

ADULT EDUCATION HIGH SCHOOL DIPLOMA PROGRAM

In accordance with Education Code 8536, in January 1980 the San Diego Unified School District (SDUSD) Board of Education and the San Diego Community College District (SDCCD) Board of Trustees adopted a Delineation of Function Agreement to define each district's role in providing adult education classes to adult students.

Definitions

Adult education joint High School Diploma Program (HSDP): An adult education high school completion program offered jointly by SDUSD and SDCCD Continuing Education in accordance with the Education Code. Adult education sites/classrooms are located on various SDUSD campuses. All classes are free of charge to adult students who do not have high school diplomas (for exception regarding refundable textbook deposits for adult students, see "Textbooks" section below).

Adult education student: Persons 18 years of age and older are eligible to enroll in adult education classes. Also eligible are minors, regardless of age, who are pregnant or are actively engaged in the parenting of their child or children (Education Code 52610.5). Emancipated minors are considered adults and may enroll in any adult education class. Students with Individual Education Plans (IEP) may enroll in adult education at the age of 18. The K-12 program must make support available to these students up to the age of 22.

Joint Adult Education High School Diploma: An adult education high school diploma awarded jointly by SDUSD and SDCCD upon completion of requirements specified in Education Code and Board policy.

The SDUSD adult education program High School Diploma (HSDP) serves students 18 years to 19 years 11 months who have not graduated from high school and were enrolled in a SDUSD high school or program in the current or previous semester prior to enrollment in the SDUSD HDSP. SDUSD HDSP also serves resident students with Individual Education Plans (IEP) regardless of student's previous district of enrollment. Resident SDUSD students age 20 to 22 who have an IEP may elect to enroll in SDUSD HSDP without a waiver from the San Diego Community College District (SDCCD). Likewise, resident SDUSD students age 20 to 22 who have an IEP are not required to enroll in SDUSD HSDP and may elect to enroll in SDCCD HSDP.

Exception. Permission to attend the SDCCD HSDP may be granted by the Office of Secondary Schools to students who do not qualify for enrollment in the SDUSD HSDP. SDUSD students with IEPs who do not qualify under the criteria identified for general education students and have unique learning needs or have special circumstances may be granted access to the SDCCD HSDP if the student's IEP team has determined the SDCCD HSDP program is appropriate. SDUSD students with IEPs submit a waiver.

ADULT EDUCATION HIGH SCHOOL DIPLOMA PROGRAM (continued)**Course Approval**

All adult education courses must be approved on an annual basis by the SDUSD Board of Education and the California Department of Education. A list of current, approved HSDP courses is available from the Adult Education Department Office. Each adult education course is assigned a SDUSD course number as well as a California adult education course classification number.

Sessions, Class Times, and Locations

Adult education sessions, are offered throughout the traditional school year. A summer session may be offered if funding is available. Class times, locations and course offerings are published annually in the SDUSD Adult Education Program Schedule of Classes. The class schedule is available on the Adult Education Department webpage, the Adult Education Department Office and adult education sites. The schedule of classes is also distributed to SDUSD secondary schools, other applicable district programs, and the public.

Textbooks

Textbooks are provided free of charge. However, a refundable textbook deposit is required of adult students. When the textbook is returned, the book deposit is refunded. Textbook deposits are not required from students who are unable to pay the deposit. (Education Code 60410)

Adult Education Instructional Models

1. Independent Study Program. Independent Study is offered consistent with guidelines for the operation of independent study programs. (California Code of Regulations, Title 5, 11700(c)) Only courses that satisfy Education Code requirements for a high school diploma may be offered in the adult education Independent Study Program. It is an open entry/open exit program in which students may enroll at any time during the session. Learners have the option to complete assigned work away from school or at school in a laboratory setting where help is available. Students are required to meet with the teacher at regularly scheduled appointment times. Independent study in adult education can be part of, separate from, or in addition to a regular classroom or laboratory classroom program. The Adult Education Independent Study Master Agreement and Independent Study Contract are required.
2. Individualized Study Program. Students work on various subjects independently in a laboratory classroom setting, with a teacher present to provide assistance. All work must be completed in class. Individualized Study Program classes operate at regularly scheduled times. There is a minimum 60-hour attendance requirement for one credit.

ADULT EDUCATION HIGH SCHOOL DIPLOMA PROGRAM (continued)**Adult Education Joint High School Diploma Options**

Two adult education high school diploma options are available to adult education students. Both diplomas are awarded jointly by SDUSD and SDCCD pursuant to authorization granted by the SDUSD Board of Education and the SDCCD Board of Trustees. There is no difference in the appearance of the diploma document for either option, and the names of both districts appear on both diploma documents. Requirements, beyond minimal Education Code requirements, for each diploma are determined by SDUSD. Adult education joint diplomas are processed by the SDCCD Continuing Education Program, and official adult graduate transcripts are also maintained by Continuing Education. Specific subjects/requirements for the joint Adult Education Option 1 and Adult Education Option 2 diplomas are outlined below.

