



DoDEA ADMINISTRATIVE INSTRUCTION 1367.01

HIGH SCHOOL GRADUATION REQUIREMENTS AND POLICY

Originating Division: Education - Curriculum and Instruction

Effective: July 27, 2021

Releasability: Cleared for public release. Available at the DoDEA Policy Webpage.

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

Approved by: Thomas M. Brady, Director

Purpose: This Issuance establishes policy, assigns responsibilities, and implements procedures to provide uniform high school requirements to graduate with a Department of Defense Education Activity (DoDEA) diploma.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Issuance 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, parents, sponsors, and legal guardians, and DoDEA students who are eligible for enrollment and enrolled in DoDEA schools.

1.2. POLICY. It is DoDEA policy that:

a. DoDEA graduation requirements for all DoDEA students, also referred to as “students” in this Issuance, are consistent and rigorous and prepare all students for postsecondary opportunities.

b. All students are required to meet the respective requirements to graduate with a standard diploma or honors diploma.

c. As an ex-officio member of the Interstate Commission on Educational Opportunity for Military Children, and in accordance with Article IX (C) and (E) of the Interstate Compact on Educational Opportunity for Military Children, DoDEA is committed to ensuring that its policies and procedures are consistent with those in the Interstate Compact on Educational Opportunity for Military Children, as implemented within DoD through DoD Instruction 1342.29.

1.3. INFORMATION COLLECTION. This Issuance 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.

SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DoDEA Director:

- a. Ensures all DoDEA school procedures and policies are in compliance with this Issuance.
- b. Directs the DoDEA Directors of Student Excellence (DSE), District Superintendents, and High School Principals to monitor the student adjusted cohort graduation rate for standard and honors diplomas.
- c. Ensures appropriate support, staffing, and resources are available to enable all DoDEA schools to comply with and support this Issuance.
- d. Directs DoDEA Headquarters Chief Information Officer (CIO) to maintain an appropriate student information system to store and track all required student demographic and educational data, as required.
- e. Ensures compliance with the Interstate Compact on Educational Opportunity for Military Children, as implemented within DoD by DoD Instruction 1342.29 and in accordance with this Issuance to include the graduation of students transferring between DoDEA schools and local education agencies (LEAs).

2.2. DODEA CHIEF ACADEMIC OFFICER. The DoDEA Chief Academic Officer (CAO):

- a. Ensures compliance in accordance with this Issuance.
- b. Ensures the DoDEA secondary program and courses are aligned with national standards, educational best practices, and trends.
- c. Evaluates, analyzes, and maintains rigorous college and career systemic programming for the standard and honors diplomas.
- d. Identifies and provides requirements to DoDEA Headquarters CIO for all student demographic and educational data needed in the student information system, as necessary.
- e. Provides oversight of the credit by examination process, to include providing the examinations requested by DoDEA High School Principals.

2.3. DODEA DIRECTORS OF STUDENT EXCELLENCE. The DoDEA DSE:

- a. Ensures compliance in accordance with this Issuance.
- b. Briefs military commands on the DoDEA graduation requirements to ensure that senior military commanders and community leaders are informed and understand the educational benefits of the policies and procedures of this Issuance.

- c. Holds DoDEA District Superintendents accountable for adherence to the standards, policies, and procedures in accordance with this Issuance and DoD Instruction 5400.11.
- d. Monitors the Region adjusted cohort graduation rate for standard and honors diplomas and approvals for all exceptions to minimum graduation requirements.
- e. Serves as the final appellate authority for student and parent, sponsor, and legal guardian appeals of requests for exception to minimum graduation requirements previously denied by the DoDEA District Superintendent, in accordance with Sections 3.4. and 8.2. of this Issuance.

2.4. DODEA DISTRICT SUPERINTENDENTS. The DoDEA District Superintendents:

- a. Ensure each DoDEA Middle and High School Principal understands and follows the policies and procedures for meeting graduation requirements in accordance with this Issuance.
- b. Approve or disapprove petitions for an exception to graduation requirements submitted by the DoDEA High School Principal outlined in Section 3.4. of this Issuance.
- c. Communicate with military installation commanders and the DoDEA community stakeholders to inform them of DoDEA’s graduation policies and procedures.
- d. Coordinate with DoDEA Middle and High School Principals, DoDEA District Counselor Instructional Systems Specialists (ISSs), and the DoDEA District student information system ISSs to ensure the student information system is appropriately used and all student transcript data accurately reflects the students’ educational experience and is reviewed for accuracy in accordance with this Issuance.
- e. Ensure the appropriate DoDEA school staff members (e.g., school counselor and registrar) have received the necessary training in utilization of the student information system.
- f. Ensure by the end of the school year that DoDEA High School Principals have included all required data in the student information system in accordance with Section 3.2. of this Issuance.

2.5. DODEA MIDDLE AND HIGH SCHOOL PRINCIPALS. The DoDEA Middle and High School Principals:

- a. Ensure DoDEA staff understand and adhere to all guidance and procedures outlined in this Issuance.
- b. Advise all parents, sponsors, and legal guardians and students of the graduation requirements on an annual basis and document discussions with sponsors of seniors who are at risk of not graduating and the plan to assist the student.

c. Ensure supervisory controls are exercised to maintain DoDEA school-level compliance with the policies and procedures in accordance with this Issuance, DoD Instruction 5400.11, and DoDEA Regulation 2000.03.

d. Monitor DoDEA staff to ensure student educational records (e.g., courses taken, grades earned, and credit received) are accurately maintained and adequately reflect the students' educational experience in accordance with this Issuance and DoD Instruction 5400.11.

e. Ensure the appropriate DoDEA school staff members (e.g., school counselor and registrar) have received the necessary training to use the student information system.

f. Direct DoDEA Middle and High School Counselors to work with all students to complete a four to six (4-6) year academic/postsecondary plan, hereafter referred to as the academic/postsecondary plan.

g. Ensure DoDEA school staff adhere to the process for requesting and granting exception(s) to minimum graduation requirements in accordance with Section 3.4. of this Issuance. Exception requests for the diploma are not applicable to middle schools.

h. Ensure all requests for student educational records from other school systems are completed in accordance with Section 7.1. of this Issuance.

i. Ensure all requests for dual enrollment from students or parents, sponsors, and legal guardians are completed in accordance with Section 4.9. of this Issuance.

j. Provide oversight for and approve or deny all requests for credit by examination in accordance with Section 4.10., in coordination with the DoDEA High School Counselor, and forward the request to the DoDEA Chief Academic Officer. If a request is approved, it is implemented with fidelity. Students with an Individualized Education Program (IEP), Section 504 Accommodation Plan, or English Language Learner (ELL) Plan receive the appropriate accommodations.

k. Identify students who meet the graduation criteria listed in Section 3.2.f. of this Issuance by the end of each school year and ensure the information contained in the student information system reflects their graduation status.

l. Advise parents, sponsors, and legal guardians of students transferring to LEAs of the benefits extended to students under the Interstate Compact on Educational Opportunity for Military Children in accordance with DoD Instruction 1342.29.

m. Provide students in grades 9-12 an annual Academic Progress Review (APR) to identify students' progress toward meeting the minimum graduation requirements in accordance with Section 7.2.b.(1) of this Issuance.

n. Publicize, promote, and encourage students to pursue Career and Technical Education (CTE) endorsements as they prepare for postsecondary opportunities in accordance with Section 3.3.c.(3) of this Issuance.

o. Ensure that DoDEA middle school teachers who teach courses for which DoDEA middle school students may receive high school credit have high school certification in the courses taught.

2.6. DODEA MIDDLE AND HIGH SCHOOL COUNSELORS. The DoDEA Middle and High School Counselors:

a. Ensure students in grades 7-12 have an individualized academic/postsecondary plan developed and reviewed on an annual basis.

b. Notify the DoDEA High School Principal, the parent, sponsor, and legal guardian, and the student, upon identifying that a high school student is not on track to meet all graduation requirements to receive the DoDEA standard diploma (e.g., 26.0 credits, completion of specific coursework, and 2.0 grade point average (GPA)) within the traditional four-year experience, by providing a copy of the student's academic/postsecondary plan, to establish a corrective action plan for addressing the deficiency.

c. Ensure students and parents, sponsors, and legal guardians are aware of courses and programs offered that allow students to pursue their academic and career objectives through completion of a CTE endorsement in accordance with Section 3.3.c.(3). of this Issuance.

d. Ensure students and parents, sponsors, and legal guardians are made aware of all course opportunities, including those courses offered through the DoDEA Virtual School.

e. Ensure the process for credit by examination for eligible students is implemented in accordance with Section 4.10. of this Issuance to include submission of the request for credit by examination and student's four to six (4-6) year academic/postsecondary plan to the DoDEA High School Principal for review and approval or denial.

f. Ensure all DoDEA secondary student records accurately reflect the student's educational experiences (e.g., courses taken, grades earned, and credit awarded) and are annotated correctly in the student information system.

g. Ensure all formal graduation exception requests are prepared in accordance with Section 3.4. of this Issuance.

