



# ADMINISTRATIVE MEMORANDUM

## EARLY GRADUATION | 7013.1

The Early Graduation Program permits completion of secondary school education prior to the graduation of one's class and/or in less than four (4) years. The purpose of early graduation is not limited to the pursuit of formal post-secondary schooling.

### Application process

1. Application must be made no later than the second semester of the student's sophomore year. *The deadline is May 1.* Students are encouraged to apply earlier to facilitate certain details about graduation.
2. Requests must be in writing by the student's parent or guardian and must include:
  - a. A statement of the specific reason for the request.
  - b. Statements relative to meeting the requirements outlined under Criteria for Acceptance.
3. Application materials must be submitted to the local high school Principal for approval.
4. Once approved by the Principal, the materials are then forwarded to the Director of Secondary Schools.
5. The Director of Secondary School's response to requests will be given prior to the end of the school year.

### Criteria for acceptance:

1. The student must be enrolled on a full-time basis and be in attendance at the time of application.
2. In addition to the letter of application, the student must provide:
  - a. Written recommendations for acceptance into the early graduation program from at least two academic teachers. (English, Math, Science, Social Studies or Foreign Language)
  - b. A clear outline of the plan or program of studies (submitted by the guidance counselor) that will achieve the specific credit requirements outlined below.
3. The student must be ON TRACK to complete 16 credits by the date that his/her application is submitted. (no later than May 1st of sophomore year) The student must accumulate 24 credits by the date of early graduation.

English	4 Credits
Social Studies	4 Credits
Mathematics	4 Credits
Science	3 Credits
Physical Education	1 Credit
Health Education	½ Credit
Foreign Language	2 Credits
Career Pathway	3 Credits
Elective	2 ½ credits



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4. The student shall complete mathematics course work that includes no less than the equivalent of the traditional requirements of Geometry, Algebra I and Algebra II courses. The student shall complete an Algebra II or Integrated Mathematics III course as one of the Mathematics credits.

5. Credits can be accumulated by regular program enrollment or program options specified in the State of Delaware's policy on options and/or alternatives for High School Graduation.

### Approved request

1. All approvals are tentative, pending the completion of requirements.
2. The student must assume full responsibility for arranging to have his/her name placed on the diploma lists, commencement arrangements, class responsibilities, etc. and for providing evidence that he/she is currently passing all required courses.
3. Students who have been approved for early graduation will be transferred at the end of the second semester of the sophomore year to a senior homeroom, assuming that the student is in good standing and will complete the necessary credit requirements. From that time, students shall be regarded as seniors and may attend all senior class activities.
4. The student's name will be placed on the tentative list of graduates for that school year. Actual graduation depends upon completion of all requirements.
  - a. If the student does not successfully complete all requirements by the last day of school for seniors, he/she may not participate in commencement. The guidance counselor must have a transcript of grades from any alternative program, which was approved for the student to earn credit(s), by the end of the senior grading window.
  - b. If the student completes said requirements during the summer after commencement, the diploma will be presented at that time (without ceremony).
  - c. If the student completes the requirements after the summer, he/she will receive a diploma from the school year in which the requirements are completed.



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### TITLE 14 EDUCATION DELAWARE ADMINISTRATIVE CODE

#### 505 High School Graduation Requirements and Diplomas

#### 8.0 Options for Awarding Credit Toward High School Graduation

8.1 District and charter school boards are authorized to award credit toward high school graduation for the following activities, on the condition that the activities incorporate any applicable state content standards. Before awarding credit for any of the following activities, the districts and charter school boards shall have adopted a policy approving the activity for credit and establishing any specific conditions for the award of credit for the activity. Such policy shall be applicable to each school within the district or each charter high school.

8.1.1 Courses taken at or through an accredited community college, two or four year college.

8.1.2 Voluntary community service as defined in 14 Del.C. §§8901A and 8902A.

8.1.3 Supervised work experience in the school and the community which meets the educational objectives or special career interest of the individual student.

8.1.4 Independent study.

8.1.5 Correspondence Courses.

8.1.6 Distance learning courses. These courses may be delivered by the teacher to the learner in real time, online or by video.

8.1.7 High school courses taken while in the middle school in conjunction with an articulated agreement between the district middle school and the district high school(s). Such credit shall also transfer to a high school in another district or to a charter school.

8.1.8 Course credit transferred from another high school.

8.1.9 Course credit earned through summer or evening school classes, as a member of the military service or as part of the James H. Groves Adult High School.

8.1.10 Tutoring programs taught by a teacher certified in the subject being taught.

8.1.11 Course credit awarded by agencies or instrumentalities of the state other than public schools which provide educational services to students. A description of the program provided to the student, grades given, and the number of clock hours of instruction or a demonstration of competency must be provided to the school district or charter school prior to receipt of credit.

Questions about the information contained in this administrative memorandum should be directed to the Director of Secondary School Operations.