



Graduation Guidelines 2016-2017

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NUA Graduation Requirements

1. Complete course and credit requirement for student's graduation path (210 for traditional diploma, 130 for Option 2/GED diploma)
 - See individual graduation path explanations for specific course and credit requirements
 - See Graduation Course Guidelines for specific questions on course advisement.
2. Have a cumulative GPA of 2.0
3. Complete a Senior Portfolio
4. For Option2/GED and GED only: Students must pass the GED test and submit scores to NUA.

Teacher Graduation Process and Procedure Guidelines

- Teacher reviews student's transcripts, grade reports and up-dates the **APW** (Academic Plan Worksheet) according to the Graduation Transcript Evaluation Guidelines and Graduation Course Guidelines
- After a course category is completed excess credits will rollover into the elective category. (i.e. Physical Education, Career Exploration, etc.)
- Teacher reviews School Pathways to check transcript accuracy and course placement – for any changes contact Registrar, Karen Fiegehen.
- Fill-out Grad Pack with appropriate 2016-2017 Grad Pack Form and all necessary documents.
- The Grad Pack needs to be reviewed by the Program Lead and cc to Registrar and Counselor according to School Calendar dates.
- Program Lead will review student's Grad Pack on the "**Grad Review Check**" sheet and will work with teacher on any suggested changes.
- Program Lead will turn-in Grad Pack to Registrar; Karen Fiegehen
- The Grad Pack is reviewed by the counselor. Any questions or discrepancies within the Grad Pack will be addressed with the student's teacher and Program Lead.
- Teachers should contact the registrar and counselor immediately if there are any changes in a student's graduation plans.
- The registrar will send out a list by teacher of graduating students 2 months before graduation date.
- Please contact: Sonia Soriano or Karen Fiegehen with any questions: ssoriano@nu.edu or kfiegehen@nu.edu

Transcript Evaluation Guidelines

- Program Leads and counselor evaluate student transcripts upon enrollment to NUA. Teachers are responsible for course advisement after initial semester.
- Make sure to inform the counselor and registrar of any changes in graduation path during the student's enrollment with NUA.
- Counselor is responsible for final transcript decisions.
- Duplicate classes will **not** be awarded credits. (i.e. Alg 1A taken and passed twice will be given only 5 credits)
- Students must complete the NUA course requirements for graduation and complete 210 credits.
- NUA requires students to be enrolled for **12 weeks and earn a minimum of 20** credits in order to graduate with NUA. Last day for enrollment for January graduation is September 23rd. Last day for enrollment for June graduation is March 10th.
- Grade level will be identified by the first year the student is enrolled in 9th grade (Freshman), second year is 10th grade (Sophomore), 3rd year is 11th grade (Junior) and 4th year is 12th grade (Senior) status.
- Program Lead must approve a student taking 40-45 credits/semester. Counselor must approve 46 – 55 credits/semester. **Written approval must be in Grad Pack.** All students must take a minimum of 20 credits each semester. Any exceptions must be approved by the Counselor in writing.
- A senior portfolio is required to meet Graduation Requirements.

Special Education and 504 Plan Exemptions Guidelines

- Students with Special Education or 504 Plan **can** have team approved exceptions other than State Graduation Requirements.
- Special Ed and 504 Exemptions **must be in Grad Pack**
- Signed 504 Plans are due to the counseling department 2 months before Graduation date. Continuing 504 students must be submitted within 60 days of enrollment.

The Perfect Grad Pack

All of the following MUST be included for a Grad Pack to be reviewed:

- **2016-2017** Grad Pack cover sheet (Do not use old Grad Pack cover sheets)
- Completed APW (Academic Plan Worksheet) accounting for what classes met requirements
 - Make sure course names are specified and typed in
 - Must be digitized format
- Copy of current MA (Master Agreement) and addendums for courses in progress
- Copy of School Pathways transcript **with current courses** and annotate any changes that need to be made
- Verification of all course completion: any transcripts from previous schools, **including any grade reports from, NUVHS ROP/CTE courses and community college**
- Concurrent Approval Form for any courses taken outside of NUA during the graduating semester: community college, NUVHS, or ROP/CTE
- Include English Exception letter regarding English proficiency alternative, documenting that the student has been enrolled in an English course each semester enrolled with NUA and the student has achieved an NWEA reading score of 224 or higher. Include documentation of score and Guidance approval for wavier. See Course Guidelines for English proficiency alternative requirements. (pg. 21)
- Include any GED scores for Option 2 Diploma or GED (Graduate Equivalency Diploma) Certificate. If GED has not been administered, indicated scheduled test date. Last day to take GED for January graduation is January 13th. Last day for June graduation is June 2nd.
- Both student name for diploma and student signature must be included
- Must include IEP notes if requesting SPED waivers
- January 2016 Grad Pack **is due to your Program Lead on September 30, 2016.** Please cc registrar and counselor when Grad Pack is submitted.
- June 2015 Grad Pack **is due to your Program Lead on March 10, 2017.** Please cc registrar and counselor when Grad Pack is submitted.
- A list of prospective June graduates is due to the Registrar with end of Fall semester paperwork.
- **All** graduation requirements must be met to participate in the June promotion ceremony.