2.7. DODEA MIDDLE AND HIGH SCHOOL STUDENTS AND PARENTS, SPONSORS, AND LEGAL GUARDIANS. DoDEA students and parents, sponsors, and legal guardians:

a. Participate in the development and revision of the student's four to six (4-6) year academic/postsecondary plan on an annual basis.

b. Understand the minimum requirements for both the standard and honors diplomas, as outlined in Sections 3.2. and 3.3. of this Issuance.

c. Recognize that regular school attendance correlates directly with student academic achievement and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in postsecondary opportunities.

d. Provide the required documentation for dual enrollment requests in accordance with Section 4.9. of this Issuance.

e. Provide written permission to the DoDEA High School Counselor for requests for credit by examination in accordance with Section 4.10. of this Issuance.

SECTION 3: DoDEA GRADUATION AND CREDIT REQUIREMENTS

3.1. ENROLLMENT IN AND WITHDRAWAL FROM A DODEA SCHOOL.

a. To graduate from a DoDEA school, all students are expected to be fully enrolled and attend school on a full-time, school-day basis. In certain and compelling circumstances, upon submitting a request in writing and with the approval of the DoDEA High School Principal, an exception to full-time, full course load, school-day attendance may be granted on the basis of family, personal, and/or financial obligations. In accordance with DoDEA Regulation 2000.03, DoDEA Administrative Instruction 2500.14, and DoD Instruction 1342.12, the IEP and/or Section 504 Accommodation Plan of a student with a disability governs the length of his or her school day.

b. For DoDEA students who are on track to graduate, the conditions upon which an abbreviated schedule may be approved in the student's best interests include:

(1) Clearly demonstrated scholastic aptitude and academic/vocational readiness and admittance and enrollment to pursue an advanced educational program.

(2) A financial need for early entry into the labor market.

(3) An internship that improves a student's college and career readiness.

(4) Health or other mitigating circumstances.

c. All students are expected to satisfactorily complete four (4) years of study (equivalent to eight (8) semesters) at the high school level to graduate with a DoDEA standard or honors diploma.

(1) Upon receipt of a written application and approval of the DoDEA High School Principal, students may graduate early after completing all graduation requirements. The conditions upon which early graduation may be approved in the student's best interests include:

(a) Clearly demonstrated scholastic aptitude and academic/vocational readiness and admittance and enrollment to pursue an advanced postsecondary education program.

(b) A financial need for early entry into the labor market.

(c) Health or other mitigating circumstances.

(2) An application for early graduation must be submitted in writing to the DoDEA High School Principal for approval and must include a plan describing how the student will meet all required coursework to receive a DoDEA diploma. All applications must include written parent, sponsor, and legal guardian approval. Students who have received approval to graduate early will be officially classified in the student information system as a 12th grader when nineteen (19.0) units of credit have been earned.

d. Accelerated withdrawal for military-sponsored permanent change of station (PCS). The DoDEA High School Principal may authorize an accelerated withdrawal and earning of semester credit for a student who must withdraw from school twenty (20) or fewer school days prior to the end of a semester due to the sponsor's PCS or similar move in accordance with DoDEA Regulation 2095.01. Accelerated withdrawal is not intended to apply to, or be extended for, the convenience of family travel, visits, deployment reunification, or other discretionary reasons.

(1) The parent, sponsor, and legal guardian must present verification of the date required for the student to depart from the school (e.g., PCS orders).

(2) To receive course credit, students who were approved for early withdrawal will complete an accelerated schedule of school work to include all lessons, homework, and testing by the DoDEA student's teachers to demonstrate mastery of grade level and course content standards.

(3) All the conditions of an accelerated study program outlined by the students' teachers and approved by the DoDEA High School Principal must be met prior to withdrawal in order for grades to be assigned and semester credit to be granted.

(4) Students who withdraw prior to the twenty (20) school day limitation of the accelerated withdrawal policy will receive "withdrawal" grades rather than final grades and not be eligible to earn semester credit from DoDEA. All course withdrawal grades shall be entered in the student information system to appear on the report card but not on the transcript. All course withdrawal grades will be documented on a withdrawal form.

3.2. DODEA HIGH SCHOOL GRADUATION REQUIREMENTS.

a. The student transcript records individual student performance (e.g., courses completed, credits earned, and GPA).

b. Students must meet the established minimum requirements to receive either the standard or honors diploma in accordance with Section 3.3. of this Issuance in order to graduate from a DoDEA High School. The honors diploma is distinguished by designation on the DoDEA diploma and on the DoDEA student transcript.

c. Graduation requirements are determined by the year in which a student enters the ninth (9th) grade. Course requirements are published annually through a Directive-Type Memorandum (DTM) and posted on the DoDEA Policy Website.

d. Students who receive a high school diploma from a non-DoDEA school are not eligible to receive a DoDEA diploma in accordance with DoD Instruction 1342.29, the Interstate Compact on Educational Opportunity for Military Children, or other means.

e. By the end of the school year, DoDEA High School Principals must ensure the identification of students in the student information system who:

(1) Graduated with a DoDEA standard diploma.

- (2) Graduated with a DoDEA honors diploma.
- (3) Graduated with an International Baccalaureate (IB) diploma.
- (4) Graduated under the senior year transfer options in accordance with Section 7.2. of this Issuance.
- (5) Graduated with a standard diploma based upon an IEP four to six (4-6) year academic/postsecondary plan in accordance with Section 6.1.a.(1)(c).
- (6) Received approved exception to minimum graduation requirements in accordance with Section 3.4. of this Issuance.
- (7) Have taken the required courses to graduate with an Advanced Placement (AP) Capstone Diploma (pending final AP exam score(s)).
- (8) Graduated with one (1) or more CTE endorsements.
- (9) Did not graduate as expected during the requisite school year.

3.3. DIPLOMA REQUIREMENTS.

a. Standard Diploma Requirements. A DoDEA standard diploma is awarded upon completion of the following requirements at the end of the second semester of the graduating year.

- (1) A minimum 2.0 GPA.
- (2) Completion of 26.0 units of credit.
- (3) Completion of specific course requirements published annually in the graduation requirements DTM corresponding with their 9th grade entrance year.

b. Honors Diploma Requirements. A DoDEA honors diploma is awarded upon completion of the following additional requirements at the end of the second semester of the graduating year:

- (1) Completion of all requirements for a standard diploma and additional course requirements published annually in the graduation requirements DTM.
- (2) Have a minimum cumulative GPA of 3.8 at the end of the eighth semester or at the end of the semester in which they graduate early in accordance with Section 3.1.c.
- (3) Earn a passing grade in a minimum of four (4) AP courses and/or IB Diploma Program in advanced level courses. To meet this requirement through the IB Diploma Program, it is required that students successfully complete the full two (2) years of IB Diploma Program course work.

c. Supplemental Recognitions.

(1) IB Diploma. An IB Diploma is awarded only upon completion of the established requirements available on the IB Website.

(2) AP Capstone Diploma. An AP Capstone Diploma is awarded only upon completion of the established requirements available on the College Board AP Website.

(3) CTE Endorsement.

(a) Students are afforded the opportunity to earn a CTE endorsement in addition to a diploma. A CTE endorsement is an acknowledgment of a student's successful completion of the required coursework in a specific CTE Pathway. The CTE endorsement is an indicator of career readiness and includes a variety of career areas referred to as Career Pathways. See the current listing of DoDEA CTE courses available at the DoDEA Curriculum Website.

(b) A CTE endorsement may be earned through the successful completion of three (3) credits of required courses for a specific pathway.

(c) Official recognition of successful achievement of a CTE endorsement will include:

1. Specific notation on the student's official transcript.
2. Acknowledgment during the graduation commencement ceremony.

(d) A CTE endorsement designation may be earned with either the standard or honors diploma.

