

# BOARD POLICY

IHF

## INSTRUCTIONAL PROGRAMS GRADUATION REQUIREMENTS

May 18, 2015  
December 8, 2023

### GRADUATION REQUIREMENTS (2016 Class of 2025 and beyond)

1. **Number of Classes:** Each student shall be registered as a full time student for a minimum of eight (8) semesters. Exceptions for the second semester of the senior year for which special schedule arrangements are necessary may be approved by the principals **with the support of the Director of Secondary Programs.**
  2. **Credit Requirements:** A minimum of 23 units of credit (one unit equals one credit) must be successfully earned.
  3. **Credit Earned Prior to High School:** A student who, prior to entering high school, successfully completes a course at a Michigan public school that is aligned with the high school course content expectations will earn credit toward fulfilling the graduation requirements. A list of courses for which this applies will be maintained by the Office of Instruction **Academic Services Department.** Grades for these courses will not be used in the calculation of the student's high school grade point average.
  4. **Common Learnings:** Each student is required to earn a minimum of 18 credits in the area of common learnings outlined below:  
**A minimum of eighteen (18) units of credit must be earned in the following areas:**
    - A. Language Arts (Grades 9, 10, 11, and 12) .....4.0 units
      - 1 unit Language Arts 9
      - 1 unit Language Arts 10
      - 1 unit - ~~5 Composition and 5 Literature~~ **Language Arts 11**
      - 1 unit - ~~Choice of 12<sup>th</sup> Grade Language Arts Classes~~ **Language Arts 12**
    - B. Mathematics .....4.0 units  
4 units of mathematics which must include at least Algebra I, Geometry and Algebra II ([or an equivalent](#)) with a math or math-related class in the final year.
    - C. Science .....3.0 units
      - 1 unit Biology
      - 1 unit Chemistry **or Physics (Beginning with the Class of 2025)**
      - **1 unit Science or completion of a CTE Program**
      - ~~1 unit /Physical Science or completes a CTE Program~~
    - D. Social Studies .....3.0 units
      - 1 unit World History
      - 1 unit U.S. History
      - 0.5 unit American Government
      - 0.5 unit Economics
    - E. Physical Education .....1.0 unit
      - 0.5 unit Personal Fitness
      - 0.5 unit Health
    - F. Visual, Performing, and/or Applied Arts (**VPAA**) .....1.0 unit
    - G. World Languages .....2.0 units
      - 2 units of the same World Language, or
      - 1 unit of the same World Language and ~~completes~~ **the completion of** a Career and Technical Education (CTE) Program, or
      - 1 unit of the same World Language and 1 unit of VPAA in addition to required VPAA credit
- TOTAL.....18 units**

5. **Electives:** Of the 23 units required for graduation, 5 units of credit may be electives.
6. **Online Learning Experience:** Students are required to experience twenty (20) hours of online learning. The requirement will be met through online experiences provided in **required** high school core ~~required~~-courses.
7. **Personal Curriculum Plan:** A personal curriculum plan may be developed for a student in which graduation requirements are modified in accordance with the state mandated Michigan Merit Curriculum. For example, the VPAA requirement can be modified through a Personal Curriculum Plan for a student who takes additional credit(s) beyond the required credits in English Language Arts, Math, Science, or World Language or if the student completes a CTE program.
8. **Testing Out:** A student will receive credit for a Michigan Merit curriculum course in which the student earns a qualifying score on the test out that measures a student's understanding of the subject area content expectations that apply to the credit. Test out scores will not be used to calculate grade point average. Testing out is not a credit recovery option.
9. **Required Testing:** As a requirement for graduation, a high school student must participate in all state or federal academic testing programs which the School District is required to administer, unless otherwise indicated in an Individualized Education Program (IEP), a Section 504 Plan, or similar program of services. A high school student's failure to meet this requirement will render him/her ineligible for a high school diploma, and will preclude that student's participation in graduation commencement exercises. Any deviation from this requirement must be approved by the Superintendent or his/her designee.
10. **Early Graduation:** If a student meets all other requirements, approval for early graduation may be granted at the end of seven (7) semesters. To apply for early graduation, the Application for Early Graduation and a letter to the principal must be completed by the end of the first card marking of the student's senior year. Approval for early graduation will be contingent upon educational experiences or training in high school which have afforded the student early entry into college or an advanced training program, a concrete job offer utilizing these educational experiences, or family financial need. Diplomas will be issued in June. An exception to this section may be granted with approval of the Board of Education upon the recommendation of the **S**uperintendent.

# ADMINISTRATIVE PROCEDURES IHF(1)

## INSTRUCTIONAL PROGRAM GRADUATION REQUIREMENTS TRANSCRIPT FEES

~~January 23, 2008~~  
**December 4, 2023**

Schools will handle all requests for high school transcripts as follows:

1. For a period of one year after graduation, graduating seniors will be provided the first three transcripts without charge. After that, there will be a charge of \$5.00 per copy.
2. All ~~alumni~~(ae) will be charged \$5.00 per copy.
3. The school will incur all mailing expenses for transcripts mailed within the continental United States or Canada.
4. Schools will maintain a continuity of service throughout the year so that requests for transcripts are processed in a timely manner.