1. **Adult Education Option 1 Joint High School Diploma Requirements.** A total of 40 semester credits earned in high school level (Grades 9-12) courses. High school level Mathematics and World Language courses taken in Grades 7 and/or 8, completed in SDUSD, which satisfy high school graduation requirements are counted as part of the required 40 credits needed for graduation. Specific requirements include:
 - a. English/Language Arts (eight semester credits), including at least one credit in a course that emphasizes a range of American literature
 - b. History/Social Studies (six semester credits), including World History 1,2; US History 1,2; US Government 1; and Economics 1
 - c. Science (six semester credits), including Biology 1,2 plus two (four credits) of the following courses: Earth Science 1,2; Physics 1,2 or Chemistry 1,2 or equivalent
 - d. Mathematics (six semester credits) including Algebra 1-2; Geometry 1-2; and Intermediate Algebra 1-2 or Unifying Algebra and Geometry 1-2
 - e. Fine Arts or Foreign Language (two semester credits)
 - f. Practical Arts (one semester credit)
 - g. Electives (11 semester credits)
 - h. Minimum GPA of 2.0 (GPA is calculated on all high school level courses completed. Grades earned in courses completed in Grades 7 and/or 8 that satisfy graduation requirements are not used to calculate GPA).

ADULT EDUCATION HIGH SCHOOL DIPLOMA PROGRAM (continued)

2. **Adult Education Option 2 Joint High School Diploma Requirements.** A minimum of 26 semester credits earned in high school level (Grades 9-12) courses as mandated by Education Code 51225.3(a). A two-unit college level course completed at an accredited community college or equivalent is also required. Specific requirements include:
- a. English/Language Arts (six semester credits), including at least one credit in a course that emphasizes a range of American literature
 - b. History/Social Studies (six semester credits), including World History 1,2; US History 1,2; US Government 1; and Economics 1
 - c. Mathematics (four semester credits), including Algebra 1-2 or higher
 - d. Science (four semester credits), including Biology 1,2 and two credits of Physical Science
 - e. Fine Arts, CCTE, or Foreign Language (two semester credits)
 - f. Practical Arts (two semester credits)
 - g. College course (two credits). A degree applicable or equivalent two-unit college level course must be completed at an accredited community college or equivalent. The course may be taken in one of the diploma required subject areas listed above, or an elective course may be taken. If the required college course is completed at a San Diego Community College, the course tuition and cost of the textbook is waived for students with proof of California residence. To obtain a waiver, the San Diego Community College District Supplemental Application and Certification of Special Part-time Joint High School Diploma Student form and the Adult Education College Textbook Loaner Program form must be completed.
 - h. Minimum of 2.0 GPA (all courses used to satisfy the 26-credit graduation requirement, including appropriate Mathematics and/or World Language courses completed in Grades 7 and 8, in the SDUSD, are utilized to calculate the GPA)

Implementation

The Adult Student Enrollment form must be completed by all adult students and is valid for one school year, regardless of the number of courses taken. Student enrollment is completed at each SDUSD Adult Education HSDP site. The student enrollment form must be kept on file at the site of enrollment for a minimum of three years.

ADULT EDUCATION HIGH SCHOOL DIPLOMA PROGRAM (continued)

The Adult Education HSDP teacher/advisor instructs the student to obtain transcripts of all previously completed high school courses. Once received, the transcript is evaluated and the student and teacher/advisor determine the best diploma path for the student (Adult Education Option 1 or Option 2). The teacher/advisor completes the Adult Education Option 1 Diploma Evaluation form or the Adult Education Option 2 Diploma Evaluation form.

Student attendance records are maintained at each SDUSD Adult Education HSDP site via the Adult Education Class Attendance Verification form and the Adult Education Daily Attendance Verification form.

Grading/Transcripts

Progress in each course is measured by letter grades A, B, C, D or F (no credit). One semester credit is earned for each course completed. A minimum of 60 hours of attendance is required to earn one semester credit. (Exception: There is no attendance hour minimum to earn course credit in an independent study course. Independent study course credit is awarded upon satisfactory completion of all course work.) Teachers/advisors submit student grades on the Adult Education HSDP Final Grade Report.

The official student transcript (SDUSD Adult Education Program and SDCCD Continuing Education Centers Cumulative Record) for graduates who earn the joint Adult High School Diploma in the SDUSD or the SDCCD can only be obtained through the SDCCD Continuing Education Program Office. SDUSD does not verify high school graduation status or provide transcripts to students who obtain the joint Adult Education High School Diploma.

Regulation
approved: December 12, 2017
Effective: February 1, 2018

SAN DIEGO UNIFIED SCHOOL DISTRICT
San Diego, California