3.4. GRANTING AN EXCEPTION TO MINIMUM GRADUATION REQUIREMENTS.

a. Graduation requirements provide a consistent and rigorous high school program for all students. All students are expected to complete the DoDEA minimum graduation requirements to receive either the standard or honors diploma. However, because students transition frequently between school systems, it is not always possible for students to meet all minimum requirements within the anticipated four-year secondary school experience.

b. In limited and compelling circumstances, the DoDEA High School Principal may petition to the DoDEA District Superintendent to grant an exception to a minimum graduation requirement (e.g., specific course, course credit, or minimum 2.0 GPA) for a general education student or a student with an IEP. An exception may be provided after all reasonable alternatives have been considered and determined to be not feasible without requiring a substantially heavier-than-normal course load and/or creating an undue hardship.

c. Before recommending an exception to a minimum graduation requirement (e.g., specific course, course credit, or minimum GPA requirement) the DoDEA High School Principal must

consider the student's ability to satisfy the minimum graduation requirements in one (1) of the following ways:

- (1) Courses taken virtually.
- (2) Courses taken during the summer months.
- (3) Credit by examination.

d. The DoDEA High School Principal must consider the availability and accessibility of one (1) of the previously indicated three (3) options, the advantage a proposed exception offers a student, the student's academic performance, and the compelling circumstances presented by the student and parent, sponsor, and legal guardian prior to endorsing a request to the DoDEA District Superintendent for an exception. The DoDEA High School Principal must fully explain their analysis of these factors in their consideration of the written request for an exception to a graduation requirement. The DoDEA High School Principal and DoDEA District Superintendent must exercise this authority judiciously to ensure that granting an exception does not diminish the integrity of the DoDEA diploma and accreditation standards. Circumstances may be compelling when:

- (1) The student has explored all reasonably available course options to support their learning without success.
- (2) The DoDEA high school has provided the student with all reasonable environment and educational supports without success.
- (3) There is insufficient time to continue to offer course options to the student or no course options are likely to produce a favorable result if the student is to graduate on schedule.
- (4) Delayed graduation is not reasonably in the student's best interest because:
 - (a) The parents, sponsors, and legal guardians are transferring to a new location creating a school transition for the D student that will likely result in the DoDEA student's unsuccessful completion of either DoDEA's or the potential receiving school's graduation requirements.
 - (b) Delayed graduation would unreasonably delay or interfere with the student's planned postgraduate plans.
 - (c) The student will age out of eligibility for school or be placed in a school with students where the age disparity is likely to create unnecessary social difficulties.

e. A formal written exception request is required to be completed for students, including students with an IEP, who are scheduled to graduate within the usual four-year timeframe and who, it is anticipated, cannot meet one (1) or more of the minimum graduation requirements (e.g., course, credit, or GPA). Students on an IEP who are taking course substitutions are required to have an exception request submitted for approval. These course substitutions are based on the student's IEP but do not meet the specific DoDEA requirements indicated in the

graduation requirements DTM. Documentation of the exception is to be provided to the parent, sponsor, and legal guardian of the student and maintained in the student's cumulative file and maintained in accordance with the Office of the Deputy Chief Management Officer Administrative Instruction 15 and noted in the student information system. Written requests shall be initiated by the DoDEA High School Principal, or designee, such as the DoDEA Assistant Principal or High School Counselor, in coordination with the parent, sponsor, and legal guardian or student (age eighteen (18) years or older) and submitted to the DoDEA Superintendent for review and approval or disapproval. DoDEA High School Principals may delegate this responsibility to the DoDEA High School Counselor, or designee, but the DoDEA High School Principal is responsible for the contents and processing of the request for approval or disapproval by the DoDEA District Superintendent.

(1) All formal exception requests will be documented in the student's official file and the student information system.

(2) All formal exception requests for students with an IEP will include input from the Case Study Committee (CSC) and documented by the case manager in the student information system and coordinated with the DoDEA High School Counselor.

f. A formal exception request is not required for:

(1) Students who enter with and/or transfer courses that are equivalent to a DoDEA course from a non-DoDEA school in accordance with Section 7.1. of this Issuance.

(2) Students graduating under the senior transfer provisions in accordance with Section 7.2. of this Issuance.

(3) Students with disabilities who are classified as moderate/severe or severe/profound and are graduating by completion of the four to six (4-6) year academic/postsecondary plan prescribed by the Special Education CSC rather than the general education graduation requirements for the standard or honors diploma in accordance with Section 6 of this Issuance.

g. The categories of potential exceptions are limited to the following once all possibilities outlined in 3.4.c.(1)-(3) are exhausted:

(1) Course Deficiency. Insufficient time to complete the course deficiency prior to the anticipated graduation date as a result of the student's transferring during the second semester of their junior year or at any time during their senior year.

(2) Credit Deficiency. Insufficient time to complete the credit deficiency prior to the anticipated graduation date due to the student transferring to a DoDEA school during the second semester of their junior year or any time during their senior year.

(3) GPA Deficiency. Insufficient time to meet the 2.0 GPA requirement prior to the anticipated graduation date.

SECTION 4: COURSE CREDIT EARNED WHILE ENROLLED IN DODEA

4.1. GENERAL INFORMATION. Units of credit shall be awarded when a student successfully completes a course of study based on the DoDEA curriculum standards. The student must receive at least a course grade of 60 (a grade of D) or a course grade of passing (P) for courses so designated in this Issuance to be eligible to receive a course unit of credit.

4.2. COURSE GRADES AND COURSE CREDITS.

a. Course grades (e.g., A, B, C, D, or pass) earned in DoDEA count toward earning course credit for graduation and the determination of graduation honors. Course credit is not granted for the grade of F.

b. Course grades or course credit earned will not be granted for the same course(s) taken by a student concurrently enrolled in another school system, including the DoDEA Virtual School.

c. Pass/Fail course credits are allowed only for credit by examination in accordance with Section 4.10. of this Issuance, or if a transferring student has a pass/fail course credit on their official transcript or from a non-accredited education program. Course credit earned as pass/fail will not be used in determining the GPA.

d. Prior written permission from the DoDEA School Principal must be obtained before a student is approved to earn credit in a non-DoDEA secondary school program. Outside credit will not be accepted for concurrent enrollment in a non-DoDEA full-time program while the student is enrolled in DoDEA. If participation in an approved non-DoDEA secondary school program may impact grade-level placement, the DoDEA Student Placement Committee must be consulted for recommendations in accordance with DoDEA Regulation 2000.03.

4.3. CREDIT VALUE FOR DODEA HIGH SCHOOL COURSES.

a. DoDEA High School courses taken for a half school year or equivalent (one (1) semester or minimum of sixty (60) instructional hours) shall carry one-half (0.5) unit of course credit.

b. DoDEA High School courses taken for a full school year or equivalent (two (2) semesters or a minimum of one hundred and twenty (120) instructional hours) shall carry one (1.0) unit of course credit.

4.4. ADD OR WITHDRAW FROM A COURSE.

a. If a student enrolls or withdraws from a course on or before the 10th school day of the semester or its equivalent, no annotation is made on the student's transcript.

b. For withdrawals made between the 11th - 19th school day of the semester, the DoDEA High School Counselor will make the following annotations on the student's transcript: Grade of

WP (Withdrew Passing) or WF (Withdrew Failing) respective to the grade earned at the time of withdrawal. A grade of WP or WF will not be used in GPA calculations, and course credit will not be awarded.

c. Courses may not be added or dropped after twenty (20) school days into the school semester. In rare and limited circumstances related to student safety and well-being, a DoDEA High School Principal may provide exceptions to this requirement. In those instances, students who have taken at least twenty (20) days of a course will receive a withdraw (W) and the letter grade that they have earned (e.g., “WB”). The “W” and letter grade will not be used in GPA calculations, and course credit will not be awarded.

4.5. REPEAT A COURSE. Students may repeat courses (one (1) semester for 0.5 credit courses or two (2) semesters for 1.0 credit courses).

a. Credit by examination may not be used as a method of replacing a failed course or to replace a course grade or course credit that has already been awarded to the student, as outlined in Section 4.10. of this Issuance.

b. All courses attempted and all grades earned will appear on the student’s transcript.

c. The GPA will be calculated using the letter grade of the most recent course taken, except as noted in paragraph 4.5.e.

d. A “#” sign before the course name designates the course was repeated in a DoDEA school and the grade was replaced for purposes of calculating the GPA.

e. When a student, or a student transferring into a DoDEA school, elects to repeat a course that was previously passed and then fails the course, the course credit previously earned is counted and the failing (F) course grade for the most recent course is calculated in the GPA.

4.6. COURSE AUDITS. Students may request to audit a course, with the DoDEA High School Principal’s approval and input from the DoDEA teacher of the course, in an area of interest or skill improvement. Requests must be submitted within the established course drop/add window in accordance with Section 4.4. of this Issuance. Course grade and course credit will not be awarded, and an audit (AU) designation on the student’s transcript will denote the course was audited and not counted in the calculation of the GPA.

4.7. HIGH SCHOOL CREDIT FOR MIDDLE SCHOOL WORK. DoDEA high school courses taken in middle school (grades 7 or 8).

a. Students in grades 7 or 8 may be authorized to enroll in a middle school course that qualifies as a high school course and earn the appropriate unit of course credit for successful completion. Specific middle school courses allowed for high school course credit are included in the annual graduation requirements DTM.

