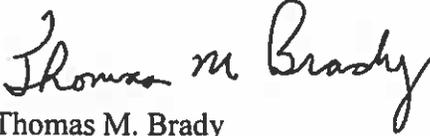
Policy. It is DoDEA policy that all students must meet the respective course requirements outlined in this DTM to receive either a graduate certificate, regular diploma, or honors diploma.

Responsibilities. See Attachment 1.

Procedures. This DTM and attachments will be used by DoDEA Superintendents and School Principals and Counselors to provide parents/sponsors/legal guardians and students the DoDEA high school graduation requirements for incoming freshman in school year 2020-21. It also provides the requirements to obtain a graduation certificate for students with disabilities with the most significant cognitive disabilities and as outlined by their individualized education plan.

Information Collection Requirements. This DTM may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

Releasability. Cleared for public release. Available on the DoDEA Issuances Website at <http://www.dodea.edu/Offices/PolicyandLegislation/index.cfm>.

Handwritten signature of Thomas M. Brady in cursive script.

Thomas M. Brady  
Director

Attachments:  
As stated

ATTACHMENT 1

RESPONSIBILITIES

1. RESPONSIBILITIES. DoDEA Administrative Instruction 1367.01 states full responsibilities for positions related to graduation requirements. Responsibilities here are specific to this DTM.

a. DoDEA Directors of Student Excellence, District Superintendents, and Community Superintendents. The DoDEA Directors of Student Excellence, District Superintendents, and Community Superintendents ensure that military installation commands and community members are aware of the course requirements outlined in Attachments 2-4 of this DTM.

b. DoDEA Middle and High School Principals. The DoDEA Middle and High School Principals:

(1) Ensure parents/sponsors/legal guardians and community members are informed of the course requirements outlined in Attachments 2-4 of this DTM.

(2) Create master schedules that allow DoDEA students to complete course requirements and become college and career-ready.

(3) Evaluate all transfer courses and credits from non-DoDEA, accredited systems to determine their applicability to DoDEA course requirements in Attachment 2 of this DTM in accordance with reciprocity requirements outlined in Attachment 4 of this DTM.

c. DoDEA Middle and High School Counselors. The DoDEA Middle and High School Counselors work with DoDEA students to create 4 and 6 year academic/post-secondary plans in accordance with the course requirements in Attachments 2-4 of this DTM.

ATTACHMENT 2Requirements to Earn a DoDEA Diploma for Students Entering 9<sup>th</sup> Grade During School Year 2020-21 (Class of 2023-24)

Minimum Requirements			
Content Area*	Course Requirements	Standard Diploma	Honors Diploma
English Language Arts (ELA)	<ul style="list-style-type: none"> <li>• 1.0 credit (ELA 9)</li> <li>• 1.0 credit (ELA 10)</li> <li>• 1.0 credit (ELA 11)</li> <li>• 1.0 credit (ELA 12)</li> </ul> * English language learners receiving English as a Second Language services may receive up to 2 ELA credits (Levels I-V) taken in grades 9-12	4.0 credits	4.0 credits
Social Studies	<ul style="list-style-type: none"> <li>• 1.0 credit (World History 9 or 10; or Honors Integrated World History 9 or 10; or Advanced Placement (AP) World History-Modern)</li> <li>• 1.0 credit (U.S. History)</li> <li>• 0.5 credit (U.S. Government)</li> <li>• 0.5 credit (Social Studies elective)</li> </ul>	3.0 credits	3.0 credits
Mathematics	<ul style="list-style-type: none"> <li>• 1.0 credit (Algebra I)</li> <li>• 1.0 credit (Geometry)</li> <li>• 1.0 credit (Math course code 400 or above)</li> <li>• 1.0 credit (Algebra II)</li> </ul> Note: Minimum of 3.0 credits must be taken during grades 9-12	4.0 credits	4.0 credits
Science	<ul style="list-style-type: none"> <li>• 1.0 credit (Biology)</li> <li>• 1.0 credit (Chemistry)</li> <li>• 1.0 credit (Physics)</li> </ul>	3.0 credits	3.0 credits
World Language	<ul style="list-style-type: none"> <li>• 2.0 credits (World Language sequential courses in the same language)</li> </ul>	2.0 credits	2.0 credits
Career Technical Education (CTE)	<ul style="list-style-type: none"> <li>• 1.5 credits (CTE course offering)</li> <li>• 0.5 credit (Computer technology CTE)</li> </ul>	2.0 credits	2.0 credits
Physical Education	<ul style="list-style-type: none"> <li>• 0.5 credit (Lifetime Sports)</li> <li>• 0.5 credit (Personal Fitness)</li> <li>• 0.5 credit (Activity and Nutrition or equivalent Physical Education (PE) course)</li> </ul> Note: Two years of Junior Reserve Officer Training Core (JROTC) taken in a DoDEA school fulfills the 0.5 credit requirement for Lifetime Sports.	1.5 credits	1.5 credits
Fine Arts	<ul style="list-style-type: none"> <li>• 1.0 credit (Course in visual arts, music, theater, and/or humanities)</li> </ul>	1.0 credit	1.0 credit
Health	<ul style="list-style-type: none"> <li>• 0.5 credit (Health education course offering)</li> </ul>	0.5 credit	0.5 credit

