

CREDIT GUIDELINES

for Graduation from Secondary Schools



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INTRODUCTION

This handbook aims to provide Jordan School District administrators, school counselors, registrars, and other personnel with guidelines that will assure consistent awarding of credit across the District. If, after consulting this document, you do

not find answers to specific questions, please consult with your school principal, a school counselor consultant/specialist, or an administrator of schools.

I. CREDIT FOR REGULAR COURSEWORK

This document defines "Regular Coursework" as all courses/programs listed in the Jordan School District Secondary Course Catalog.

A. Graduation Requirements

To graduate from a Jordan School District high school, a student must:

1. Earn the minimum number of credits designated by the Utah State Board of Education (USBE) and the Jordan District Board of Education.
2. Meet [attendance requirements](#) as designated by the Jordan School District.
3. Civics and Government/Citizenship Course Requirements
 - a) Beginning with the 2025–2026 school year, the Civics Test requirement is no longer in effect.
 - b) Students in the Classes of 2025–2029 (i.e., 2025–26 through 2028–29 school years) are not required to take the Civics Test or complete the new U.S. Government/Citizenship course requirement.
 - c) Starting with the Class of 2030, students must complete either:
 - (1) 1.0 credit of U.S. Government/Citizenship (yearlong course), or
 - (2) Two 0.5 credit U.S. Government/Citizenship courses (semester courses)
 - d) Information regarding the Civics and Government/Citizenship Course requirements is subject to change pending additional updates from USBE.
4. Complete all graduation requirements prior to commencement exercises in order to participate.
 Note: Meeting graduation requirements entitles a student to receive a diploma, but does not necessarily entitle a student to attend commencement. A student may be denied the privilege of attending commencement based on disciplinary action by the school administration.
5. For more information regarding Early Graduation, see section [V.C.](#)

B. High School Course and Credit Requirements

Credit is awarded based on a student's participation, mastery of subject matter, and/or attainment of skills. Credit is granted for courses taken in grades 9-12. Credit earned prior to ninth grade may be applied toward graduation with prior authorization after meeting with the School Counselor and approval by the local LEA. Jordan School District requires the "minimum core curriculum" as specified by the [Utah State Board of Education Rule R277-700-6](#), along with the additional course credits listed below for high school graduation.

Based on the Utah State Board of Education (USBE) requirements for high school graduation, Jordan School District requires each student to complete the following courses and credits for high school graduation:

English/Language Arts4.0 Credits - 1.0 Language Arts 9 - 1.0 Language Arts 10 - 1.0 Language Arts 11 - 1.0 Language Arts 12 Core/Applied and Adv courses	Social Studies3.5 Credits - 1.0 World Geography - 1.0 World History - 1.0 U.S. History - 0.5 US Government and Citizenship
Mathematics**3.0 Credits - 2.0 Foundation/Core credits - 1.0 Additional Foundation/Core or Advanced Applied, or	Science3.0 Credits - 2.0 Credits from two different Foundation/Core areas: Earth Science, Biology, Chemistry, Physics, or

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Foundation (AAF) credit	Computer Science - 1.0 Additional Foundation/Core or Advanced Applied, or Foundation (AAF) credit
Health and Physical Education2.0 Credits - 0.5 Health - 0.5 Participation Skills & Techniques - 0.5 Fitness for Life - 0.5 Individual Lifetime Activity One season of a UHSAA Athletic Participation /Team Sports - If a student participates in a complete season of a UHSAA-sanctioned sport and the LEA determines the sport aligns with course standards, the LEA may award the student .5 units of PE credit. If a student completes an additional season with a different sport and the LEA determines the sport aligns with course standards, the LEA may award the student with another .5 units of PE credit. If a student participates for more than two seasons on a school athletic team, elective credit may still be awarded. - UHSAA athletic participation may be awarded for Participation Skills and Techniques and/or Individual Lifetime Activities. Athletic participation credit does not apply to Fitness for Life.	Fine Arts1.5 Credits Career & Technical Ed1.0 Credits Digital Studies0.5 Credits General Financial Literacy0.5 Credits Elective Courses*8.0 Credits
TOTAL CREDITS:	27.0 Credits*

**Valley High School and Kings Peak Virtual High School require only five elective credits, so a diploma requires only 24 credits.*