(1) All high school courses taken for course credit in grades 7 and 8 will appear on the student's high school transcript.

(2) Course credits earned by students in grades 7 and 8 will fulfill the DoDEA graduation requirements.

(3) High school course credits and grades received for courses taken in grades 7 and 8 will not be used to calculate the student's high school GPA.

(4) Students must earn at least three (3) mathematics credits in high school, regardless of how many mathematics credits they may have earned in middle school.

b. DoDEA Middle School Principals must ensure that for students to receive high school course credit for courses taught in middle school, the teacher of record for the course(s) must hold high school certification for the course(s).

c. For students transferring from an accredited school system to DoDEA:

(1) DoDEA will accept all course credit earned in middle school in grades 7 and 8 that was awarded for high school course credit towards DoDEA graduation requirements by the sending non-DoDEA school system upon verification of an official transcript. If the student's sending LEA did not provide an official transcript, the DoDEA Middle or High School Principal will determine the official documentation from the LEA that is necessary to document the attainment of high school credit.

(2) Upon verification, after validation of the high school course, grade, and course credit through receipt of an official transcript from the accredited non-DoDEA school system, the approved course credit(s) and grade(s) earned are documented on the student's transcript, but grades are not used to calculate the student's high school GPA.

4.8. HIGH SCHOOL COURSE CREDITS AND GRADE LEVEL PLACEMENT. High school course credits required for grade level placement (grades 9, 10, 11, and 12) are determined by the number of units of course credit earned at each grade level in accordance with DoDEA Regulation 2000.03.

4.9. DUAL ENROLLMENT COURSE CREDIT.

a. Dual enrollment provides the opportunity for students in grades 10-12 who are enrolled at least half time (4.0 course credits) in a DoDEA High School to attain high school and college course credit from an accredited college or university, including online and correspondence courses.

(1) Prior approval by the DoDEA High School Principal is required to receive dual enrollment course credit to meet minimum graduation requirements using DoDEA Form 1367, "Department of Defense Education Activity Dual Enrollment Form."

(2) The student's official transcript will document the dual enrollment course(s) successfully completed from an accredited institution (system).

(3) All approved dual enrollment courses must be documented on the student's transcript and on the student's four to six (4-6) year academic/postsecondary school plan.

b. The following requirements must be satisfied for the student to be eligible for dual enrollment and dual course credit:

(1) All financial obligations associated with the enrollment, matriculation, and successful completion of a college level course, are the sole responsibility of the student or parent, sponsor, and legal guardian and will not be shared by DoDEA.

(2) Specific courses required for graduation will be accepted for dual course credit if equivalent coursework has been satisfactorily completed at a preapproved postsecondary institution and is identified as a core requirement course within one (1) of the following content areas: English/Language Arts (ELA), mathematics, social studies, science, world language, fine arts, and CTE. Dual course credit will also be approved for elective course requirements necessary to satisfy DoDEA graduation course requirements.

(3) The course content, rigor, and instruction must meet the same standards and adopt the same learning outcomes and assignments as those developed for a course taught to traditional students at the postsecondary institution, including the administration of any departmental examinations applicable to the course, use of substantially the same materials and syllabus as used at the college level and the same course grading standards.

(4) The college courses must be credit-bearing and may not be intended for remediation of a course previously taken at a DoDEA school or other school system.

(5) College courses offered for dual course credit must be in the approved undergraduate course inventory of the postsecondary institution.

(6) The college course must be at a higher level than taught by the high school and be transferable to a postsecondary program.

(7) Students must earn a minimum grade of "C" or better according to the college or university grading scale to substitute the college course for a DoDEA course.

c. The following requirements apply to the awarding and documenting of course credit earned through dual enrollment:

(1) College course credit to high school calculation is two (2) college semester hours to earn half (.5) a high school credit; three (3) or four (4) college semester hours to earn one (1) high school credit; or, four (4) to six (6) college quarter hours to earn one (1) high school credit.

(2) The dual course credit will be evaluated and documented on the student's transcript, reflecting the postsecondary institution's name and course title within ten (10) school days of receipt of the official transcript and the DoDEA High School Principal approval.

(3) College courses taken for dual course credit will not be weighted. Grades will be calculated in the student's GPA.

(4) DoDEA will not change the college course title and/or letter grade on a transcript coming from a postsecondary institution.

(5) If the postsecondary institution uses numerical grades, DoDEA will use the post-secondary institution's grading scale to convert the numerical grades to letter grades.

d. For dual enrollment course requests, the parent, sponsor, and legal guardian or student age 18 or older will:

(1) Seek prior approval by completing the Parent/Sponsor sections of DoDEA Form 1367, "Department of Defense Education Activity Dual Enrollment Form" and submit it to the DoDEA High School Principal prior to the start of the semester (fall/spring) in which the student is enrolling in the course, in order to substitute a credit for graduation.

(2) Ensure the postsecondary institution is an accredited college or university recognized by the United States (U.S.) Department of Education.

(3) Complete the admission and enrollment of the student into an accredited college or university.

(4) Pay for all tuition and class materials for the student to enroll in college and university courses.

(5) Provide transportation for the student to and from the college or university.

(6) Submit an official transcript for dual course credit consideration within sixty (60) days of the end date of the semester in which the course was taken.

4.10. CREDIT BY EXAMINATION.

a. Credit by examination allows DoDEA high school students to take an examination to receive high school credit in mathematics, ELA, science, social studies, health, and world languages. The opportunity for credit by examination exists in limited circumstances.

(1) Credit by examination is for students transferring from a non-accredited education program seeking to earn course credit.

(2) Students transferring to DoDEA who have taken a course (e.g., a high school level course taken in middle school) but were not granted high school credit are eligible for credit by exam.

(3) Credit by examination may not be used in the following circumstances.

(a) As a method of repeating a failed course.

(b) Acceleration purposes, or early graduation, or early withdrawal due to PCS.

(4) Only DoDEA assessments provided by DoDEA Headquarters may be administered for credit by examination.

(5) Students are only allowed one (1) attempt for each approved credit by examination.

(6) A score of eighty percent (80%) or higher is required for successful completion of a credit by examination and will be recorded on a DoDEA student's transcript as P. The credit by examination is not incorporated into the student's GPA. Failed credit by examination scores will not be recorded on a DoDEA student's transcript.

b. The approval process for a credit by examination requires:

(1) The parent, sponsor, and legal guardian or student (age eighteen (18) years or older) must provide written permission to the DoDEA High School Counselor to request approval for the student to take a credit by examination.

(2) The DoDEA High School Counselor submits a request for credit by examination, in writing, on behalf of the student to the DoDEA High School Principal for approval.

(a) The student's academic/postsecondary plan must be attached to the credit by examination request.

(b) The DoDEA High School Principal will approve or disapprove the credit by examination request within five (5) school days of receipt of the request.

(c) If the credit by examination is approved, the DoDEA High School Principal will send the approval to the DoDEA Chief Academic Officer or their designee.

(d) If the credit by examination is not approved, the student will enroll in the applicable course.

c. If the DoDEA High School Principal approves the credit by examination, the DoDEA High School Counselor will provide a written credit by examination plan of action to the parent, sponsor, and legal guardian or student (aged 18 or older). The credit by examination plan of action will include:

(1) The revised academic/postsecondary plan identifying that the student will take credit by examination for a specific course(s).

(2) An outline of the course(s) approved.

(3) A schedule of when the credit by examination will be administered. Credit by examination will be administered during the following testing windows: August/September, November/December, January/February, and April/May.

d. The DoDEA High School Principal may designate a test coordinator, such as the DoDEA High School Counselor, to facilitate the taking of the credit(s) by examination.

SECTION 5: CALCULATING GRADE POINT AVERAGE AND CLASS RANKING

5.1. HIGH SCHOOL GRADE POINT AVERAGE.

a. Grade Point Average Calculation.

(1) The GPA for all students is calculated on an equitable basis using the same DoDEA quality point value system within the student information system.

(2) All high school courses taken in grades 9-12, except where noted in this Issuance, are used in computing GPAs. High school course credits received for courses taken in grades 7 and 8 will not be used to calculate the student's high school GPA as outlined in Section 4.7. of this Issuance. The GPA is calculated as the following:

Table 1: GPA Calculation

$\frac{\text{Total Quality Points Awarded}}{\text{Total Credits Attempted}} = \text{GPA}$

b. DoDEA Grade/Quality Point System. DoDEA uses standard un-weighted quality point values (4-point scale) and weighted+ quality point values (5-point scale) for computing GPAs.