2016-2017 Grad-Pack Diploma Form

Date: _____ Date of Expected Graduation: _____

Student Diploma Name: _____

Teacher Name: _____ Lead: _____

ACTIVE IEP: Y or N

504 Plan: Y or N

REQUIREMENT	STATUS Completed Date/In-Process:
Credit Completion (Academic Plan Worksheet)	
GPA (2.0) met?	
Community Service/Career Exp 3A/ ROP	Where? Crse? Credits? Due Date?
Verification of all course completion - Include ALL Official Transcripts and Report Cards from prior schools	
Concurrent Enrollment Prior Approval Form (When applicable) Community College, CTE/ROP, NUVHS	
Print transcript with current schedule in School Pathways. Copy of Addendum	
English Proficiency Alternative (Exception letter, NWEA score results printed and Guidance approval)	Yes or No
VALENZUELA GRAD CHECK?	Yes or No
Request participation in June graduation ceremony?	Yes or No

Teacher Signature: _____ Student Signature: _____

Academic Manager: Approved/Disapproved---Unresolved requirements:

2016-2017 Grad-Pack

Option 2 Form

Date: _____ Date of Expected Graduation: _____

Student Diploma Name: _____

Teacher Name: _____ Lead: _____

GED Test Dates: _____

ACTIVE IEP: Y or N

504 Plan: Y or N

REQUIREMENT	STATUS Completed Date/In-Process:
Credit Completion (attach ILP/Aca Plan Worksheet)	
GPA (2.0) met?	
Community Service/Career Exp 3A/ ROP	Where? Crse? Credits? Due Date?
Verification of all course completion - Include ALL Official Transcripts and Report Cards from prior schools	
Concurrent Enrollment Prior Approval Form (When applicable) Community College, CTE/ROP, NUVHS	
Print transcript with current schedule in School Pathways. Copy of Addendum	
VALENZUELA GRAD CHECK?	Yes or No
Request participation in June graduation ceremony?	Yes or No

Teacher Signature: _____ Student Signature: _____

Academic Manager: Approved/Disapproved---Unresolved requirements:

2016-2017 Grad-Pack

AB 167 Form

Date: _____ Date of Expected Graduation: _____

Student Diploma Name: _____

Teacher Name: _____ Lead: _____

ACTIVE IEP: Y or N

504 Plan: Y or N

REQUIREMENT	STATUS Completed Date/In-Process:
Credit Completion (attach ILP/Aca Plan Worksheet)	
GPA (2.0) met?	
Community Service/Career Exp 3A/ ROP	Where? Crse? Credits? Due Date?
Verification of all course completion - Include ALL Official Transcripts and Report Cards from prior schools	
Concurrent Enrollment Prior Approval Form (When applicable) Community College, CTE/ROP, NUVHS	
Print transcript with current schedule in School Pathways. Copy of Addendum	
VALENZUELA GRAD CHECK?	Yes or No
Request participation in June graduation ceremony?	Yes or No

Teacher Signature: _____ Student Signature: _____

Academic Manager: Approved/Disapproved---Unresolved requirements:

2016-2017 Grad-Pack GED Form

Date: _____ Date of Expected Graduation: _____

Student Diploma Name: _____

Teacher Name: _____ Lead: _____

GED Test Dates: _____

ACTIVE IEP: Y or N

504 Plan: Y or N

REQUIREMENT	STATUS
	Completed Date/In-Process:
Credit Completion (attach ILP/Aca Plan Worksheet)	
GED Test Date	
Did student pass all for areas?	Yes or No
Are passing scores attached?	Yes or No
VALENZUELA GRAD CHECK?	Yes or No
Request participation in June graduation ceremony?	Yes or No