Honors Diploma	• 0.5 credit in Economic Literacy (see below)	Not Required	0.5 credit
<i>Courses that Satisfy the Economic Literacy Requirement</i>	Business and Personal Finances, Management Foundations, Marketing Entrepreneurship, Financial Algebra, Business and Personal Finances, Management and International Business, Environmental Science (including AP), AP Human Geography, Economics (including AP), International Baccalaureate (IB) Economics, AP Macroeconomics and Microeconomics, AP Comparative Government and Politics		
<i>Middle School Courses for High School Credit</i>	World Languages, Mathematics, and JROTC (By Approval)		
Summary		Standard Diploma	Honors Diploma
Minimum Total Credits		26.0 credits	26.0 credits
Required Courses		21.0 credits	21.5 credits
Elective Courses		5.0 credits	4.5 credits
AP and/or IB Courses and requisite exam		Not Required	4 courses
Minimum Grade Point Average (GPA)		2.0 GPA	3.8 GPA
*AP and/or IB courses can be used to meet DoDEA requirements			

ATTACHMENT 3Requirements to Earn a DoDEA Graduation Certificate for Students Entering 9<sup>th</sup> Grade During School Year 2021-22 (Class of 2024-25)

Minimum Requirements		
Content Area	Course Requirements	Graduation Certificate
English Language Arts	<ul style="list-style-type: none"> <li>• 1.0 credit Alternate Content Standards (ACS) (ELA 9)</li> <li>• 1.0 credit ACS (ELA 10)</li> <li>• 1.0 credit ACS (ELA 11)</li> <li>• 1.0 credit ACS (ELA 12)</li> </ul>	4.0 credits
Social Studies	<ul style="list-style-type: none"> <li>• 0.5 credit ACS Social Studies 9</li> <li>• 0.5 credit ACS Social Studies 10</li> <li>• 0.5 credit ACS Social Studies 11</li> <li>• 0.5 credit ACS Social Studies 12</li> </ul>	2.0 credits
Mathematics	<ul style="list-style-type: none"> <li>• 1.0 credit ACS (Algebra I)</li> <li>• 1.0 credit ACS (Algebra II)</li> <li>• 1.0 credit ACS (Geometry I)</li> <li>• 1.0 credit ACS (Geometry II)</li> </ul>	4.0 credits
Science	<ul style="list-style-type: none"> <li>• 1.0 credit ACS (Biology)</li> <li>• 1.0 credit ACS (Earth/Space)</li> <li>• 1.0 credit ACS (Physical Science)</li> </ul>	3.0 credits
Career Technical Education	<ul style="list-style-type: none"> <li>• 2.0 credits (CTE course offering) <b>OR</b></li> <li>• 1.0 credit Focus Vocational Skills <b>AND</b></li> <li>• 1.0 credit Focus Community Experience</li> </ul>	2.0 credits
Physical Education	<ul style="list-style-type: none"> <li>• 1.0 credit (PE course offerings)</li> </ul> <p>Note: Two years of JROTC taken in a DoDEA school fulfills the 0.5 credit requirement for Lifetime Sports and Adaptive PE may be substituted for PE credit</p>	1.0 credit
Fine Arts	<ul style="list-style-type: none"> <li>• 1.0 credit (Course in visual arts, music, theater, and/or humanities)</li> </ul>	1.0 credit
Health	<ul style="list-style-type: none"> <li>• 0.5 credit (Focus Daily Living I)</li> <li>• 0.5 credit (Focus Social/Leisure I)</li> <li>• 0.5 credit (Focus Daily Living II)</li> <li>• 0.5 credit (Focus Social/Leisure II)</li> </ul>	2.0 credits
Summary		Graduation Certificate
Minimum Total Credits		19.0 credits
Required Courses		19.0 credits
Elective Courses		Not Required
Minimum GPA		2.0 GPA