(1) Weighted grades will be indicated by a plus sign (+) sign following the course title on the transcript. These scales include:

Table 2: DoDEA Grade/Quality Point System

Grade	Numerical Range	Un-Weighted Quality Points	Weighted Quality Points
A	90-100	4.0	5.0
B	80-89	3.0	4.0
C	70-79	2.0	3.0
D	60-69	1.0	2.0
F	0-59	0.0	0.0

(2) DoDEA will award a weighted grade for students who successfully complete the AP and/or IB courses for credit with a weight of 1.0. Weights will not be applied for students who do not successfully complete the entire course for AP and IB course sequence (e.g., for two-year courses, successfully complete both years). The DoDEA High School Principal has the authority to provide exceptions to this requirement for **transitioning students** who are unable to complete the entire course.

(3) DoDEA honors courses will not carry a weighted grade.

(4) Incoming students with weighted grades that are not in an AP or IB course (e.g., honors course, pre-AP course) will be assigned the point-value of the letter grade based on the DoDEA un-weighted scale used in calculating the GPA.

(5) If a student repeats a course required for graduation and the student previously failed that course, either in a DoDEA high school or in another accredited high school, only the grade obtained on the most recent attempt will be used to calculate GPA.

(6) Dual enrollment course grades will be used in calculating a student's GPA, but not be weighted.

(7) Credit by examination grades (P or F) will not be used in calculating a student's GPA.

5.2. CALCULATING CLASS RANK. In calculating class rank:

a. All letter grades for high school courses taken during grades 9-12 will be averaged to determine class rankings for graduation honors.

b. The determination of GPA for class valedictorian and salutatorian for students that are currently enrolled full-time in a DoDEA school are made at the end of the second semester of the graduating year in accordance with Section 5.1. of this Issuance.

c. Students must have been enrolled with a full course load (no less than seven (7) credits their senior year) in the DoDEA school by the twentieth (20) day of the first semester of the graduating year to be eligible to be ranked with their class and for the academic honors of valedictorian and salutatorian. Students with an IEP who attend a DoDEA school on a less than full-time basis as part of their educational program determined by the CSC or Section 504 Accommodation Team will be provided equal educational opportunities, to include consideration for valedictorian and salutatorian.

SECTION 6: GRADUATION PROCEDURES FOR STUDENTS WITH DISABILITIES AND ENGLISH LANGUAGE LEARNERS

6.1. PROCEDURES FOR STUDENTS WITH DISABILITIES.

a. All students, including students with an IEP pursuant to DoD Instruction 1342.12 and students with a Section 504 Accommodation Plan pursuant to DoDEA Administrative Instruction 2500.14, are afforded equal access to, and participation in, the general education secondary school program.

(1) Students with an IEP.

(a) All students with an IEP are afforded the opportunity to participate in general education courses and services. Students with IEPs will be scheduled and expected to participate in the general education curriculum and classroom to the maximum extent possible. Course substitutions or modified courses can only be considered after the CSC has provided the student with every opportunity to participate in general education courses.

(b) The CSC shall convene within fifteen (15) school days of receipt of special education documentation to develop a comprehensive four to six (4-6) year academic/postsecondary plan for students with an IEP. The four to six (4-6) year academic/postsecondary plan must be developed collaboratively between the CSC and the DoDEA High School Counselor.

(c) Students with significant cognitive disabilities whose education program focuses on alternate content standards, functional, community, and life skills development may earn a standard diploma based on an IEP four to six (4-6) year academic/postsecondary plan prescribed by the Special Education CSC rather than the general education graduation requirements for the standard or honors diploma.

(d) Students with an IEP are eligible for educational services through the age of 21, inclusive and terminating at 21 years and 12 months or at the conclusion of the school year in which the student is enrolled, whichever comes first.

(2) Students with a Section 504 Accommodation Plan.

(a) Students with a Section 504 Accommodation Plan will receive the educational accommodations prescribed by the DoDEA School Section 504 Accommodation Team in accordance with DoDEA Administrative Instruction 2500.14.

(b) The Section 504 Accommodation Plan is designed to permit the student to access educational programs and activities to the same extent as a student without a disability. Students with a Section 504 Accommodation Plan will receive accommodations that assist the A student to meet the same requirements of all students.

6.2. PROCEDURES FOR ENGLISH LANGUAGE LEARNERS.

a. All students, including ELLs receiving English for speakers of other language (ESOL) services, are afforded equal access to, and participation in, the general education secondary school program.

(1) DoDEA ELLs receiving ESOL services may apply up to two (2) ESOL course credits taken in grades 9-12 toward the four (4) ELA course credits required for graduation with prior approval of the DoDEA High School Principal. Additional ESOL course credits may be applied toward elective credits.

(a) DoDEA ELLs receiving ESOL services who are enrolled in both an ELA course and an ESOL support class simultaneously should have academic interventions in place to access the curriculum and build language skills that will further enhance student performance.

(b) Students with foreign transcripts that show English taken will be addressed on a case-by-case basis.

(2) If an ELL receiving ESOL services has limited English proficiency (i.e., Levels 1, 2, and 3, as appropriate) as assessed on the English language proficiency assessment and is unable to meet the ELA credit course requirement for graduation, a waiver may be granted at the discretion of the DoDEA High School Principal and upon consultation with the ESOL program support team.

(3) ELL students who first enter a DoDEA school in the 11th or 12th grade with limited English proficiency (Levels 1, 2, or 3, as appropriate) may earn the required course credits for graduation in any of the following two (2) ways:

(a) Enrolling in ELA and ESOL courses concurrently.

(b) A student or parent, sponsor, and legal guardian may request an exception or waiver to graduation requirements in accordance with Section 3.4. of this Issuance.

SECTION 7: TRANSFERRING STUDENTS

7.1. TRANSFERRING TO A DODEA SCHOOL.

a. DoDEA will accept the official courses, grades, and earned course credits of middle school (grades 7-8) and high school (grades 9-12) students who transfer into a DoDEA school from other DoDEA schools or who earn course credits in a non-DoD system (public or private), correspondence, online, and/or homeschool program that is accredited.

b. Courses interrupted by student transfer may be continued to completion upon entering a DoDEA high school. Transferring students who continue a course to completion will be given a grade and course credit based on a combination of work completed in the sending school and in the DoDEA school.

c. Obtaining and disseminating student records.

(1) Requests for student educational records of newly enrolled students to a DoDEA school are sent to all previous secondary schools attended within one (1) week of registration.

(2) Each DoDEA school maintains a log of all requests to include the date the request was sent to the non-DoDEA school, the manner in which the request was sent (e.g., fax and e-mail), and disposition of the request.

(3) Educational records that are not received within ten (10) school days of the initial request are re-requested until received.

(4) Upon written permission from the parent, sponsors, legal guardian or student (age eighteen (18) years or older), all requests from other schools for student records and transcripts, to include disciplinary records retained in the student record in accordance with Section 2.7.1. of DoDEA Administrative Instruction 1347.01 are to be fulfilled as soon as possible but no later than ten (10) business days after receiving the request or within ten (10) days of a student's withdrawal. A log is maintained that indicates the action taken.

(5) Upon request, parents, sponsors, and legal guardians are provided unofficial transcripts to facilitate the smoothest transitions for highly mobile military-connected students.

d. Evaluating student records from accredited systems.

(1) DoDEA accepts the courses, course credits, and grades awarded by other accredited systems, as indicated on official school transcripts. DoDEA schools convert credits earned from other accredited institutions into the Carnegie unit system used by DoDEA.

(a) DoDEA will not change the course title or letter grade on a transcript coming from a non-DoDEA school.

(b) When a school system uses numerical grades, DoDEA will use that school system's grading scale to convert the numerical grades to letter grades.

(2) Transfer courses and course credits from accredited non-DoDEA systems shall be evaluated and documented on the DoDEA transcript, by the DoDEA High School Principal or designee, within ten (10) school days of receipt of an official transcript to determine the number of course credits and specific courses still required for graduation. Specific courses required for graduation will be accepted if equivalent coursework has been satisfactorily completed in another accredited system.

(3) The DoDEA High School Principal has final authority for acceptance and approval of coursework, grades, and course credits of students transferring to a DoDEA school. The notification to parents, sponsors, and legal guardians or students (age eighteen (18) years or older) will include a copy of the transcript and the academic/postsecondary plan.

(4) Coursework, grades, and course credits are entered into the student information system within ten (10) school days of the receipt of the official transcript from the non-DoDEA school.

(5) The parent, sponsor, and legal guardian, or student (age eighteen (18) years or older) is notified in writing regarding the courses, course credits, and GPA information transferred to the DoDEA school by providing a copy of the new DoDEA transcript. A cover letter will inform the parent, sponsor, and legal guardian or student (age eighteen (18) years or older); if they have any questions or concerns regarding the transcript, they must contact the DoDEA High School Principal within thirty (30) school days of receipt.

