



**ADMINISTRATIVE PROCEDURE**

CATEGORY: **Instruction, Academic Achievement**  
SUBJECT: **Alternative Means of Satisfying the Prescribed Course of Study**

NO: **4771**  
PAGE: **1 OF 6**  
EFFECTIVE: **8-7-15**  
REVISED: **1-21-20**

**A. PURPOSE AND SCOPE**

1. To outline administrative procedures governing alternative means of completing the prescribed course of study in order to meet individual student needs and encourage all students to complete their high school education.
2. **Related Procedures:**
  - Length of 7-12 School Day .....AP 4026
  - Enrollment in College/University Coursework .....AP 4322
  - Placement/Articulation, 9-12 .....AP 4766
  - Graduation from Senior High School .....AP 4770
  - Enrollment of Children and Youth in Transition (aka Homeless) .....AP 6129
  - Enrollment and Education of Students Residing in Foster Care .....AP 6131
  - Grades-Evaluation of Student Achievement .....AR 5121
  - Student Records .....AR 5125
  - Uniform Course Names and Numbers .....AR 6143.1
  - California High School Proficiency Exam (CHSPE) .....AR 6146.2
  - Independent Study .....AR 6158
  - Education of Children of Military Families .....AR 6173.2
  - Adult Education Hig School Diploma Program .....AR 6200

**B. LEGAL AND POLICY BASIS**

**Reference:** Board action of January 27, 2015 regarding alternative means, Agenda Item E.1; Board policies A-5000, F-1300, F-3300, F- 7105, F-7106, F-7107, F-7120, F-7410, 5125, 5127, 6000, 6011, 6142.6, 6143, 6146.2, 6158, 6162.51, 6173.2, 6178, and 6200; 2007 Valenzuela settlement and AB 341; Education Code §46145-46147, 48200-48201, 48205, 48645.5, 48980-48984, 49700-49701, 51010-51017, 51041, 51050, 51054, 51220, 51224-51226, 51228, 51251, 51410-51412, 51460-51464, 51747, 56026-56035, 60850-60852, and 66204; California Code of Regulations, Title 5, §1600, 1631-1635, 1650, and 1651; USC, Title 42 §11434a(2).

**C. GENERAL**

1. **Originating Office.** Suggestions or questions regarding this procedure should be directed to the Office of Leadership and Learning.
2. **Alternative Means.** To provide alternative means for students to complete the prescribed course of study as required by law in order to receive the diploma for high school graduation. (Education Code §51225.3[b])
3. District high school graduation requirements are specified in Administrative Procedure 4770.

**D. IMPLEMENTATION**

1. A student who cannot meet prescribed graduation requirements within the standard four-year timeframe but wishes to work toward earning a high school diploma may have the following

*[NOTE: This Administrative Procedure is undergoing conversion to Administrative Regulation 6146.11, which will result in formatting changes only.]*



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options for continuing his or her education:

a. **Continuing enrollment in the school district beyond the age of 18.** Attendance of students 18 years of age or older is a privilege, not a requirement. The principal may use discretion to determine whether to permit the enrollment of students over 18 years of age, and the principal's decision is final. Factors to be considered include:

- (1) The number of credits a student needs to complete high school graduation requirements,
- (2) Student attendance record, and
- (3) Citizenship.

b. **For English Learners**, continuing a fifth year of enrollment in the school district to complete graduation credits.

c. **For students with disabilities**, continuing at their school of attendance until age 22, whether or not they are diploma-bound, with accommodations and modifications as recommended by the student's IEP or 504 team.

- (1) A student's first strategy should include obtaining an Option 1 SDUSD 44 credit diploma by successful completion of the appropriate classes at the student's comprehensive high school and/or through online credit recovery, or other district-approved means to fulfill graduation requirements.

- (2) Pursuit of an Option 1 or Option 2 diploma via the adult education program. (BP/AR 6200)

d. **Enrolling in an Adult Education Program** such as the San Diego Unified School District/San Diego Community College District joint adult high school diploma program, to earn an Option 1 or Option 2 diploma. (BP/AR 6200)

2. **Students in Transition:**

Under the following Assembly Bills students in transition have special rights to help them remain on track for high school graduation:

- AB 167/216 students in foster care.
- AB 1806 students who are experiencing homelessness.
- AB 2306 students formally enrolled in juvenile court school.
- AB 365 students of active duty military parents/guardians.
- AB 2121 currently migratory and newly arrived immigrant students who are participating in an English language proficiency/newcomer program.

a. **Graduation Options for Students in Transition:**

**Option A:** Attempt to graduate high school at the end of the student's fourth or fifth year of high school by completing all school district graduation requirements. Students may attempt to accomplish this by concurrently enrolling in a community



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college, continuation school, or independent study program or by enrolling in district approved alternative methods for course completion. The right to a fifth year of high school applies even if the student will be older than 18 years old during that additional school year. The student will be allowed to remain at the local high school and will not be required to transfer to a continuation school, independent study program, or adult school to complete the fifth year. (Students utilizing the 5<sup>th</sup> year option, GED, CHSPE, or JDP will be considered non-graduates for their cohort.)

**Option B:** Graduate by completing California state requirements (Attachment 1) in two years or less and accept AB 167/216, AB 1806, AB 2306, AB 365, or AB 2121 eligibility<sup>1</sup>. Please note that there are advantages and disadvantages to graduating under AB 167/216, AB 1806, AB 2306, AB 365, or AB 2121. Students who graduate under AB 167/216, AB 1806, AB 2306, AB 365, or AB 2121 Option B are not eligible to apply directly to a California State University (CSU) or University of California (UC) schools.

Please see Administrative Circular 200 for more information regarding graduation procedures for students in transition.