Teacher Signature: _____ Student Signature: _____

Academic Manager: Approved/Disapproved---Unresolved requirements:

NUA Diploma Graduation and College Prep Requirement Chart

SUBJECT CATEGORY	NUA Graduation Requirements 210 credits	College Prep/A-G Requirements 220 credits
English	40 credits	40 credits
English 9 A/B	10 Credits	10 Credits
English 10 A/B	10 Credits	10 Credits
English 11 A/B	10 Credits	10 Credits
English 12 A/B	10 Credits *Exception Possible: with alternate proficiency, substitute with 10 elective credits.	10 Credits
Mathematics	20 credits	30 credits (must include Algebra II)
Algebra I A/B	10 credits	10 credits
Math (Algebra equivalent or higher.)	10 credits	10 credits-Geometry A/B
Algebra II A/B		10 credits-Algebra II A/B
Social Studies	30 credits	30 credits
Wld History A/B (grade 10)	10 credits	10 credits
US History A/B (grade 11)	10 credits	10 credits
Am. Government (grade 12)	5 credits	5 credits
Economics (grade 12)	5 credits	5 credits
Science	20 credits	20 credits
Biological/Life Science	10 credits	10 credits –must be Bio Lab
Physical/Earth Science	10 credits	10 credits-Phys or Chem
Physical Education	20 credits	20 credits
Health	5 credits *Substitute for elective if previous school has health imbedded in another course.	5 credits
Foreign Language or Visual/Performing Arts	10 credits	30 credits –2 yrs same Foreign Lang and 1 yr Visual Perform Art
Computer Literacy	5 credits *Substitute for elective if previous school has deemed computer literate.	5 credits
Elective: Community Svc. - Car. Expl 3A/3B –ROP-CTE	10 credits	10 credits UC “A-G” approved elective credits
Elective: Life Skills: Senior Portfolio	10 Credits	10 Credits
Electives/Special Interest	40	20 credits
TOTAL CREDITS	210	220

National University Academy Academic Plan Worksheet (General Diploma)						Revised			
Student #						Key:			
Student Name:						A = First semester			
Initial Intake/Analysis Date:						B = Second semester			
Graduation Date Requested:						IP = In Progress			
Teacher:	Academic Manager					N = Needed/Recommended			
Please check one answer to each of the following questions:									
1. Return to traditional high school?				(High School Graduation Requirements & required exams)		(2.0 GPA min to graduate)			
2. Graduation Plan?		CAHSEE Math:		CAHSEE Language Arts:					
3. Post Graduation Plans?									
English – 40 Units				Science – 20 Units					
A	B	Graduation Requirements	IP	N	A	B	Graduation Requirements	IP	N
		English 1 A/B		10.00			Life Science: (Biology A/B)		10.00
		English 2 A/B		10.00			Earth, Physical or Chem Science A/B		10.00
		English 3 A/B		10.00					
		English 4A/B*		10.00					
Life Skills – 40 Units				Special Interest-60 units					
A	B	Graduation Requirements	IP	N	Graduation Requirements		IP	N	
		Computer Skills		5.00	For Language or Visual Perform Art A/B			10.00	
		Physical Education 1A/1B		10.00	Comm Service Work Exp or ROP/CTE A/B			10.00	
		Physical Education 2A/2B		10.00				10.00	
		Health (1 Semester)		5.00				10.00	
		Sen Portfolio and 2nd Life Skill course		10.00					
Mathematics – 20 Units				Subject Area					
A	B	Graduation Requirements	IP	N	Gen Units Req		Completed	Def	
		Algebra I		10.00	English		40.00	0.00	40.00
		Cons. Geom. Integr. Algebra II...		10.00	Math		10.00	0.00	10.00
				10.00	Life Science		10.00	0.00	10.00
				10.00	Physical Science		10.00	0.00	10.00
History/Politics – 30 Units				World History					
A	B	Graduation Requirements	IP	N	Govt/ Econ		Completed	Def	
		World History A/B		10.00	U.S. History		10.00	0.00	10.00
		U.S. History A/B		10.00	Health		5.00	0.00	5.00
		Government/Economics		10.00	Computers		5.00	0.00	5.00
				10.00	Physical Education		20.00	0.00	20.00
				10.00	Life Skill/Senior Port		10.00	0.00	10.00
				10.00	Comm Serv/Work/CTE		10.00	0.00	10.00
				10.00	VP A/Foreign Lang.		10.00	0.00	10.00
				10.00	Special Interest		40.00	0.00	40.00
				TOTALS		210.00		0.00	210.00

*If waived, English 4 must be replaced with electives. Students MUST have 210 credits completed to graduate.