(6) The calculation of the GPA for a student transferring to a DoDEA school from an accredited school system is completed in accordance with Section 5.1. of this Issuance.

e. Evaluating student records from non-accredited education programs.

(1) The DoDEA High School Principal has approval authority to validate the previous courses and course credits the student has earned while enrolled in a non-accredited education program using the following options:

(a) Option 1. Course credit may be earned through credit by examination.

(b) Option 2. Course credit may be earned through successful performance in a higher-level course that is sequential in nature (e.g., mathematics and world language).

(c) Option 3. Course credit may be earned through a review of the student's portfolio for fine arts courses (e.g., dance, media, theater arts, music arts, and visual arts).

(2) Once the validation process has been completed, the parent, sponsor, and legal guardian or student (age eighteen (18) years or older) will be notified in writing of the courses that will be awarded DoDEA course credit and annotated on the student's transcript.

(3) High school credits granted will be recorded on the student's transcript as P/F and not included in GPA calculations.

7.2. SENIOR YEAR STUDENT TRANSFERS AND THE INTERSTATE COMPACT ON EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN.

a. DoDEA will promote flexibility and cooperation with U.S. LEAs to remove barriers to educational success imposed on children of military families as a result of frequent relocation and deployment. DoDEA will follow the Interstate Compact on Educational Opportunity for Military Children as implemented within DoD through DoD Instruction 1342.29, which applies to eligible school age children who are enrolled and reside in the households of Service Members who:

- (1) Are on active duty.
- (2) Are active duty or veterans who are severely wounded, ill, or injured (for a period of one (1) year after discharge or retirement).
- (3) Die on active duty or as a result of injuries sustained on active duty (for a period of one (1) year after death).

b. In order to facilitate on-time graduation for students who fall within the provisions of DoD Instruction 1342.29, the Interstate Compact on Educational Opportunity for Military Children, DoDEA shall incorporate the following procedures.

(1) Upon enrollment in a DoDEA school, the DoDEA High School Principal will ensure an APR is conducted by the DoDEA High School Principal or designee, generally, the DoDEA High School Counselor, using all available official student educational records, and subsequently, the student's academic/postsecondary plan is created toward completion of minimum requirements for the standard or honors diploma.

(2) After conducting the APR, the DoDEA High School Principal will determine if the student can meet the DoDEA minimum graduation requirements.

(3) Students transferring into DoDEA schools at the beginning of or during their senior year are expected to meet all established graduation requirements, for either the standard or honors diploma, in accordance with this Issuance. DoDEA acknowledges that some incoming seniors may be unable to meet all minimum requirements due to a variance in requirements between school systems. In such cases, the DoDEA High School Principal may exercise one (1) of two (2) options to facilitate on-time graduation. A notation in the student information system indicates the student is graduating under the senior year transfer option (i.e., compact or reciprocity provision) and documents any requirement being adjusted.

(a) Option 1. Compact Provision is for students for whom the Compact applies in accordance with Section 7.2.a.(1) through 7.2.a.(3). of this Issuance. DoDEA will coordinate with the sending LEA to ensure receipt of the standard diploma from the sending LEA. The DoDEA High School Principal may make the same request for students for whom the Compact does not apply.

(b) Option 2. Reciprocity Provision is for students who cannot obtain a diploma from the sending LEA and who are in good-standing and on track for on-time graduation at the

sending LEA. The DoDEA High School Principal may authorize the receipt of a DoDEA standard diploma if the student can meet a range of adjusted requirements prescribed below.

1. The minimum number of course credits for receipt of the standard diploma is no less than 24.0 credits in accordance with the requirements outlined in the annual DoDEA DTM on graduation requirements.

2. A notation in the student information system documents that the student is graduating under the reciprocity provision.

3. The range of adjusted requirements for the standard diploma is described in the annual release of graduation requirements by graduating class. An exception to this reciprocity of graduation requirements may not be granted and Section 3.4. of this Issuance does not apply.

(4) For students transferring from DoDEA schools to an LEA where exit examinations and/or end-of-course examinations are a graduation requirement, DoDEA will provide Compact member states with the results of the relevant assessments administered in the DoDEA Comprehensive Assessment System.

(5) For student transfers from DoDEA to an LEA who were on track for graduation in DoDEA but will not be able to meet the requirements in the receiving LEA, and with the cooperation of the receiving LEA, DoDEA will ensure the receipt of DoDEA standard diploma if the student is unable to meet the graduation requirements of the receiving LEA.

SECTION 8: APPEALS

8.1. APPELLATE RIGHTS. Conditions of appeal.

a. A parent, sponsor, and legal guardian or student (age eighteen (18) years or older) may appeal a decision made that implements the student’s high school graduation requirements.

b. Examples of conditions for appeal include, but are not limited to, granting or denying course credit and grades previously taken in a non-DoDEA school system (to be listed on the student’s official DoDEA high school transcript), establishing minimum graduation requirements for the student’s anticipated year of high school graduation to receive the standard or honors diploma, or interpretations pertaining to the Interstate Compact on Educational Opportunity for Military Children.

8.2. APPEAL PROCESS.

a. Submission of Appeal.

(1) The appeal must be submitted in writing to the next higher level official (e.g., DoDEA District Superintendent and DoDEA Director of Student Excellence), with a copy to the initial deciding official by the parent, sponsor, and legal guardian or student (age eighteen (18) years or older) no later than ten (10) school days after the written notice of a decision was provided by the initial deciding official (e.g., DoDEA High School Principal or DoDEA District Superintendent.)

(2) The appeal request will include relevant details and a statement of why the appeal is being requested. Supplemental documentation that supports the basis of the appeal may also be submitted.

(a) For example, a student 18 years or older or parent, sponsor, and legal guardian may appeal a DoDEA High School Principal’s decision to deny course and course credit earned from a non-accredited education program taken during the student’s 9th and 10th grade years while home schooled.

(b) The appeal documentation must include.

1. A copy of the decision.

2. A written statement from the parent, sponsor, and legal guardian, or student (aged 18 years or older), stating why the decision should be reversed.

3. A copy of the non-accredited education program’s official school transcript.

(3) The appeal may be hand delivered, mailed, or scanned and e-mailed to the next higher-level school official as “Attention: School Appeal Review.”

(4) Upon receipt of an appeal by the next higher level school official (e.g., DoDEA District Superintendent or DoDEA Director of Student Excellence), the initial deciding official (e.g., DoDEA High School Principal or DoDEA District Superintendent) will assemble and forward, within twenty-four (24) hours, a copy of the relevant documents (in addition to those provided by the parent, sponsor, and legal guardian or student (age eighteen (18) years or older) that the initial decision official reviewed in reaching his or her decision.

(5) The decision of the next higher-level official (e.g., DoDEA District Superintendent or DoDEA Director of Student Excellence) on an appeal request is the final decision and is not further appealable.

(a) Example 1. A DoDEA High School Principal reviews a student's incoming transcript from an unaccredited school program and does not accept course credits to be counted toward receipt of a DoDEA high school diploma. This appeal would go to the DoDEA District Superintendent for review and the DoDEA District Superintendent's decision is non-appealable.

(b) Example 2. A DoDEA District Superintendent does not approve a student's request for an exception to a minimum graduation requirement of a 2.0 GPA. This appeal would go to the DoDEA Director of Student Excellence for review and the DoDEA Director for Student Excellence's decision is non-appealable.

b. Review and Notification of Appeal.

(1) The next higher-level reviewing official (e.g., DoDEA District Superintendent or Director of Student Excellence) will review the documentation received in the written appeal. The review will include a thorough analysis of DoDEA policy and may include consultation with the official who made the original decision.

(2) The next higher-level reviewing official will render a final decision within ten (10) school days of receiving a written appeal. The decision regarding the appeal must be provided in writing within ten (10) business days to the initial deciding official and requesting parent, sponsor, and legal guardian or student (age 18 years or older). This written response is considered final, and no further appeal option exists.

(3) If the appeal is granted and the previous decision is vacated, the reviewing official will notify the DoDEA school attended by the student of the final decision, and the parent, sponsor, and legal guardian or student (age 18 years or older) will be advised of the appropriate steps to be taken.

(4) If the appeal is not granted, the reviewing official will provide written notice to the DoDEA school and the parent, sponsor, and legal guardian or student (age 18 year or older), indicating the reason why the appeal was not approved.

(5) All documentation regarding the appeal is maintained in the student's cumulative school folder. This includes the initial deciding official's written notice of the decision, the request for appeal, and the written higher-level decision on the appeal.

