

POLICY 4120

Community Adult High School

- A. The Box Elder Community Adult High School operates under authority of the Box Elder Board of Education and superintendent of schools who receive their authority from the Utah State Board of Education and the Utah Legislature. The State Board of Education provides ~~3 programs both Adult High School Completion (AHSC) and Adult Basic Education (ABE) programs~~ to meet the needs of secondary students and adults: Adult Basic Education, Adult Secondary Education, and English Language Acquisition. Full descriptions of these programs can be found on the [Utah State Board of Education Adult Education home page](#).
- B. Utah Adult Education provides transformative, learner-centered, high-quality, evidence-based education that leads to sustainable employment and personal success. We assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency while completing a secondary education. Utah Adult Education is a program of instruction below the collegiate level for adults. ~~Utah Adult Education is comprised of Adult High School Completion (AHSC) and Adult Basic Education (ABE).~~ A student who is officially enrolled in a Box Elder Adult Education ~~one of these~~ programs has completed an intake and orientation meeting, and formulated a personalized plan to receive an Adult Education Diploma. College and Career Readiness information is made available to all students in the program as well.
- C. Anyone who has not received a regular high school diploma is eligible to participate in Adult Education; however, individuals must meet all of the following criteria:
1. They must be 16 years of age or older.
 2. They must be a legal resident of the State of Utah.
 3. If their high school class has not graduated, they must have parental permission to participate.
- D. Adult High School Completion Credits
1. A student must meet the instructor's minimum course standards to receive credit. All credit is competency based in accordance with current education policy. Courses are designed to be completed in approximately 20 hours to generate ~~0.25~~¹/₄ of a

credit. ~~Adult secondary education courses offered in an adult education program must be approved by the program's local board of education, have written course descriptions, and be aligned with the Comprehensive Administration of Credentials for Teachers in Utah Schools (CACTUS) course codes Credits in the Adult High School Completion program can be awarded for Adult High School Completion classes that are approved by the Utah State Board of Education.~~ Credit for English as a Second Language (ESL), literacy, and other Adult Basic Skills classes below the ninth-grade level cannot be awarded through the Adult High School Completion program. Only certificated teachers may issue credit to be used for high school graduation. Aides must work under the direction of certified teachers.

E. Adult High School Graduation Requirements

1. In order to graduate from the adult high school program, an enrollee must earn the number of credits required by the Utah State Board of Education as well as the Box Elder School District Board of Education.
- ~~2. No more than 25 percent of the credits may be elective classes.~~

F. Methods of Documenting Credit

1. In addition to issuing credit for successful completion of a course offered through the district adult education program, adult education students can also document credit for educational activities completed outside the district program. Written documentation of the experiences listed below must be contained within the student's file.

Activity Item	Maximum # of Credits	Where Credit can be Applied	Description	Documentation
Work Experience	4 credits	Elective or CTE	4 credits maximum 1 credit for 900 180 hours (1/2 0.50 credit for 450 90 hours) of continuous professional development employment	W2, pay stubs, or employer verification of hours worked

Professional License or Certificate of Skill Testing	3 credits	Elective or CTE	3 credits maximum 1 credit for every 180 hours of training required for a professional license, or 180 hours of documented achievement or a trade or skill.	Transcript or Certificate
Military Experience	3 credits	Individualized Fitness for Life or Elective or PE	3 credits maximum 1.5 ½ credit max. for basic training (Individualized Fitness for Life or elective) 1 credit for each 180 hrs. of other verified military training not to exceed 1.5 ½ credits	Form DD214
College or University Credits	As evaluated determined by transcript	Appropriate subject area analysis	1 credit for each 5 quarter hrs. or 1 credit for each 3 semester hours	Transcript
Apprenticeships	3 credits	Elective or CTE	1 credit for each 72 hours of approved College Cluster Apprenticeship work performed.	Union or registered work credential
Credit from Other Accredited High Schools	As determined by transcript	Appropriate subject area analysis	Transcript evaluated according to District Core Courses documented	Transcript
GED Test(s) per Policy 4059 Focused	13 5 credits	Appropriate subject area	Credit earned prior to 07-01-2009 will be awarded at the	GED Transcript

Policy 4120
Amended
October 9, 2019
First Reading
March 11, 2026
Second Reading
April 8, 2026

Graduation Pathway			discretion of the Adult Ed. Coordinator	
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