

# ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS

## ADMINISTRATIVE POLICY 7.37

### GRADUATION REQUIREMENTS

#### (1) GENERAL PROVISIONS

(a) The total number of units required for graduation shall be 22, effective with the graduating class of June 2014-15 and thereafter. Commencing with the graduating class of 2021 (i.e., students entering 9<sup>th</sup> grade in the school year of 2017-2018), of the 22 units, the following are required:

Subject	Units
English/Language Arts .....	4.0
Mathematics (including courses at or above the level of Algebra 1).....	3.0
Science (This must include content and laboratory studies for all three units) .....	3.0
a life science course.....	1.0
a physical science course.....	1.0
an additional course in a life, physical, earth or space science, or district-approved, science-equivalent engineering or technology course .....	1.0
Social Studies (from the following) .....	3.0
U.S. History .....	1.0
World History, World Geography, World Studies, or AP Human Geography .....	1.0
Citizenship .....	1.0
OR	
BOTH American Government AND Economics (0.5 unit each) .....	1.0
Physical Education (no more than 0.5 credit per school year) .....	1.5
A waiver for final 0.5 credit in physical education during the junior or senior year of high school may be an option for a student, based on participation in an organized sport or athletic program in accordance with district procedures. Pursuant to Wis. Stat, §118.33(1)(e), a student may replace this 0.5 credit with an additional English, social studies, mathematics, science, or health course.	
Health .....	0.5
Fine Arts.....	1.0

World Language.....2.0

College-and-career-readiness coursework (from the following) ..... 1.0

Advanced Placement, Career Technical Education courses available in Career Clusters: Agriculture, Architecture & Construction, Arts, A/V Technology & Communications, Business Management, Finance, Health Science, Hospitality & Tourism, Human Services, Information Technology, Manufacturing, Marketing, Science, Technology, Engineering & Mathematics, and Transportation (students may use internships & apprenticeships to meet this requirement), International Baccalaureate diploma, or Project Lead the Way

\*For example, if a student takes an AP or IB course to meet another requirement (e.g., English), that course will count for the college and-career-readiness requirement and the core-content requirement.

(b) In addition to the above requirements, students must also have completed one of the following three course-embedded options, to be appropriately noted on a transcript:

1. online learning
2. community-service experience
3. service learning.

(c) Beginning with the graduating class of June 2014-15, all MPS schools must adhere to the core credit requirements as shown in 1(b) above, and no school will be allowed to require additional credits in order to earn an MPS diploma. Individual schools, however, may require additional courses or projects for completion of specific program certifications (e.g., Honors, International Baccalaureate, career and technical education) which may be designated on the MPS diploma.

(d) Students shall be required to have earned the units as described above and shall be required to meet the state requirement for passing the district’s civics test commencing with the graduation class of 2017. A student may re-take the exam until he/she passes. (Students with IEPs must complete the exam to receive diplomas, but are not required to meet the state benchmark.)

(e) Each school that seeks to substitute course offerings for courses specifically stated in 1(b) above must obtain formal approval from the Superintendent or a designee. The alternate course must meet or exceed the rigor of the original required course.

**(2) PLANNING PROVISIONS FOR GRADUATION**

(a) All students shall follow identified plans developed in the high schools in which the students are enrolled. The high-school plans for students in the regular program shall ensure that students meet graduation requirements and shall be developed on the basis of individual career interests, plans for post-high-school education, or other life goals, using a variety of available program plans. Student may earn diplomas only from schools in which they are enrolled and in which they will earn their final credits during the semester in which they intend to graduate.

(b) A “senior” is a student who has earned a minimum of 16 units or the number required for senior status and who is on track for graduation after the successful completion of no more than two additional semesters.

(c) High-school students from the Milwaukee Public Schools are encouraged to complete four years of study resulting minimally in completion of the prescribed graduation requirements at the district and school levels.

(d) Procedures for permitting early graduation include the following:

1. A student wishing to graduate early must complete all district requirements for graduation.
2. A student must request a conference to declare interest in early graduation (with parental or guardian signature if the student is under 18).
3. A conference shall be held with the parent, student, and principal (or designee) to review options and to make a decision, with a sign-off by principal (or designee), student, and parent or guardian (if the student is under 18). At this meeting, the student and parent will receive information regarding alternatives to early graduation (scholarships, advanced courses, AP, IB, Start College Now and Early College Credit Program (ECCP) opportunities, etc.) to facilitate the making of an informed decision.
4. For students who have received sign-off by the principal on the district-provided form for early graduation, the school shall document in the student database that the student has met the diploma requirements at the semester end-date and shall withdraw the student. Early graduates in good standing will be allowed to participate in either the district’s January graduation or the school’s year-end graduation ceremony and activities.

(e) The following minimum number of units, or the equivalent, is required for high-school students to be promoted at the end of the school year:

1. If a student is to be promoted from 9<sup>th</sup> to 10<sup>th</sup> grade (sophomore), 5 units or more shall be required.
2. If a student is to be promoted from 10<sup>th</sup> to 11<sup>th</sup> grade (junior), 10 units or more shall be required.
3. If a student is to be promoted from 11<sup>th</sup> to 12<sup>th</sup> grade (senior), 16 units or more and enrollment in at least the fourth year of high school shall be required.

(f) To be considered for senior-class rank, students must meet the definition of a senior and must complete one year and a minimum of 5 units at the schools from which they intend to receive their diplomas.

(g) Students may graduate from MPS alternative programs that meet the District’s minimum standards for alternative programs.