National University Academy Academic Plan Worksheet (College Prep Diploma)						Revised				
Student #	Student Name:	Initial Intake/Analysis Date:	Graduation Date Requested:	Teacher	Academic Manager	Key:				
						A = First semester B = Second semester IP = In Progress N = Needed/Recommended				
Please check one answer to each of the following questions:						GPA:				
1. Return to traditional high school?						(2.0 GPA min to graduate)				
2. Graduation Plan?						(High School Graduation Requirements & required exams)				
CAHSEE Math:						CAHSEE Language Arts:				
3. Post Graduation Plans?										
English - 40 Units (p indicates A-G approved course)						Science - 20 Units (30 Units Recommended)				
A	B	Graduation Requirements	IP	N	A	B	Graduation Requirements	IP	N	
		English 9 A/B p		10.00			Biology A/B p		10.00	
		English 10 A/B p		10.00			Physics or Chemistry A/B p		10.00	
		English 11 A/B p		10.00						
		English 12 A/B p		10.00						
Life Skills - 40 Units						Special Interest-60 units				
A	B	Graduation Requirements	IP	N			Graduation Requirements	IP	N	
		Computer Skills		5.00			Visual Performing Art A/B p		10.00	
		Physical Education 1A/1B		10.00			Community Service/Work Experience/or ROP		10.00	
		Physical Education 2A/2B		10.00			Spanish 1 p or other foreign language		10.00	
		Health (1 Semester)		5.00			Spanish 2 p or other foreign language		10.00	
		Sen Portfolio and 2nd Life Skill course		10.00			A-G Elective Course		10.00	
Mathematics - 30 Units (40 Units Recommended)						Purple				
A	B	Graduation Requirements	IP	N			Subject Area	Gen Units Req	Completed	Def
		Algebra 1 (or higher) p		10.00			English	40.00	0.00	40.00
		Geometry p		10.00			Algebra	10.00	0.00	10.00
		Algebra 2, Pre Calculus p		10.00			Math	20.00	0.00	20.00
							Life Science	10.00	0.00	10.00
							Physical Science	10.00	0.00	10.00
							World History	10.00	0.00	10.00
							US History	10.00	0.00	10.00
							Govnt/Econ	10.00	0.00	10.00
							Health	5.00	0.00	5.00
A	B	Graduation Requirements	IP	N			Computers	5.00	0.00	5.00
		World History A/B p		10.00			Physical Education	20.00	0.00	20.00
		U.S. History A/B p		10.00			Career Expl/Life Skills	10.00	0.00	10.00
		Government/Economics p		10.00			Foreign Language	20.00	0.00	20.00
							VP A	10.00	0.00	10.00
							Special Interest	30.00	0.00	30.00
							TOTALS	220.00	0.00	220.00

Option 2 Diploma Guidelines

- **To be eligible for Option 2 a student must be 18 years or older and have 100 or less of core academic credits.**
- All students must take and pass the full GED in order to receive a diploma. No waivers will be granted.
- In order to count a GED test for a year course, students must receive a score of **145** or higher per exam. A senior portfolio is **required** to meet Graduation Requirements.
- In addition to the course requirement, students must pass both Math and English CAHSEE Exams

GED Exam and/or Course Credits	Credits Needed
GED Reasoning Through Language Arts	20
GED Science/ Physical or Earth Science	10
GED Math/ Math course	10
GED Social Science/ World History	10
English 3/American Lit	10
US History	10
Government	5
Economics	5
Biology/Life Science	10
Algebra	10
Visual or Performing Art or Foreign Language	10
PE/ Community Service/ Career Exploration/ CTE/ ROP (Any combination is acceptable.)	15
Senior Portfolio	5
Total	130