SECTION 9: COMMENCEMENT

9.1. COMMENCEMENT EXERCISES.

a. All students in good standing shall be eligible to participate in commencement ceremonies if they have met the requirements for the DoDEA standard or honors diploma and commencement ceremony requirements established by the DoDEA High School Principal.

b. Students who have received approval for an exception to graduation requirements in accordance with Section 3.4. of this Issuance are considered in good standing and may participate.

c. Students with significant cognitive disabilities whose education program focuses on alternate content standards, functional, community, and life skills based on an IEP graduation plan course of study prescribed by the Special Education CSC and the DoDEA High School Counselor, and who are in good standing, may participate.

d. Students with an IEP who are participating in an extended course of study longer than the traditional four-year secondary experience may participate in the commencement exercises when one (1) of the following two (2) conditions occurs:

(1) The School year that the student masters the IEP goals.

(2) The school year in which the student no longer meets age eligibility requirements in accordance with applicable laws and regulations (by turning 21 years and 12 months or at the conclusion of the school year in which the student is enrolled, whichever comes first). At this time, the student is no longer entitled to educational services and is exited from the DoDEA school system.

e. Students who are senior year transfers to DoDEA and to whom the “Compact Provision” applies in accordance with Section 7.2.b.(3)(a) of this Issuance may participate in the DoDEA high school commencement exercises.

f. Any student who has not completed the requirements for the standard or honors diploma or the goals of the IEP as outlined in Section 3.3. of this Issuance, cannot “walk” or participate in any portion of commencement exercises.

g. Home-school seniors who are eligible to attend a DoDEA school to use or receive auxiliary services, are enrolled to take one (1) or more DoDEA courses, and/or receive special education and related services from the school, but do not meet DoDEA graduation requirements to earn the DoDEA diploma, may be supported and acknowledged in accordance with Section 3.6. of DoDEA Administrative Instruction 1375.01.

h. DoDEA high school commencement ceremonies will be held no earlier than the last full week prior to the end of the school year.

9.2. COMMENCEMENT VENUE.

a. DoDEA school facilities or adjacent Military Installation venues will be used for official commencement ceremonies and other related official functions unless a waiver is approved by the DoDEA District Superintendent and DoDEA Director of Student Excellence in accordance with 9.2.b. of this Issuance. For official graduation related events that could be paid for with appropriated funds (i.e., activities traditionally associated with graduations), the use of Student Activity Funds (SAF) to circumvent this rule is not permitted.

b. The DoDEA District Superintendent and DoDEA Director of Student Excellence must ensure the following considerations and requirements are met prior to approving a waiver to use a venue off the military installation for graduation ceremonies and other related official graduation functions:

(1) Force protection assessment and clearance from the military installation commander are granted in accordance with DoDEA Administrative Instruction 5205.04.

(2) Building safety and access standards are assessed, and clearance granted (e.g., fire safety, stairs, access for persons with disabilities, etc.).

(3) Neither appropriated funds, nor SAF may be used for rental of a venue in accordance with DoDEA Administrative Instruction 1015.01.

(4) If a gift of venue for graduation is accepted, it must be accepted in accordance with DoDEA Administrative Instruction 7241.01. Gifts of rental venue may not be accepted if a purchase of insurance by the U.S. Government is required for the use of the venue. Purchase of insurance policies by the U.S. Government is not permitted.

(5) If an historic venue is chosen for commencement, the DoDEA High School Principal must ensure that student rights are upheld in accordance with DoDEA Administrative Instruction 1353.01 and other applicable requirements, including but not limited to adhering to all principles of non-discrimination and ensuring that religion, religious beliefs or practices, and/or prayers are neither encouraged nor discouraged. DoDEA school-sponsored activities or events should neither encourage nor discourage religion or religious practices. Students should not be coerced to participate in student-initiated religious activities.

(6) The DoDEA High School Principal will ensure ceremonies and other related official graduation events occurring off a military installation are entered into the DoDEA Antiterrorism Event, Extracurricular Activity, and Trip Tracking System in accordance with DoDEA Administrative Instruction 5204.04. Graduation events on a military installation must be coordinated with the military installation command.

9.3. COMMENCEMENT ATTIRE.

a. Only authorized caps and gowns should be worn for the graduation exercise. The only allowable modifications are:

(1) Dress or symbol that clarifies the academic distinction of a student (e.g., a stole or cord of a different color to signify faculty affiliation or a medal awarded by the DoDEA school for extraordinary academic achievement).

(2) Display of a single unit or other small military insignia representing a graduating student's parent's command in recognition of that family's or service member's service to the U.S. This display must have the endorsement of the local DoDEA School Advisory Committee (SAC), and in determining the type of display, the DoDEA SAC will specify the permitted size and location on the student's gown.

(3) Any required modifications that allows for the full participation of students with medical conditions and students with disabilities.

b. The DoDEA High School Principal will provide in writing to parents, sponsors, and legal guardians the standards for appropriate footwear and apparel.

GLOSSARY

G.1. ACRONYMS.

APR	Academic Progress Review
AP	Advanced Placement
AU	Audit
CAO	Chief Academic Officer
CIO	Chief Information Officer
CSC	Case Study Committee
CTE	career technical education
DTM	Directive-Type Memorandum
DSE	Director of Student Excellence
ELA	English Language Arts
ELL	English Language Learner
ESOL	English for speakers of other languages
F	Failing
GPA	grade point average
IB	International Baccalaureate
IEP	Individual Educational Program
ISS	Instructional Systems Specialist
LEA	Local Education Agency
P	Passing
PCS	permanent change of station
SAC	School Advisory Committee
SAF	Student Activity Fund
W	withdraw
WF	withdrew failing
WP	withdrew passing

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this Issuance only.

APR. An APR includes, but is not limited to, a review of the student’s transcript, grades, graduation status, scheduled coursework, and the academic/postsecondary plan. The APR is conducted by the DoDEA High School Counselor with the student to ascertain the student’s advancement toward meeting the DoDEA minimum graduation requirements, the actions the student may take to achieve graduation requirements, and postsecondary/career goals.

accredited institution (system). An institution (system) that is accredited by one (1) of the six (6) U.S. regional accrediting associations, one (1) of the U.S. state education agencies, or by a public- or state-supported system of accreditation for public or private education programs in a foreign nation.

adjusted cohort graduation rate. The adjusted cohort graduation rate identifies first-time ninth graders in a given year and tracks their movement through four (4) years, adding students to the cohort who transfer in and removing students from the cohort who transfer out. The four-year adjusted cohort graduation rate reflects the percentage of students in a given adjusted cohort who graduate with a diploma within four (4) years. Students who graduate in fewer than four (4) years are included in the four-year rate, which means that early graduation does not count against a DoDEA school, DoDEA district, or state.

advanced level courses. DoDEA high school courses based upon high level achievement in a sequence of study verified by examining boards. Advanced level courses are designated as such and include AP and IB courses. There are no corresponding honors courses that are considered to be verified advanced level courses for the purpose of weighted grades and calculation of GPA.

alternate content standards. Alternate content standards are curriculum standards designed for students with significant cognitive disabilities that align to the curriculum designated for non-disabled students. Alternate content standards provide opportunities for students with significant cognitive disabilities to access the curriculum provided to their peers, yet at an attainable level.

AP Capstone diploma. The AP Capstone Diploma is offered in select DoDEA schools and is awarded upon successful completion of all requirements that are prescribed by the College Board’s AP Capstone program.

audit course. When a student takes or observes classes but is not graded or given credit for a particular course. It is usually done for academic exploration and self-enrichment.

CSC. A school-level multidisciplinary team, including the child’s parents, responsible for making educational decisions concerning a student with a disability.

CTE endorsement. An official acknowledgment of a student’s successful completion of the required coursework in a specific CTE Pathway. It is an indicator of career readiness and requires a student’s demonstrated mastery of specific rigorous coursework.

credit by examination. Credit by examination allows DoDEA high school students to take an exam to receive high school course credit in certain subjects in accordance with this Issuance and the annual graduation requirements DTM.

dual credit. Course credit earned by a tenth, eleventh, or twelfth grade student who successfully completes a preapproved college course with a grade of C (using a 4.0 grading scale) and simultaneously earns both college and DoDEA high school credit that may be applied toward receipt of the DoDEA high school diploma.

dual enrollment. Dual enrollment is defined as any opportunity for DoDEA secondary students to attain college credit by an accredited college or university through instructional deliveries used in colleges and universities across U.S. school systems.

elective course. An elective course is a credited course chosen by the student to meet academic and/or postsecondary goals.

ELL. Students whose first language is not English and is identified to be in need of ESOL program services.