***According to the [Mathematics Competency Board Rule \(R277-700-9\)](#), four years of math may be required for a college degree-seeking student to meet the graduation requirements. Failure to meet this requirement will not prevent a student from earning a Jordan District Diploma, but will affect their transcript.*

1. Jordan School District secondary schools will accept credit and grades awarded to students from schools or providers accredited by [Cognia](#) or the Utah State Board of Education. Credit from these approved sources will be posted on Jordan District transcripts without alteration. [\[State Board Rule R277-705-3-2a\]](#). Jordan District institutions shall also accept credit from institutions that are accredited by national, regional, or state accrediting agencies recognized by Cognia. Regional accrediting agencies include the North Central Association Commission on Accreditation and School Improvement (NCA CASI), Northwest Accreditation Commission (NWAC), the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), Western Association of Schools and Colleges (WASC), the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools (MSA CESS), and New England Association of Schools and Colleges (NEASC).
 - a) While State Board Rule R277-705-3(10)(a) defines a transcript as including only courses completed, grades and units of credit earned, citizenship, and attendance records, Jordan School District expands this definition to also include a student's cumulative GPA as shown on the official transcript.
2. In addition to fulfilling high school graduation requirements, students should be advised to check college admission requirements, scholarships, and NCAA requirements.
3. Courses should be taken as recommended by the grade level outlined in the [Jordan District Course Catalog](#).
4. Students may take applied and advanced courses in the 12th-grade English/Language Arts category in lieu of 12th-grade English/Language Arts during their senior year unless they are on a plan to graduate early by the end of their junior year, as approved by the school LEA.

C. Middle School Program of Study

More information can be found in sections [III.A.1.f](#) and [V.B](#).

Jordan School District Middle School Program of Study		
Required Areas	7th Grade	8th Grade
MATH	GRADE 7 MATHEMATICS 1.0 Credit	GRADE 8 MATHEMATICS 1.0 Credit
ENGLISH LANGUAGE ARTS (ELA)	GRADE 7 LANGUAGE ARTS 1.0 Credit	GRADE 8 LANGUAGE ARTS 1.0 Credit
INTEGRATED SCIENCE	GRADE 7 INTEGRATED SCIENCE 1.0 Credit	GRADE 8 INTEGRATED SCIENCE 1.0 Credit
SOCIAL STUDIES	UTAH STUDIES 0.5 Credit <small>*Some schools may require 1.0 credit.</small>	U.S. HISTORY 1.0 Credit
PHYSICAL EDUCATION (PE)	FITNESS 7 0.5 Credit	FITNESS 8 0.5 Credit
CTE	COLLEGE AND CAREER AWARENESS 1.0 Credit	
HEALTH		HEALTH 0.5 Credit
DIGITAL LITERACY	DIGITAL LITERACY 0.5 Credit Can be taken in either 7th or 8th.	
ART, MUSIC, THEATRE, or DANCE	FINE ARTS 2.0 - 2.5 Credits Can be taken in either 7th, 8th, or both.	
ELECTIVES	ELECTIVES 2.0 - 2.5 Credits Some schools may have required electives. See Additional Considerations below.	
TOTAL REQUIRED MIDDLE SCHOOL CREDITS	14.0 CREDITS	
ADDITIONAL CONSIDERATIONS		
WORLD LANGUAGE	Recommended for students reading on or above grade level and interested in post-secondary education. 1.0 Credit	Recommended for students reading on or above grade level and interested in post-secondary education. 1.0 Credit
FUNDAMENTAL READING	Students who demonstrate proficiency according to the rubric are exempt from the reading requirement and may take an elective. 1.0 Credit for each year needed	

DUAL LANGUAGE IMMERSION (DLI)	CULTURE & MEDIA 0.5 Credit	CULTURE & MEDIA 0.5 Credit
ENGLISH LEARNER (EL)	ENGLISH LANGUAGE DEVELOPMENT 1.0 Credit	ENGLISH LANGUAGE DEVELOPMENT 1.0 Credit