National University Academy Academic Plan Worksheet (Option 2 Diploma)						Revised	
Student #						Key:	
Student Name:						A = First semester	
Initial Intake/Analysis Date:						B = Second semester	
Graduation Date Requested:						IP = In Progress	
Teacher			Academic Manager			N = Needed/Recommended	
Please check one answer to each of the following questions:							
1. Return to traditional high school?						GPA:	
2. Graduation Plan?						(2.0 GPA min to graduate)	
CAHSEE ELA:						(High School Graduation Requirements & required exams)	
CAHSEE Math:							
3. Post Graduation Plans?							
English – 30 Units				Science – 20 Units			
A	B	Graduation Requirements	IP	N	A	B	Graduation Requirements
		English 1 A/B or 150 on GED		10.00			Biology A/B
		English 2 A/B or 150 on GED		10.00			Earth, Physical or Chem A/B or 150 on GED
		English 3 A/B		10.00			Foreign Language or VPA-10 units
Life Skills – 25 Units				For Language or Visual Performing Art A/B			
A	B	Graduation Requirements	Blue	IP	N		
		PE/CTE/Work/Comm Serv		10.00			
		Sen Port and PE/CTE/Work/Comm Serv		10.00			
Mathematics – 20 Units				Subject Area			
A	B	Graduation Requirements	Purple	IP	N	English	30.00
		Algebra I		10.00		Algebra	10.00
		Geom, Algebra II, etc. or 150 on GED		10.00		Math	10.00
						Life Science	10.00
						Physical Science	10.00
						World History	10.00
						US History	10.00
						Gov't/Econ	10.00
History/Politics – 30 Units				PE/CTE/Work/Comm Serv/			
			Pink			Sen Port (Sen Port is required)	20.00
A	B	Graduation Requirements	IP	N		VPA/Foreign Lang.	10.00
		World History A/B or 150 on GED		10.00		*TOTALS*	130.00
		U.S. History A/B		10.00			0.00
		Government/Economics		10.00			130.00

Foster Youth – AB 167 Diploma Guidelines

- AB 167 Foster Youth Diploma students must have a copy of the student's **Dependency letter** to verify eligibility. This must be placed in their Grad Pack.
- To be eligible for the AB 167 Foster Youth Diploma a student must transfer to NUA in their Junior or Senior school year and is a Foster Youth.
- Must be unreasonable for the Foster Youth to meet the NUA 210 credit graduation requirement. Student is then required to meet State required 130 credits.
- Foster Youth must pass **both** Math and English CAHSEE Exams with a score of 350 or higher.
- Foster Youth with Special Education or a 504 Plan can have “Exceptions” of exams made within their Accommodation Plans

The following are the graduation course requirements for a Foster Youth – AB 167 Diploma:

Subject Area	Credits Needed
English	30
Algebra	10
Math	10
Life Science or Biology	10
Physical or Earth Science	10
World History or Social Studies	10
US History	10
Government	5
Economics	5
Physical Education	20
Visual Art or Foreign Language	10
Total	130

National University Academy Academic Plan Worksheet (AB 167)										Revised		
Student #											Key:	
Student Name:												A = First semester
Initial Intake/Analysis Date:												B = Second semester
Graduation Date Requested:												IP = In Progress
Teacher												N = Needed/Recommended
Please check one answer to each of the following questions:												
1. Return to traditional high school? _____ (High School Graduation Requirements & required exams) GPA: _____ (2.0 GPA min to graduate)												
2. Graduation Plan? _____ CAHSEE Math: _____ CAHSEE Language Arts: _____												
3. Post Graduation Plans? _____												
English – 40 Units												
A	B	Graduation Requirements	IP	N	A	B	Graduation Requirements		IP	N		
		English 1 A/B		10.00			Biology A/B					10.00
		English 2 A/B		10.00			Earth, Physical or Chem Science A/B					10.00
		English 3 A/B		10.00								
Life Skills – 40 Units												
		Graduation Requirements	Blue		A	B	Graduation Requirements		IP	N		
A	B	PE 1A/1B	IP	N			For Language or Visual Performing Art A/B					10.00
		PE 2A/2B		10.00								
Mathematics – 20 Units												
		Graduation Requirements	Purple									
A	B	Algebra I	IP	N								
		Cons, Geom, Integr, Algebra II...		10.00								
History/Politics – 30 Units												
		Graduation Requirements	Pink									
A	B	World History A/B	IP	N								
		U.S. History A/B		10.00								
		Government/Economics		10.00								
Science – 20 Units												
		Graduation Requirements	Orange						Green			
		Special Interest-60 units							Yellow			
		For Language or Visual Performing Art A/B										
Subject Area												
		English		30.00			Completed					30.00
		Algebra		10.00			0.00					10.00
		Math		10.00			0.00					10.00
		Life Science		10.00			0.00					10.00
		Physical Science		10.00			0.00					10.00
		World History		10.00			0.00					10.00
		US History		10.00			0.00					10.00
		Govnt/Econ		10.00			0.00					10.00
		PE/CTE/Work/Comm S		20.00			0.00					20.00
		VPA/Foreign Lang.		10.00			0.00					10.00
		TOTALS		130.00			0.00					130.00