ATTACHMENT 4

## Reciprocity Requirements for Seniors Starting in the Class of 2023-24

Reciprocity Requirements for Senior Students Transferring to DoDEA (who are not eligible for the Compact Provision under 7.2. of DoDEA AI 1367.01)		
Minimum Requirements		
Content Area*	Course Requirements	Standard Diploma
English Language Arts	<ul style="list-style-type: none"> <li>• 1.0 credit (ELA 9)</li> <li>• 1.0 credit (ELA 10)</li> <li>• 1.0 credit (ELA 11)</li> <li>• 1.0 credit (ELA 12)</li> </ul> * English language learners receiving English as a Second Language services may receive up to 2 ELA credits (Levels I-V) taken in grades 9-12	4.0 credits
Social Studies	<ul style="list-style-type: none"> <li>• 1.0 credit (World History)</li> <li>• 1.0 credit (U.S. History)</li> <li>• 1.0 credit (U.S. Government)</li> </ul>	2.5 – 3.0 credits*
Mathematics	<ul style="list-style-type: none"> <li>• 1.0 credit (Algebra 1)</li> <li>• 1.0 credit (Geometry)</li> <li>• 1.0 credit (Math course code 400 or above)</li> </ul> Note: Minimum of 3.0 credits must be taken during grades 9-12	3.0 – 4.0 credits*
Science	<ul style="list-style-type: none"> <li>• 1.0 credit (Biology)</li> <li>• 1.0 credit (Chemistry)</li> <li>• 1.0 credit (Physics)</li> </ul> Note: All courses must include a laboratory component.	3.0 credits
World Language	<ul style="list-style-type: none"> <li>• World Language course</li> </ul>	1.0 – 2.0 credits*
Career Technical Education	<ul style="list-style-type: none"> <li>• 1.5 credits (CTE course offering)</li> <li>• 0.5 credit (Computer technology CTE Course)</li> </ul>	1.0 – 1.5 credits*
Physical Education	<ul style="list-style-type: none"> <li>• 0.5 credit (Lifetime Sports)</li> <li>• 0.5 credit (Personal Fitness)</li> <li>• 0.5 credit (Activity and Nutrition or equivalent P.E. course)</li> </ul>	1.0 – 1.5 credits*
Fine Arts	<ul style="list-style-type: none"> <li>• 1.0 credit (Course in visual arts, music, theater, and/or humanities)</li> </ul>	1.0 credit
Health Education	<ul style="list-style-type: none"> <li>• 0.5 credit (Health education course offering)</li> </ul>	0.5 credit
Summary		Standard Diploma
Minimum Total Credits		24.0 – 26.0 credits*
- Required Courses		20.0 credits
- Elective Courses		4.0 – 6.0 credits*
Minimum cumulative GPA required for only courses taken during the period of enrollment in a DoDEA school		2.0 GPA
*AP and/or IB courses can be used to meet DoDEA requirements		

## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

ACS	Alternate Content Standards
AP	Advanced Placement
CTE	Career and Technical Education
DTM	Directive Type Memorandum
ELA	English Language Arts
GPA	Grade Point Average
IB	International Baccalaureate
IEP	Individualized Education Plan
JROTC	Junior Reserve Officer Training Corps
PE	Physical Education

### PART II. DEFINITIONS

**graduation certificate.** This certificate is awarded to students with significant cognitive disabilities receiving specially designed instruction who complete the alternate content standards course of study. The certificate is not equivalent to a DoDEA standard diploma and is not recognized by postsecondary entities that require a standard high school diploma. The graduation certificate recognizes that a student with a significant cognitive disability has completed a high school program through an alternate content standards course of study.

**four to six-year academic/postsecondary plan.** A blueprint for a high school academic and postsecondary planning for students attending grades 7-12. The plan guides the decision-making for selecting appropriate classes to fulfill high school graduation requirements to earn a diploma and pursue identified postsecondary and career goals. The plan is developed during middle school (grade 7) or when a student enters a DoDEA high school and updated regularly. It is developed collaboratively by the DoDEA High School Counselor, DoDEA student, and parent/sponsor/legal guardian and updated annually to organize and reflect the DoDEA student's educational coursework, program of studies, and postsecondary aspirations.