D. Other Guidelines Pertaining to Credits Earned in Local High Schools

1. Credit for Grading Period/Schedule Changes
 - a) To meet accreditation* guidelines and standard instructional time requirements, students seeking high school credit for a course should be enrolled in that class no later than ten school days after the beginning of a grading period. In addition, students seeking high school credit for a course should be transferred or withdrawn from a class no sooner than ten school days before the end of the grading period.
 - (1) *"Accreditation" means the formal internal and external review and approval process under the Standards for the Northwest Accreditation Commission, a division of Advance Education Inc., (AdvancED). [State Board Rule R277-410-1A].
 - b) If a class change is necessitated after the first ten days of a grading period, the change should only occur within a content area or content level with school LEA approval. The student's current grade percentage from the class they are leaving should be transferred to the new class and averaged for a final grade for that grading period.
 - c) If a student wishes to withdraw from a class due to extenuating circumstances after the first ten days of the grading period, but before the last ten days of the grading period, a No Credit (NC) should be posted on the high school transcript. An "NC" signifies that the student was not in class long enough to be able to complete the necessary coursework to earn credit for that grading period. This is differentiated from a No Grade (NG), which signifies that the student did not meet the requirements to have a grade posted, such as in the case of excessive absences or tardiness.
 - d) Students who transfer from a school ten school days or less before the end of the grading period will receive their final grades from the previous school attended. If students enroll before the last ten days of the grading period, the course grade percentages they brought with them from the previous school will be averaged with the course grades they earn in the current school.
2. Students Completing Graduation Requirements the Summer Following Their Senior Year
 - a) All coursework earned toward completion of a regular high school diploma must be completed and submitted to the school registrar by *October 1st* following the student's graduating year. A student unable to meet this deadline is eligible for an adult high school diploma at Southpointe High School.
3. Partial-Day Schedules
 - a) The Partial-Day Schedule guideline applies when a student combines studies at a District high school with studies at another accredited institution or online learning program and still qualifies for a diploma from the local school. For Annual Daily Membership/Weighted Pupil Unit (ADM/WPU) purposes, the "Partial-Day Schedule" applies to a student who attends school less than a full day, but at least half of the regular school day. In such instances, school administrators and counselors should apply the following guidelines:
 - (1) To complete the Student Release from School Request, a student must first meet with the school counselor and the parent/guardian.
 - (2) Release time for religious instruction counts as out-of-school time. Students must not be on the school campus during times when they have been released from the school.

- (3) Parents/guardians assume responsibility for the student's progress toward completion of courses taken outside of school and for reporting grades and credit to the school.
 - (4) If students elect to discontinue the partial-day schedule and re-enroll in courses at the school, they may do so contingent upon LEA approval.
4. Residency Requirement
- a) Eligible students will receive a diploma from the high school at which they have been enrolled for an entire semester prior to the date they complete their graduation requirements. Jordan School District students are not allowed to transfer to any high school within the District during the second semester of their senior year unless the transfer is initiated by the school LEA or the parents/guardians move to another school area. Students transferring from out-of-district or out-of-state during the second semester of their senior year are encouraged to complete graduation requirements at the school where they seek to transfer. The school LEA will make a final determination upon reviewing the student's transcripts and verifying that the student has met all graduation requirements established by the Utah State Board of Education and the Jordan School District. Note: When working with military children, see *JSD Credit Guidelines Military Children, I-D-5*.
5. Military Children
- a) As per [Utah Code 53A-1-10-1001](#), military children have a claim to a special Student Education Plan for College and Career Readiness considerations when working toward a high school diploma. Considerations may be made in the following areas: transfer of credit, alternative means to acquire coursework, testing requirements, cooperation, and coordination with previous/present educational agencies. Those servicing military students should refer to the code directly for further direction.
6. Dual Enrollment
- a) **Definition:** A "dual enrollment student" is a student who is enrolled simultaneously in either a private school or a homeschool and a public school. The purpose of this rule is to provide consistent statewide procedures and criteria for a home school and private school student's participation in a public school course, co-curricular activity, or program. ([R277-438-2](#) and [Utah Code 53G-6-702-5](#).)
 - b) **Private School Dual Enrollment (Allowed):** Students who are in regularly established private schools may enroll in up to three (3) periods (less than half time, 0.499) in the student's Jordan School District boundary school. Students are required to show verification of private school enrollment status. Students are required to be enrolled part-time in the computer system, pay all necessary fees, and follow all public school rules and guidelines. If they wish to enroll in a public school for half-time or more than half-time, their private school full-time status is nullified, and the public school becomes the primary LEA. If a student is still enrolled in the Private School for less than half the day, then a [Student Release From School Request Form](#) is required. Using the half day to determine whether they are in private or public school is a guideline, not a rule. ([Jordan District Planning and Student Services Procedures Manual](#).)
 - c) **Homeschool (Allowed):** Students acknowledged for homeschooling by the Board of Education may dual enroll in Jordan School District. Student enrollment must be less than half-time to maintain homeschool status.
 - (1) If the student is enrolled for less than half of the regular school day (under 49%), they are primarily a homeschooled student. They may enroll in up to three classes and pay the required fees. A Student Release Form is not required.
 - (2) If the student is enrolled for more than half of the regular school day (50% or more), they are considered a Jordan District student on a reduced schedule. They may enroll in four or more classes and pay the required fees. A Student Release Form is required.