3. **Alternative means to fulfill course requirements for high school graduation include:**

- a. **Completion of selected UC ‘a-g’ College Career Technical Education, UCCI, or District Site Adopted Courses** as shown on Attachment 2.
- b. **Dual College Coursework Credit:** See Site Operations Circular 2021 Appendix 1-6 to view acceptable College Courses that can be taken to fulfill graduation requirements. (Administrative Procedure 4322)
- c. **Science Course Sequence:** Because all students are required to take Biology, Chemistry and Physics for graduation, only students taking science coursework as a part of an approved CTE pathway will qualify for an alternative science credit for graduation. Other science classes outside of the Biology, Chemistry, and Physics sequence will be considered a 4<sup>th</sup> year of science.
- d. **Mathematics validation.** Six credits of mathematics taken at a district secondary school are required to earn a district diploma. A minimum of four credits must be taken at the high school level. The highest level of mathematics taken will validate the previous sequence; therefore students who have successfully completed a higher level course will not need to take the lower level courses to fulfill the requirement. To be eligible for admission to the UC system, Geometry 1-2 or Integrated Math II A-B must be on the high school transcript with a grade of C or better. Information about University of California validation of mathematics courses is posted online at <http://admission.universityofcalifornia.edu/counselors/files/quick-reference-2014.pdf>

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<sup>1</sup> Minimum California coursework requirements are shown on Attachment 1. Physical Education is required. This is NOT an Option 2 diploma.



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- e. **Proficiency in a Language Other Than English (LOTE)** for students that do not complete two years of district-approved world language courses. The Language Other Than English Proficiency Certification (Attachment 3) must be completed and signed by the site principal/administrator. (For additional guidance on meeting the needs of students through LOTE proficiency, contact the Office of Language Acquisition.)
- (1) Students will earn graduation credit for world language courses taken at a district-managed school in Grades 7-12. Students enrolled in world language courses at district-approved Independent World Language Schools (IWLS) may earn graduation credit while enrolled at a district high school in Grades 9-12. (CCR, Title 5, §1632) Student grades are recorded on district transcripts.
  - (2) UC Validation. The completion of a higher-level (advanced) course in areas of sequential knowledge demonstrates proficiency of lower-level coursework in the same subject area for the purpose of satisfying the UC freshman admission subject requirements. Therefore, students who complete the equivalent of a second year (or higher) of a language other than English will meet the graduation requirement.
  - (3) Passing a Scholastic Aptitude Test (SAT) Subject Test, Advanced Placement (AP), or International Baccalaureate (IB) Exam.
    - (a) Score of 3, 4, or 5 on an AP Language and Culture or AP Literature exam.
    - (b) Score of 5, 6, or 7 on an IB Language HL exam.
    - (c) Scores as follows on the SAT Subject Test:
      - (i) Chinese with listening – 520
      - (ii) French/French with listening – 540
      - (iii) German/German with listening – 510
      - (iv) Modern Hebrew – 470
      - (v) Italian – 520
      - (vi) Korean with listening – 500
      - (vii) Latin – 530
      - (viii) Spanish/Spanish with listening – 520
    - (d) Student grades will be recorded on district transcripts for students formally enrolled in AP and IB courses.



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- (e) For SAT Subject Test and for students taking an AP or IB exam while not enrolled in the course, Option 6 must be checked on LOTE Proficiency Certification with principal's signature.
- (4) Formal schooling in a Language Other Than English (LOTE).
  - (a) Students with transcripts documenting a minimum of two years of formal education in the same language other than English at or beyond Grade 6 have met the world language graduation requirement. Consecutive enrollment is not required.
  - (b) School transcripts or other enrollment documents are required for verification. Option 5 is checked on LOTE Proficiency Certification with principal's signature. No district graduation credit or grade is earned.
- (5) Passing a LOTE Alternative Assessment.
  - (a) Students who have never had the opportunity to take a world language course, or who do not have transcripts to document formal education in a language other than English, may choose to demonstrate proficiency via a LOTE Alternative Assessment (currently available in Arabic, Cambodian, Somali, Spanish, Swahili, and Vietnamese).
  - (b) Students must score at 70% or higher on the written exam and verify oral/aural proficiency by a speaker of the student's language.
  - (c) Option 3 must be checked on LOTE Proficiency Certification with principal's signature. No district graduation credit or grade is earned.
- (6) Assessment by a college or university.
  - (a) Some university language departments conduct world language assessments and issue statements of competency on official letterhead. Such a formal document can be used to show that the student has met the world language graduation requirement.
    - (i) Students must contact the college or university directly in order to schedule an assessment. Students are responsible for any expense incurred to carry out the assessment process.
  - (b) Option 4 must be checked on the LOTE Proficiency Certification with principal's signature. No district graduation credit or grade is earned.
- E. District-approved online credit recovery.**
- F. Independent study. (BP/AR 6158)**



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**G. Other such means as may be approved by the Board of Education.** Upon request, a district panel will be convened to consult on other alternative means, consider exceptions on a case-by-case basis, and request Board of Education approval.

### **H. FORMS AND AUXILIARY REFERENCES**

1. Minimum California High School Graduation Requirements (Attachment 1)
2. UC 'a-g' Approved CCTE/District/Site Adopted Courses Approved to Serve as Alternative Means (Attachment 2)
3. University of California Quick Reference for Counselors, available online at <http://admission.universityofcalifornia.edu/counselors/files/quick-reference-2014.pdf>
4. Language Other Than English Proficiency Certification (Attachment 3)
5. Administrative Circular 200, issued February 25, 2019
6. Site Operations Circular 2021, issued January 24, 2019

### **I. REPORTS AND RECORDS**

1. Records of alternative means used to issue graduation credit shall be kept in the student's cumulative file, with appropriate notation on the transcript.