ESOL Program. Services to ELL to support and accelerate the student growth in English language proficiency, literacy, and subject area knowledge while maintaining respect for and pride in the student's cultural and linguistic heritage.

four-six-year academic/postsecondary plan. A blueprint for a DoDEA high school academic and postsecondary planning for students attending grades 7-12. The plan guides the decision-making for selecting appropriate classes to fulfill DoDEA high school graduation requirements to earn a diploma and pursue identified postsecondary and career goals. The plan is developed during middle school (grade 6) or when a student enters a DoDEA high school and updated regularly. It is developed collaboratively by the DoDEA High School Counselor, student, and parent, sponsor, and legal guardian and updated annually to organize and reflect the student's educational coursework, program of studies, and postsecondary aspirations.

full course load. A full course schedule is considered a normal course load that ranges between seven (7.0) and eight (8.0) units of credit per year.

GPA. GPA is determined by totaling all the quality points earned and dividing the sum by the total number of credits attempted.

high school course. A course bearing the standardized course description in accordance with the DoDEA Master Course List that identifies high school level content and awards high school credit.

honors courses. Include the same content as corresponding non-honors high school level courses. Honors courses require greater use of abstract and higher level thinking skills and require research and the completion of projects of a more rigorous and challenging nature. Honors courses do not receive a weighted course grade.

IEP. A written document that is developed, reviewed, and revised at a meeting of the CSC, identifying the required components of the IEP for a student with a disability.

IB Diploma. The IB diploma is offered in select DoDEA schools and is awarded upon successful completion of all requirements that are prescribed by the IB program.

Interstate Compact on Educational Opportunity for Military Children. Uniform agreement adopted by member states and DoDEA, as an ex-officio member, and implemented in DoD through DoD Instruction 1342.29, to address educational policies and key transition issues encountered by military families, including enrollment, placement, attendance, eligibility, immunization, and graduation. Provisions in the Interstate Compact on Educational Opportunity for Military Children provide for a consistent policy for transitioning military students in member states.

LEA. A U.S. public authority legally constituted by a U.S. state as an administrative agency to provide control of and direction for kindergarten through 12th grade public educational institutions.

official transcript. DoDEA considers an official transcript one that is provided directly from the releasing school system (e.g., foreign, public, homeschool) to the local DoDEA school via a secure medium (e.g., sealed envelope with a stamp from the releasing school, via secure e-mail from the school system, or via a transcript transmission service).

quality point system. The system used by DoDEA to award course credit based upon the quality point system commonly accepted in U.S. education systems. The standard un-weighted quality point values are based on a 4-point scale, and the weighted quality point values are based on a 5-point scale for computing the GPA.

required course. A high school level course in a designated subject area that must be taken to fulfill the minimum requirements to earn a DoDEA diploma.

secondary student. A student enrolled in grades 6 through 12.

Section 504 Accommodation Plan. A written plan developed by the Section 504 Accommodation Team specifying the nature of the student's disability(ies) and the major life activity(ies) it limits, the basis for determining the disability(ies), the educational impact of the disability(ies), the area(s) for Section 504 Accommodation(s), and the Section 504 Accommodation strategies and documentation concerning how the student's progress will be determined in accordance with Section 701 of Title 29, United States Code.

significant cognitive disabilities. Refers to a small number of students who are within one (1) or more of the existing categories of disability in accordance with Section 1400 of Title 20, United States Code (e.g., autism, multiple disabilities, intellectual disability) and whose cognitive impairments prevent the student from attaining grade level achievement standards, even with supplemental and intensive interventions.

substantially heavier-than-normal course load. A full schedule with a normal course load that ranges between seven (7.0) to eight (8.0) units of credit per year. A student may enroll in an additional 2.0 credits to meet graduation requirements. Credits beyond the normal course load and additional 2.0 would be considered a substantially heavier-than-normal course load.

unit of credit. Units of high school course credit are awarded based upon completion of one hundred and twenty (120) instructional hours (1.0 unit or credit) or sixty (60) instructional hours (0.5 unit or credit). DoDEA does not issue one-fourth course credit (0.25 credit).

un-weighted grades. A quality point value system on a 4-point scale is used for computing GPAs.

weighted grades. A quality point value system on a 5-point scale is used for computing GPAs. Courses in DoDEA that are on the weighted quality point system are annotated by a plus (+) at the end of the course name.

REFERENCES

- AP Capstone Diploma Program located at <https://apcentral.collegeboard.org/courses/ap-capstone>
- DoD Instruction 1342.12, “Provision of Early Intervention and Special Education Services to Eligible DoD Dependents,” June 17, 2015
- DoD Instruction 1342.29, “Interstate Compact on Educational Opportunity for Military Children,” January 31, 2017
- DoD Instruction 5400.11, “DoD Privacy and Civil Liberties Programs,” January 29, 2019, as amended
- DoDEA Administrative Instruction 1015.01, “Student Activity Funds Management and Administration,” August 10, 2017
- DoDEA Administrative Instruction 1347.01, “Student Disciplinary Rules and Procedures,” April 7, 2021
- DoDEA Administrative Instruction 1353.01, “Student Rights and Responsibilities,” April 6, 2021
- DoDEA Administrative Instruction 1375.01, “Home-School Students,” October 15, 2018, as amended
- DoDEA Administrative Instruction 2500.14, “Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities,” April 29, 2009, as amended
- DoDEA Administrative Instruction 5205.04, “DoDEA Antiterrorism Event, Extracurricular Activity, and Trip Tracking System,” January 21, 2020
- DoDEA Administrative Instruction 7241.01, “Acceptance of Gifts for Schools Operated by the DoDEA,” August 15, 2012
- DoDEA Form 1367, “Department of Defense Education Activity Dual Enrollment Form,” June 2021
- DoDEA Regulation 1347.01, “Student Disciplinary Rules and Procedures,” April 7, 2021
- DoDEA Regulation 2000.03, “Student Grade Level Placement,” March 2, 2010
- DoDEA Regulation 2095.01, “School Attendance,” August 26, 2011, as amended
- IB Diploma located at <https://www.ibo.org/programmes/diploma-programme/>
- Office of the Chief Management Officer Administrative Instruction 15, “OSD Records and Information Management Program,” May 3, 2013, as amended
- United States Code Title 20, Section 1400 (also known as the “Individual with Disabilities Education Act of 1975, as amended”)
- United States Code, Title 29, Section 701 (also known as Section 504 of the Rehabilitation Act of 1973, as amended”)

APPENDIX

APPENDIX 1: INTERNAL CONTROLS EVALUATION CHECKLIST

CHECKLIST ITEM	YES/NO
Inform and advise parents, sponsors, and legal guardians and students annually of the graduation requirements via DTM.	
Has the DoDEA Middle/High School Counselor completed an academic/postsecondary plan for each student in grades 7-12? Has the academic plan been updated annually, as necessary?	
Have the appropriate interventions and educational supports been identified and implemented for those students who are not on-track for an on-time graduation? Has the appropriate documentation and communication with the parents, sponsors, and legal guardians occurred for the identified students?	
Have all students transferring to DoDEA schools from an LEA and those transferring from DoDEA schools to an LEA been afforded the necessary options in the Interstate Compact on Educational Opportunity for Military Children?	
Have DoDEA school staff adhered to the process for requesting and granting exception(s) to minimum graduation requirements?	
Have all student records been properly maintained?	
Have all requests for dual enrollment and credit by examination been appropriately completed and implemented?	
Has all information (e.g., students who have graduated with a standard diploma, honors diploma, IB Diploma, or AP Capstone Diploma) been inputted into the student information system by the end of the school year?	
Are students and parents, sponsors, and legal guardians made aware of all course and program options, including CTE endorsements, and course offerings through the DoDEA Virtual School?	
Have all transfer courses and course credits from non-DoDEA accredited systems been evaluated and documented on the DoDEA student transcript within ten (10) school days of receipt of an official student transcript(s)? Additionally, was the number of course credits and specific courses previously taken identified and the additional requirements (e.g., specific course, course credit, and GPA) necessary for the student to graduate from a DoDEA high school?	

APPENDIX 2: SUMMARY OF CHANGES

Original Issuance: DoDEA Administrative Instruction 1367.01, “High School Graduation Requirements and Policy”

New Issuance: N/A

The significant changes in this new Issuance is:

- Dual enrollment grades will now be included in a student’s GPA.
- Removed the graduation certificate.
- Students must be enrolled in a DoDEA school with a full course load (no less than seven (7) credits their senior year) by the twentieth (20) day of the first semester of the graduating year to be eligible for the academic honors of valedictorian and salutatorian.
- Clarified graduation requirements for ESOL students.
- Added the requirement to include disciplinary records retained in the student record in accordance with Section 2.7.1 of DoDEA Administrative Instruction 1347.01 in the educational records transmitted to requesting schools.
- Added the allowable condition of “An internship that improves a student’s college and career readiness,” upon which an abbreviated schedule may be approved.
- Require a repeated course that replaced a prior grade in the student’s GPA to be repeated in a DoDEA school.
- Added language requiring prior written permission from the DoDEA School Principal before a student is approved to earn credit in a non-DoDEA secondary school program.