- (3) Using the half-day to determine whether they are in homeschool or public school is a guideline, not a rule ([Jordan District Planning and Student Services Procedures Manual](#)).
- d) **Public School (Including Online) Dual Enrollment (Allowed with conditions):** For a student to be enrolled in two LEAs at the same time, the LEAs are required to coordinate so that their combined claimed enrollment percentage for the student does not exceed 100%. Special circumstances for this enrollment are outlined below:
- (1) Dual Enrollment within Jordan School District: Secondary students may enroll in a class at another Jordan School District school that is not offered at their boundary school. Coordination with the counselors at both schools is required. The student may need to be given a reduced schedule using a Student Release Form to accommodate transportation needs. Elementary students may not dual enroll within the District.
 - (2) Dual Enrollment with Valley High School: Students enrolled at Valley High School seeking a 24-credit diploma will not be allowed to dual enroll in a regular high school that requires a 27-credit diploma. Dual enrollment at a regular high school and the alternative high school is not allowed because of the differences in credit requirements and funding support.
 - (3) Dual Enrollment with Jordan School District and Another LEA: Dual enrollment in this circumstance is allowed in Board rule. If a parent or student desires to enroll in classes from another LEA, the student's enrollment with Jordan District must be reduced by the number of classes the student will enroll in at another LEA. The student may access more than 100% enrollment at a time only if they have declared excess enrollment/early graduation status with their primary LEA.
 - (4) Co-Curricular Enrollment and Extra-Curricular Activity Participation with Charter Schools: A charter or online school student is eligible to participate in co-curricular and/or extracurricular activities (up to three) not offered by the student's charter school at their boundary (qualifying) school provided they meet the requirements outlined in the [Jordan District's Planning & Student Services Manual](#). Online schools sponsored by a traditional school District are not considered charter schools for the purposes of co-curricular enrollment. The Utah State Board of Education Charter School Directory can be accessed at [Utah Schools Directory](#). (Exception: Dual enrollment is allowed if a charter school participates in the Statewide Online Education Program for Grades 6-12. See *Credit Guidelines I-D-6f.*)
- e) **Statewide Online Education Program Dual Enrollment (Allowed):** According to *Utah Code 53A-15-12-1204* and [Utah State Board of Education R277-726](#), students are eligible to earn up to six high school credits through the Statewide Online Education Program if they are enrolled in Grades 6-12 at a public district school or charter school in Utah. Students attending a private or homeschool and having a custodial parent or legal guardian who is a resident of Utah are also eligible for the program. The approved Statewide Online Education Program providers can be accessed at the [Statewide Online Education Program \(SOEP\)](#). A student enrolled in the program may earn no more credits in a year than the number of credits a student may earn by taking a full course load during the regular school day in the student's primary school of enrollment, unless they meet with the school counselor and acquire LEA approval for an early graduation plan.
- (1) Students earning high school credit in grades 6-8, through a State Online Education Provider, will need to provide the transcript to the primary LEA to ensure credit is entered on the official high school transcript.
 - (2) Credit for high school can be entered on the official transcript any time after 8th grade.
- f) **Guideline for Distribution of Required and Non-Required Classes for Home and Private-Schooled Students:**



