

DIPLOMA OF ADULT EDUCATION

The Board grants a Diploma of Adult Education to any adult who has completed the required 21 units for earning a high school diploma. These 21 units can consist of at least one-half and no more than six equivalent high school units for adult students' life experiences.

Criteria for Issuing Adult Diplomas

Any eligible adult is awarded the Diploma of Adult Education if the individual:

1. is at least 22 years old and currently resides in the District;
2. has earned a minimum of one-half and maximum of six equivalent adult high school units;
3. has earned sufficient high school units as required by the District for high school graduation, including equivalent life experience units, adult high school continuation units and chartered high school units and
4. has passed the Ohio High School Graduation Qualifying Examination in reading, writing, mathematics, science and citizenship or has been excused from the test because of a disabling condition described in the Ohio Revised Code.

All four requirements must be satisfied.

Program Elements Basis for Awarding Equivalent Adult High School Credits

According to the procedures established by the Board for granting equivalent adult high school units, the Board may award those units for successful completion of the following.

1. Educational option approved by the Board must be in compliance with the provisions of Paragraph D of Rule 3301-35-01 and Paragraph C of Rule 3301-35-02 of the Ohio Administrative Code.
2. The certificated staff will evaluate the documentation of life experiences. The life experiences must demonstrate the competencies that the Board has approved as equivalent to those attained in a classroom setting. Those may include one or more of the following:
 - A. work experience;
 - B. experience as a volunteer;

- C. completion of an academic, vocational or self-improvement course and
 - D. other life experiences judged by the District Board to provide knowledge, learning experiences and competencies comparable to those attained in a classroom setting.
3. Staff holding certificates appropriate for the subject in which equivalent credit is granted shall provide instruction and/or evaluate the applicant's performance in tutorial and independent study programs.
 4. Staff holding certificates for the subject in which credit is granted shall evaluate the applicant's performance in correspondence courses, educational travel, mentor programs and portfolio development.
 5. Each applicant's learning experiences and competencies are evaluated in terms of their equivalence to experiences and competencies attained through the regular classroom instruction. The evaluation is based on a review of the following components of the regular classroom program:
 - A. subject objectives;
 - B. instructional activities, materials and environment and
 - C. criteria and methods of assessing student performance.
 6. Coordination of this program is under the direction of the high school principal or his/her designee. The Superintendent certifies all applications for a Diploma of Adult Education and the Board grants the diploma.

For Item 1 above – A high school counselor evaluates the transcript of an applicant to determine units to be completed to fulfill the District's curriculum requirements.

For Item 2 above – The same counselor meets with the applicant. The counselor prepares an instructional plan and advises regarding courses needed and equivalency credit documentation in the form of a portfolio which is needed to complete District requirements for graduation. At least one-half and no more than six life experience units may be counted toward those needed to earn a Diploma of Adult Education.

The President and Treasurer of the Board and the Superintendent shall sign the Diploma of Adult Education. Each diploma shall bear the date of its issuance, be in such form as the Board prescribes and be paid for from the District's general fund.

Administering the Ohio High School Graduation Qualifying Examination to Eligible Adults

The Board must make provisions to administer the Ohio High School Graduation Qualifying Examination to any eligible adult who is scheduled to earn a diploma.

Exceptions can be made for disabled adults. The tests are to be administered twice each year according to Rule 3301-13-02 of the Administrative Code.

The Ohio High School Graduation Qualifying Examination is limited to persons enrolled in an adult high school continuation program and/or to eligible persons who have earned at least one-half equivalent adult high school credit.

Although the Ohio High School Graduation Qualifying Examination is to be administered to eligible adults on the same days in the same manner as prescribed for high school students, the District may administer the tests to adults in the evening.

The test is to be provided and administered at no cost to the adult student. The District administers the test and the State Board of Education provides the test and scoring.

All test security provisions included in Rule 3301-13-05 of the Administrative Code apply. Answer documents are scored and results reported according to Rule 3301-13-06 of the Administrative Code.

By September 1 of each year, the District must notify the Director of the Division of Education Services, Ohio Department of Education, of the number of eligible adult students expected to take the Ohio High School Graduation Qualifying Examination in November of that year.

(Approval date: August 14, 2001)