Graduate Equivalency Diploma Guidelines

- The GED is an alternative certificate to a high school diploma. It certifies the student has exemplified academic knowledge equivalent to a recent high school graduate.
- The student receives a GED Certificate from the State but **not** an NUA Diploma.
- The GED exams are a group of four subject tests. All four subject test must be passed to receive a GED certificate. A minimum passing score for each test is 145.
- To be eligible for a GED Certificate a student must **be 16 years or older.**
- A student must **not** have graduated from high school.
- Once the student receives the GED scores, the student must give a copy of the score sheet to the Registrar, Karen Fiegehen.
- Testing costs are the responsibility of the student and vary depending on the testing center offering the GED test. Please contact your local testing center with any questions regarding taking the GED test.

The following are the graduation requirements for a Graduate Equivalency Diploma Certificate:

GED Exam	Score
GED Reasoning Through Language Arts	145
GED Science	145
GED Math	145
GED Social Studies/ World History	145

State Graduation Requirements

“Section 51225.3 states that commencing with the 1998-99 school year, all pupils receiving a diploma of graduation from high school must complete all of the following while in grades nine to twelve, inclusive:

Courses in the subjects specified, each course having duration of **one year**, unless otherwise specified. (one year is 10 credits or English 1A and English 1B is one year or 10 credits).

- 1. Three courses in [English](#). (3 years or 30 credits)**
- 2. Two courses in [mathematics](#)**, including one year of Algebra I beginning in 2003-04 (California *Education Code* Section 51224.5).
- 3. Two courses in [science](#)**, including biological and physical sciences.
- 4. Three courses in [social studies](#)**, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics, and a one-semester course in economics.
- 5. One course in [visual or performing arts](#) or [foreign language](#)**. For the purposes of satisfying the requirement specified in this subparagraph, a course in American Sign Language shall be deemed a course in foreign language.
- 6. Two courses in [physical education](#), (2 years or 20 credits)** unless the pupil has been exempted pursuant to the provisions of *Education Code* Section 51241.

Other coursework as the governing board of the school district may by rule specify.”

Graduation Course Guidelines

ENGLISH: 40 credits required to meet requirement (4 year-long courses)

- 40 English credits will meet the English Graduation requirement
- 30 English credits will meet the English Graduation requirement **if:**
 - Teacher has received **written approval** for a 4th year English Waiver from the Counselor Department.
 - Student has failed an English class (A “NG” or “I” is not equivalent to an “F’.)
 - Student has been in English every semester of NUA enrollment
 - Student’s NWEA Reading score is at least 224 (proof in Grad Pack)
 - Teacher has written an English Exception letter and placed in Grad Pack.
 - Student must complete 10 additional elective credits to fulfill the 210 credits to graduate.
- 30 English credits will meet the English Graduation requirement **if:**
 - Student’s Special Education or 504 Plan accommodations include English Exception for 4th year of English credits-
 - Student will need to complete 10 additional Elective credits to fulfill the 210 credits to graduate.
- ESL and ELD classes
 - 2 ELD classes taken in the same semester will **NOT** be accepted as 2 English classes but will be accepted as 5 credits of English and 5 credits of Electives – one class is a support class not geared toward another English level of standards.
 - ELD 3 and ELD 4 may be accepted for 9th or 10th grade English requirements but **not** for 11th Grade English (American Literature).
 - Contact your counselor to confirm acceptance of particular ESL and ELD classes.
- Higher level of English can substitute for any lower English course.

ALGEBRA: 10 credits required to meet requirement

- 10 Algebra credits must be 1st and 2nd semester (i.e. Algebra 1A and 1B).
- Some schools use a 2 year sequence for Algebra. The 2nd year counts toward the Algebra requirement. The 1st year can count toward the Math requirement.
- 8th Grade Algebra course may count for the Algebra requirement if cleared by the counselor.
- Pre-Algebra and Algebra support courses will count toward the electives requirement, not Algebra or Math.
- Algebra taken at a non-accredited school can be validated with NWEA Math score of 235.

