

PROCEDURE TITLE: High School Graduation Requirements		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Instruction		

I. Purpose

The purpose of these procedures is to implement the Board Policy entitled 04-0006-000 [Graduation Requirements](#) COMAR [13A.03.02.03](#).

II. Definitions

- A. Code of Maryland Regulations COMAR: Maryland State agency regulations are compiled in the *Code of Maryland Regulations* ([COMAR](#)).
- B. Credit: Unit of achievement awarded for the completion of a course and/or the successful demonstration of established learning goals. Course credits will be published in the Student Education Planning Guide and courses and total credit count requirements for graduation are based on a student's first-time in grade nine and will be accepted for either a high school diploma or high school certificate of program completion.
- C. [Student Education Planning Guide \(SEPG\)](#): District's comprehensive outline of course and program offerings, graduation and completion requirements, and individual course bulletin and registration information for all high schools to assist students and families in planning an appropriate and rigorous high school program to meet requirements and address student interest and career goals.
- D. Maryland High School Certificate of Program Completion: Official state document issued to students with disabilities who cannot meet the requirements for a diploma but have completed the identified standards to be awarded a certificate.
- E. Maryland High School Diploma: Official state document issued to a student indicating fulfillment of the minimum enrollment, credit, state assessment, student service learning and completion sequence requirements.
- F. Student Enrollment Options (SEO): In recognition of the fact that four-year enrollment in public high school may not serve the best interest of some students, the following Student Enrollment Options (SEO) are granted under

the authority of COMAR [13A.03.02.03](#) and [13a.03.02.10](#)) Requirements, application, and approval procedures for effective implementation of SEO are developed by Harford County Public Schools in accordance with the Maryland State Department of Education (MSDE) guidance. SEO includes accelerated graduation, dual enrollment, and part-time attendance. SEO information is found in the [HCPS Student Education Planning Guide](#).

- G. College and Career Readiness (CCR):** Student attributes and criteria indicating readiness to enroll in a credit-bearing college course, career training program, and/or enter the workforce. Such criteria include but not limited to a CCR standard as defined by the Maryland State Department of Education through the state assessments, grade point average, school attendance, and successful completion of prerequisite high school courses.
- H. Post-CCR Pathways:** Students meeting the CCR standard are eligible to participate in a post-CCR pathway including college preparatory coursework, college courses for credit, and/or career preparatory coursework and experiences leading to potential industry-recognized certification. Students not yet meeting the MSDE CCR standard are eligible to participate in a support pathway working towards meeting the CCR Standard.

III. Procedures

A. High School Diplomas and Certificates of Completion

Harford County Public Schools (HCPS) awards high school diplomas and high school certificates of completion.

1. To earn a high school diploma from HCPS, students must satisfactorily complete all state and district graduation requirements.
2. Students with disabilities who cannot meet the requirements for a diploma may earn a Maryland high school certificate of program completion by meeting state and county requirements.

B. Credit Requirements

1. Course credits and total credit requirements for a student to be awarded the Maryland high school diploma in HCPS are based on the school year the student enters Grade 9 for the first time. High school courses and credits earned in middle school will be transcribed once the student enrolls in high school.

2. Credit and course requirements are documented in the [HCPS Student Education Planning Guide](#).
3. To be awarded a diploma, a student must earn a total number of course credits based on the first-time in grade 9 cohort year.
 - a. Students entering grade 9 for the first time in the school year 2020-2021 and prior (Graduating Classes of 2024 or earlier in a four-year cohort):
 - i. Earn a total of 26 total credits consisting of 21 state required credits as established by COMAR and five (5) additional credits as established by HCPS.
 - ii. Four years of mathematics enrollment is required for a student in each year of high school in addition to the total credit count.
 - iii. Course credits by subject are outlined in the [Student Education Planning Guide](#)
 - iv. In extenuating circumstances, students can apply for a credit waiver of course credits that are only local requirements.
 - b. Students entering grade 9 for the first time in school year 2021-2022 and after (Graduating Class of 2025 in a four-year cohort and after in a four-year cohort):
 - i. Earn a total of 26 total credits consisting of 22 state required credits as established by COMAR and four (4) additional credits as established by HCPS.
 - ii. Four years of mathematics enrollment is required for a student in each year of high school in addition to the total credit count.
 - iii. Course credits by subject are outlined in the [Student Education Planning Guide](#).
 - iv. In extenuating circumstances, students can apply for a credit waiver of course credits that are only local requirements.

C. State Assessments Requirements

1. State assessment requirements for a student to be awarded the Maryland high school diploma in HCPS are established by the Maryland Department of Education and [COMAR 13A.03.02.06](#).
2. State assessment requirements are documented in the [HCPS Student Education Planning Guide](#).

D. Student Service

1. In accordance with the [COMAR 13A.03.02.05](#) students are required to fulfill a student service-learning requirement.
2. Student service-learning hours are integrated into the existing HCPS curriculum for all subject areas in Grades 6-12. Students enrolled in HCPS for three years beyond Grade 5 have met the 75-hour state requirement of service learning.

E. High School Credit in Middle School

1. High school credit will be earned for high school courses passed in middle school. The student's final course grade will be calculated according to the [HCPS policy for grading](#).
2. High school courses completed in middle school will not count towards the student's high school Grade Point Average (G.P.A.).

F. Enrollment Requirement and Student Enrollment Options (SEO)

1. A student must satisfactorily complete four years of approved study beyond the eighth grade. Exceptions are available for the senior year.
2. Student Enrollment Options (SEO) are available for any eligible student as established by [COMAR 13A.03.02.10](#) to individualize a student's program of study in order to meet the graduation requirements and participate in a post-CCR pathway. Eligible students must meet the College and Career Readiness (CCR) standards as defined by the MSDE.
3. SEO includes accelerated graduation and post-CCR pathways experiences including dual enrollment (college credit bearing courses), part-time attendance (career courses and training toward industry-recognized certification such as Workforce Investment or Apprenticeships). Information is found in the [HCPS Student Education Planning Guide](#).

G. Notice

1. Annually, school counselors inform high school students as well as parents/guardians of the following:
 - a. State and local graduation requirements.
 - b. Student's progress on fulfilling the credit, state assessments, service-learning, and applicable IEP requirements for graduation.
 - c. A plan for appropriate assistance, if applicable.
2. No later than the end of third marking period, seniors who are in danger of not graduating participate in the following:
 - a. Letter/email to parent/guardian detailing course failure quarterly.

- b. Senior, parent/guardian, and teacher conference for corrective measures (i.e., remediation course, etc.
- c. Senior and parent/guardian will be informed of graduation options when the regular school year options are exhausted (i.e., summer school).

Approved By:

Sean W. Bulson, Ed.D.
Superintendent of Schools

Date

Procedure Action Dates					
ACTION		DATE		ACTION	

Responsibility for Procedure Maintenance & References	
LAST EDITOR/DRAFTER NAME:	JOB POSITION OF LAST EDITOR/DRAFTER:
PERSON RESPONSIBLE:	JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME:	DESIGNEE POSITION:
PROCEDURE NUMBER PRIOR TO NOVEMBER 1, 2005:	

LEGAL REFERENCES¹

References are set forth in the Procedure.

¹ All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes or regulations in support of a policy.