**(3) COMMON MPS DIPLOMA AND SCHOOL-BASED RECOGNITION OF PROGRAM COMPLETION**

- (a) Schools may, with formal approval from the Superintendent or a designee:
- implement additional requirements for participation in or completion of specific programs and include this endorsement on the diploma;
  - award an additional certificate indicating completion of this special program and/or document this endorsement on the transcript.
- (b) Some of the recognized endorsements include:
- Advanced Placement Capstone Diploma or Certificate
  - International Baccalaureate Certificate and/or Diploma
  - Wisconsin Department of Public Instruction — Seal of Biliteracy
  - Wisconsin Global Education Achievement Certificate.
- (c) Schools may not create additional requirements for graduation.

**(4) COMPLETION CREDENTIALS****(a) Regular Diplomas**

1. Students completing the unit and district civics test requirements described above, including GEDO #2, alternative programs, and GPS Education Partners programs, shall receive regular diplomas signed by the principal, the Superintendent, and the Board president. Signatures other than that of the principal/school leader may be photocopied.

(2. Students with disabilities who successfully complete high-school graduation requirements established in MPS Administrative Policy 7.37, Graduation Requirements, shall receive regular MPS diplomas upon graduation.

**(b) Certificates of Completion**

1. Students with disabilities who do not meet high-school graduation requirements as outlined in Administrative Policy 7.37, Graduation Requirements, who participate in a curriculum aligned to the Wisconsin Essential Elements and who have aged out of eligibility for services will be awarded certificates of completion at the end of the academic year in which they turn twenty-one (21). Students may choose to participate in one graduation ceremony either with their entry or exit class. Certificate of Completion cannot be awarded to students in 4-year or 5-year graduation cohorts.

2. English learners who have not completed unit requirements for graduation, but are of graduation age, may also be awarded certificates of completion.

**(c) Requirements for General Education Development Option (GEDO) #2 Program Diplomas**

1. The GEDO#2 is an alternate for district students to meet credit requirements for graduation.

2. Students enrolled in MPS GEDO #2 programs who successfully complete the GEDO #2 graduation requirements shall be awarded MPS diplomas from the schools in which they have completed their GEDO #2 program requirements.

Subject

- English .....GEDO #2 exams: (1) Reading and (2) Writing or four units of English
- Mathematics.....GEDO #2 exam or three units of math at or above the level of Algebra 1
- Science.....GEDO #2 exam or three units of science
- Social Studies.....GEDO #2 exam or two units of social studies, including one of the world courses and the US history course
- Social Studies.....GEDO #2 civics exam or one unit of citizenship, or American government and economics
- Health .....GEDO #2 health exam or 0.5 health unit

3. All GEDO #2-program students shall be required to successfully complete units of study in employability skills and career awareness.

4. Additional requirements in work experience or community service and in career-portfolio development for the GEDO #2 program must be communicated to a prospective student during the intake conference that is required by DPI before the student begins the program.

5. Students enrolled in GEDO #2 shall not be included in senior-class rank.

**(d) Requirements for Diplomas from the State-supported GPS Education Partners Program**

1. Students shall be accepted and enrolled concurrently in an MPS high school and the GPS Education Partners program.

2. Students enrolled in the GPS Education Partners program who successfully complete the 21-month course and workplace requirements shall be awarded MPS diplomas from the MPS schools in which they are enrolled.

**(e) Other District approved Programs**

Students who successfully complete district-approved alternative programs shall be awarded MPS diplomas from the MPS schools in which they are enrolled.

**(f) Diplomas for Veterans**

1. Diplomas shall be awarded to certain veterans, in accordance with Wis. Stats., sec. 120.13(37). The Superintendent or designee shall direct the appropriate MPS high-school principal to award a diploma to a veteran if the Superintendent or designee determines that the veteran meets all of the following criteria:

- a. is at least 65 years old, or is at least 55 years old and has a service-connected disability; and
- b. attended high school in the school district or attended high school in Wisconsin and resides in the school district; and
- c. left high school before having received a high-school diploma to join in the U.S. Armed Forces during a war period, as defined in Wis. Stats., sec. 45.01(13); and
- d. served on active duty under honorable conditions in the U.S. Armed Forces or in forces incorporated as part of the U.S. Armed Forces.

2. A high-school diploma shall also be awarded to a veteran who received a high-school-equivalency diploma after serving on active duty under honorable conditions, if the person meets the conditions of 1(a) through 1(d) above.

3. A high-school diploma shall also be awarded, upon request, to a veteran who has died, but who, before dying, satisfied the criteria listed in 1(b) through 1(d) above.

**History:** Adopted 10-26-82; Revised 9-26-84, 6-25-86, 6-18-87, 12-21-92, 2-22-95, 6-18-97, 3-30-99, 6-30-99, 2-29-00, 5-30-00, 8-29-00, 6-26-01, 8-2-01, 1-31-02, 2-27-03, 9-25-03, 12-16-08, 07-29-10, 6-28-12, 7-29-13, 02-25-16

**Previous Coding:** Admin. Policy IKF, prior to May 1995; Admin. Policy 9.37, May 1995-August 1996

**Legal Ref.:** W.S. 119.18(20), 118.30(4)(c), 118.33(1)(e),

<b>Cross Ref.:</b>	Admin. Policy	7.38	Balanced Assessment System
		7.07	Physical Education
		7.36	Promotion and Retention of Students
	Admin Proc	7.34	Final Examinations

