

## **ADULT AND COMMUNITY EDUCATION DIPLOMA REQUIREMENT AND REGULATIONS**

The Augusta School Department has established an educational program for students accepted into the program to receive instruction in content areas that will lead to earning a high school diploma. To be awarded a high school diploma from Augusta Adult and Community Education, students will need to demonstrate successful completion of the following.

- A. Students are required to complete a total of 22 credits for graduation. These credits must consist of:
1. four (4) English credits or the equivalent in standards – one of which must be a writing course;
  2. two (2) Social Studies credits or the equivalent in standards – one of which must be U.S. History and one must be a government course;
  3. two (2) Mathematics credits or the equivalent in standards;
  4. two (2) Science credits or the equivalent in standards – including one credit in lab science instruction;
  5. one (1) Civics Education credit or the equivalent in standards;
  6. one (1) Personal Finance and Career/Academic Advising credit or the equivalent in standards;
  7. one (1) Fine Arts credit or the equivalent in standards – may include art, music, forensics or drama;
  8. one (1) Computer/Digital Literacy credit or the equivalent in standards.

One credit consists of proficiency/competency in that content area/subject matter.

Credits from other recognized institutions will be accepted upon approval of the Adult and Community Education Director; however, a minimum of one credit must be earned by taking one (1) credit through the Augusta Adult and Community Education program.

- B. A maximum of six (6) credits may be awarded for the following out-of-school experiences(s):
1. Completion of a Maine State Apprenticeship Council-approved apprenticeship program;
  2. Two (2) credits for military service of not less than two successive years resulting in an honorable discharge or separation may be awarded to eligible diploma candidates. The military experience criterion also covers candidates who have spent a minimum of six (6) years in the National Guard or in the Reserves and hold an honorable discharge;
  3. One (1) credit may be awarded for three consecutive years of work experience in one occupation and two (2) credits for work experience of five (5) years or more in no more than two (2) occupations;
  4. A maximum of two (2) credits may be awarded for participation in a planned volunteer work activity (forty-five (45) hours required per credit) approved by the Adult and Community Education Director;
  5. A maximum of one (1) credit may be awarded for career exploration based on forty-five hours of observation/practicum experience in business, industry, institutions or agencies.
  6. Home school credits may be awarded based on a portfolio review process approved by the Adult and Community Education Director.

A diploma earned through the Augusta Adult and Community Education program shall be specified as an Augusta School Department Diploma.

Cross Reference: IHD - Adult Community Education  
IKF – Graduation Requirements

Adopted: \_\_\_\_\_