MATH: One course of Math (Algebra equivalent or higher) for 1 year or 10 credits

- 10 Math credits must be in the same course of study. Both semesters need to match (i.e. 2 semesters of Geometry or 2 semesters of Integrated Math or Consumer Math)

SOCIAL STUDIES / HISTORY: Three courses (3 years or 30 credits) in Social Studies are required to graduate. This includes:

- 10 credits in World History that must be 1st and 2nd semester.
- 10 credits in United States History that must be 1st and 2nd semester.
- 5 semester credits in American Government,
- 5 semester credits in Economics.

SCIENCE: Two courses (20 credits) in Science including a Life Science (i.e. Biology, Ag Science) (10 credits) and Physical or Earth Science (i.e. Earth Science, Chemistry, Physics) (10 credits)

- See the counselor for clarification of courses such as Integrated Science or Environmental Science to determine whether they are a life or physical science.
- One semester of a particular science can not be combined with a different science. For example: 1 semester of Chemistry CANNOT be completed with 1 semester of Earth Science.
- Classes that follow similar course content can be combined to complete a requirement. For example: Life Science and Biology can be combined. Contact the counselor for questions on if classes can be completed by an NUA class.
- If we are unable to complete a science course that was taken at a previous school, the student will receive elective credit for that course and must take a full year of a science course to meet the science requirement (either Life or Physical/Earth Science)

FOREIGN LANGUAGE OR VISUAL ARTS OR PERFORMING ARTS: 10 credits must completed to meet the requirement.

- Foreign Language credit **must** be one year (10 credits) in the same language:
Example: **Spanish 1A** and **Spanish 1B** would complete a year of Foreign Language credit
- Visual or Performing Arts credit **can** be 2 different 5 credit classes within the same subject area: It is best to stay within the same course but it is acceptable to mix. Example: **Art 1A** one semester with **Drawing 1A** would complete a year of Visual Art. However, Drama 1A and Art 1A would not be an acceptable mix.
- Cannot mix classes between Foreign Language and Visual or Performing Arts.

COMPUTER LITERACY: One semester or 5 credits of Computer Literacy

- If a previous school has deemed a student “Computer Literate,” student will have met the Computer requirement but must make up the 5 credits in Electives.

ELECTIVE: LIFE SKILLS: One semester (5 credits) of Life Skills and one semester (5 credits) of Senior Portfolio

- Senior Portfolio (5 credits) is a graduation requirement.

Concurrent Course Approval Form

Student Requirements

For all types of concurrent enrollment students:

1. Must be in good standing with NUA academically.
 - a. Have received a 3.0 GPA in his/her most recent semester.
 - b. Have received a minimum of 20 credits in his/her most recent semester.
2. Demonstrates good attendance.
3. Must be enrolled in a minimum of 20 credits with NUA.

Community College

1. High school credit will be awarded as follows
 - a. Courses that are at the “100” level or above receive 3.3 high school credits per 1 college unit.
 - b. Courses below the “100” level

College Units	Equivalent High School Credits
1 Unit	1.5 Credits
2 or 3 Units	5 Credits
4 or 5 Units	10 Credits

2. College courses must be approved prior to enrollment in the courses to ensure courses meet one of the student’s graduation requirements.

National University Virtual High School (NUVHS)

1. Advanced Placement Application and Teacher Evaluation Form must be completed and approved by Guidance Department.
2. Approved Advanced Placement Application must be attached.
3. If approved NUA Counselor will submit student’s course request to NUVHS.

ROP/CTE Course

1. For Credit for ROP courses, please request a course description with the number of hours per week required for the course.
2. All Costs incurred will be the responsibility of the student and/or parent.

Site name

Address of class site

Date

RE: [Student Name here](#) Graduation Requirements

[Student Name](#) is an upcoming January graduate. She has been in English consistently every semester of her high school career and has achieved passing grades throughout.

[Student Name](#) has met all other graduation requirements, including passing both sections of the CAHSEE. Her reading score on NWEA is _____ (at least 224) and she is currently scheduled to complete ___ units of English _____ this semester. (Or her current NWEA score is _____ and she is currently enrolled in RTI language arts and will retake it on _____. Scores will be sent to the office upon completion.) She will fulfill 30 units of English and complete 10 additional elective units to fulfill the 210 units to graduate. Attached is the signed 4th Year English Pre-Approval Form.

If further explanation is needed, I can be reached via telephone at _____.

Teacher Name

Site Name

National University Academy