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- (1) [Utah Code 53A-11-102.5](#) provides the legal basis for home and private-schooled students to enroll in public school classes or “dual enrollment.”
 - (2) Dual-enrollment rules are further articulated in Utah State Board Rule [R277-438 Dual Enrollment. Rule R277-438-5 \(2\)](#), which states: “A student who attends an activity or a portion of the school day shall be subject to administrative scheduling and teacher discretion of the traditional school.”
 - (3) The District administration has determined that dual-enrolled students may access required and elective classes in Jordan District schools on an equal basis with public school students in accordance with the distribution of classes of a regular enrolled student.
 - (4) The District administration has determined that students who are dual enrolled in the Statewide Online Education Program courses can access required and elective classes in Jordan District schools on an equal basis in accordance with the distribution of classes of a regular enrolled student.
 - (5) Dual Enrollment and Co-Curricular Students may take less than half of the scheduled academic day without a Student Release Form.
 - (6) Students enrolled more than half-time must be enrolled at the school, and a Student Release Form must be completed. (Refer to Jordan School District Student Services website for definitions: [Dual Enrollment](#)).
7. Concurrent Enrollment
- a) Students enrolled in concurrent enrollment courses will receive a semester or year grade upon completion of each concurrent enrollment course. The grade will be posted on the high school transcript at the conclusion of each respective semester or the conclusion of the course duration in which a student is enrolled, with no interim grade posted during the quarter break. This posting guideline aligns with the college system from which the credit is earned and maintains the integrity of contractual agreements between secondary and higher education institutions (High School Level Meeting, 10/7/08).
8. Proctoring Services
- a) A \$35.00 fee will be assessed to students requesting proctoring services from Jordan School District employees for credit being completed from an accredited, out-of-district source. Exceptions to this fee would apply to those students who are completing courses in a lab with a lab assistant as part of their regular class schedule. The \$35.00 fee is paid to the school secretary/cashier and is dispersed as follows: \$25.00 to the testing proctor and \$10.00 to the school. This fee applies to transfer, make-up, or enrichment/acceleration credit.
 - b) Proctoring for accredited credit from an out-of-district source is an optional convenience some schools provide. Proctor availability may vary from school to school. If an employee chooses to proctor for credit being completed from an out-of-district source, services should be provided outside of contract time.
9. Test for Credit
- a) Students should exercise caution when using any test-for-credit program for acceleration, enrichment, or make-up credit. Some college and scholarship programs do not recognize test-for-credit courses in their qualification criteria (e.g., NCAA and USHE Scholarship options).
10. National Collegiate Athletic Association (NCAA) Clearinghouse Guidelines
- a) The NCAA home page is available at [Want to Play College Sports? - NCAA.org](#). The “*Student-Athlete Registration*” link takes students and counselors to the NCAA Eligibility Center, which contains links for students and administrators.

- b) The *NCAA Guide for the College-Bound Student* is available at [GUIDE FOR THE COLLEGE-BOUND STUDENT-ATHLETE](#).
- c) To learn more about NCAA core course requirements for eligibility visit: [Core Courses - NCAA.org](#). This page contains a link that lists available courses offered at a student's primary LEA. Students are advised to verify that the core courses listed are up-to-date with courses offered at the student's boundary school.
- d) School counselors and students should also note that the NCAA does not recognize packets and some online courses offered for original credit. As a result, the NCAA may deny Division 1 access opportunities to students who have used such programs for either original or make-up credit.
- e) NCAA guidelines indicate that credit-by-exam courses may not be used to satisfy core-course requirements. Therefore, credit earned through state or district-demonstrated competency assessments does not count toward NCAA Clearinghouse core requirements for eligibility.
- f) Ultimately, ***the responsibility of tracking if a student is taking the appropriate NCAA-approved courses falls upon the student and their parents/guardians.*** They are accountable for ensuring their schedule satisfies the core requirements for NCAA eligibility, as well as online courses taken outside the school, and that they have been approved through the NCAA Clearinghouse.

II. PROGRAMS OF STUDY

A. Traditional High Schools

- 1. Jordan School District supports six traditional high school locations and programs. Each operates within a two-semester academic year. Each semester runs on a block schedule (an eight-period schedule composed of two four-period blocks, with each block meeting every other day).
- 2. All traditional high schools offer regular, accelerated, and special education levels of coursework, as well as an ample selection of elective course options.
- 3. All traditional high school locations offer various student activities and athletic programs. The Utah High School Activities Association (UHSAA) sponsors all athletic teams and competitions. Athletic opportunities are listed on each high school's website and on the [UHSAA](#) website.

