

# ADMINISTRATIVE PROCEDURE OF THE MILWAUKEE PUBLIC SCHOOLS

## ADMINISTRATIVE PROCEDURE 7.37 GRADUATION REQUIREMENTS

### (1) GRADUATION REQUIREMENTS

(a) As outlined in Administrative Policy 7.37, the total number of units required for graduation from a traditional program of study shall be 22. The district shall provide multiple opportunities for students to earn the 22 units, including providing credit recovery for students to make up course failures, as well as ways to accelerate learning such as dual enrollment opportunities.

(b) The district shall maintain a complete listing of high school course offerings and identify which courses count toward graduation requirements.

(c) All pre-approved dual enrollment college courses that meet a general education requirement at the college/university of study, will also count toward graduation requirements.

(d) In addition to the above requirements, unless enrolled in an alternative program/school that a requirement is exempted by the district, all students must also complete the following:

1. Shall complete one of the following three options, to be appropriately noted on a transcript:

- Online Learning – Successfully completing an approved online course for credit.
- Community-service experience – Completing 20 hours outside of class time, of unpaid service for a 501(c)(3) nonprofit organization or local government agency such as a school district, library, or fire department under the supervision of an adult.
- Service-Learning – Students successfully engage in a service-learning project in a pre-approved service-learning experience in a high school course.

2. Students shall complete the Free Application for Federal Student Aid (FAFSA) unless waived by the Chief Academic Officer for students who are unable to access parental financial information, who are undocumented, or whose parents allow them to abstain. The waiver shall be submitted no later than one month before graduation for review.

3. All students shall successfully complete the necessary requirements for Academic and Career Planning (ACP) documented in the state approved software (Wis Stat §115.28(59)), as well as the required activities for their academic and career plan from when they enter an MPS high school.

4. All students shall be required to meet the state's requirement for passing the district's civics test. A student may re-take the exam until he/she passes. Students with Individualized Education Plans must complete the exam to receive diplomas but are not required to meet the state's benchmark.

### (2) EARLY GRADUATION

(a) 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 in writing a conference to declare interest in early graduation (with parental or guardian's signature if the student is under 18) by October 1st of the student's fifth semester if graduating in three years or seventh semester if graduating in three and a half years.

3. A conference shall be held with the parent, student, and school counselor (or a representative from the school counseling office to review options and to make a recommendation. 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, FAFSA, dual enrollment, internships, apprenticeships, etc.) to facilitate the making of an informed decision. The school counselor will present the recommendation to the principal, who will sign off if they are in agreement.

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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's 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.

5. Under extraordinary circumstances, a student may request in writing identifying the circumstance, to the Chief Academic Officer, a conference be set up to declare interest in early graduation (with parental or guardian's signature if the student is under 18) outside of October 1st date.

## **(3) NON-TRADITIONAL PROGRAMS OF STUDY GRADUATION REQUIREMENTS**

### **(a) Requirements for Certificate of Completion**

1. Students with disabilities who do not meet high-school graduation requirements as outlined in Administrative Policy 7.37, Graduation Requirements, but 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 with either their entry or exit class. Certificates of completion cannot be awarded to students in four-year or five-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.

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

1. Students enrolled in Milwaukee Public Schools (MPS) General Education Development Option (GEDO) #2 Program 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.

2. The following are the requirements for the GEDO #2 program:

- a. English: either GEDO #2 exams in Reading and Writing or four units of English
- b. Mathematics: either GEDO #2 exam or three units of math at or above the level of Algebra 1
- c. Science: either GEDO #2 exam or three units of science
- d. Social Studies: either GEDO #2 exam or two units of social studies, including one of the world courses and the US history course
- e. Social Studies either GEDO #2 civics exam or one unit of social studies including state and local government
- f. Health: either GEDO #2 health exam or 0.5 health unit

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

4. All students must complete work/community service requirements. 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.

### **(c) Requirements for Competency-Based Alternative Program**

1. Students enrolled in competency-based alternative programs who successfully complete the competency-based program graduation requirements shall be awarded MPS diplomas from the schools in which they have completed their competency-based program requirements. The following are the requirements for competency-Based alternative programs:

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- a. English: 4 units
- b. Mathematics: 3 units at or above the level of Algebra 1
- c. Science: 3 units
- d. Social Studies: 3 units including state and local government
- e. Physical Education: 1.5 units
- f. Health: 0.5 unit

2. All students in the Competency-Based-program shall be required to successfully complete units of study in employability skills and career awareness.

3. Students enrolled in Competency-Based shall not be included in senior-class rank.

## **(d) Requirements for Alternative Schools**

1. As outlined in Administrative Policy 7.37, the total number of units required for graduation from an alternative school shall be 22.

2. The following are potential courses that can fulfil graduation requirements in an alternative school:

- a. English/Language Arts: 4 units
- b. Mathematics: 3 units
- c. Science: 3 units – one lab course required
- d. Social Studies: 3 units – including state and local government
- e. Physical Education (no more than 0.5 credit per school year for a total of 1.5 credits)
  - a. A waiver of the 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 developed by the superintendent. Pursuant to Wis. Stat, §118.33(1)(e), a student must replace this 0.5 credit with an additional English, social studies, mathematics, science, or health course.
- f. Health: .5 credits
- g. Fine Arts: 1 credit
- h. Electives: 6 credits

## **(e) 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 program shall be awarded MPS diplomas from the MPS schools in which they are enrolled.

## **(4) GRADUATION DATA**

### **(a) Collection of Graduation Data**

1. Each student is assigned to a graduation cohort when they enter grade 9 for the first time. This identifies the students that will be calculated by the state to determine 4, 5, 6, and 7-year graduation rates for state and federal accountability.

2. A student's cohort group does not change regardless of how many years they are in high school.

## **(5) DIPLOMAS FOR VETERANS**

### **(a) Issuing Diplomas to 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:

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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, had satisfied the criteria listed in 1(b) through 1(d) above.

History: Adopted

Previous Coding:

Legal Ref.: W.S. 119.18(20), 118.30(4)(c), 118.33(1)(e), 120.13(37), 115.28(59), 45.01(13), 115.28(59)

Cross Ref.: Admin. Policy 7.38 Balanced Assessment System  
7.07 Physical Education  
7.36 Promotion and Retention of Students  
7.37 Graduation Requirements  
Admin Proc 7.34 Final Examinations