B. Jordan Virtual Learning Academy (JVLA)

- 1. JVLA is Jordan School District's virtual elementary, middle, and high school. It is designed for students who want a virtual/online learning option.
- 2. JVLA is fully accredited. As stipulated by the Jordan School District and Utah State Board of Education, students may earn a 24-credit diploma.

C. Jordan Credit Center (JCC)

- 1. JCC serves grades 9-12 in the Jordan School District. JCC is a virtual service integrated into every high school and designed to help deliver more personalized graduation credit options for students.
- 2. JCC offers flexible enrollment and online options, including original credit, grade replacement, credit recovery, and demonstrated competency assessments.
- 3. To register for any options with Jordan Credit Center, students and parents must meet with their school counselor.

D. Statewide Online Education Program (SOEP)

1. Refer to [Section IV.A.6](#) (Jordan Credit Center) for details on district-provided asynchronous online learning options.
2. Online course options are also available through the Statewide Online Education Program (SOEP). For more information, students should work with their school counselor. Additional information can be found at <https://schools.utah.gov/soep/index>.

E. Jordan Academy for Technology and Careers (JATC)

1. JATC is part of the Jordan School District Career and Technical Education Department.
2. JATC offers programs that provide a capstone experience.
3. To enroll in a JATC program, students must be enrolled in:
 - a) A Jordan District high school
 - b) A traditional high school in one of the Wasatch Front South CTE Consortium districts
 - c) Real Salt Lake Academy
 - d) A registered homeschool or private school student living within the Jordan District or one of the Wasatch Front South Consortium districts. ([Utah Code 53A-11-Part 1102.5 \(2\)](#).
(Note: Preference will be given to students living within Jordan School District boundaries.)
 - e) A charter or online school student's enrollment at the JATC for extracurricular or co-curricular activities is limited to Wasatch Front South CTE Consortium students only. Consortium students may enroll under the conditions outlined in the [Jordan School District's Planning & Student Services Manual](#).
4. Students enrolling in JATC programs have these options for their schedule:
 - a) Enroll in courses taught at their boundary high school and JATC.
 - b) Enroll in courses taught at their boundary high school, combined with one to six Kings Peak online courses and JATC.
 - c) Enroll in courses taught at their boundary high school, combined with one to six Statewide Online Education Program courses and JATC.

F. Valley High School

1. Valley High School is Jordan School District's alternative high school. It is designed to meet the needs of high school students who are at risk of dropping out of school. These students are typically deficient in credits and may not graduate on time or at all.
2. Valley High School is available to Jordan School District students and any student seeking registration on a limited-enrollment/percentage basis. The Valley administration reviews applications and then decides if the student is eligible for enrollment based on a variety of factors.
3. Valley High School students must adhere to a strict attendance policy to maintain enrollment. Additionally, students desiring to enroll at Valley High School are required to participate in conflict resolution as needed.
4. Valley High School is fully accredited. As stipulated by the Jordan School District and Utah State Board of Education, students must earn 24 credits to graduate.
5. Valley High School offers a variety of unique schedule options to meet the needs of diverse students. Classes run Monday through Thursday with optional recovery opportunities on Fridays.

6. Note: Special education enrollment is limited to Jordan District students who complete the enrollment process. (For details, check with your special education department.) Seats are limited.

G. Teen Parent Program

1. The Teen Parent Program is an alternative high school program for students who are pregnant or who have children. This program is part of Valley High School.
2. High School students who qualify for acceptance into Valley High School and the Teen Parent Program can attend Valley High School on its regular four-day per week schedule.
3. Valley High School provides an on-site childcare nursery to students eligible for the Teen Parent Program. Daycare hours are from 9:00 a.m. until 6:30 p.m. There is a fee of \$50 per quarter, per child, for use of the daycare.
4. A teen parent who wishes to graduate from Valley High School will stay in the Teen Parent Program until meeting graduation requirements. Teen parents who wish to graduate from their boundary high school will need to attend their boundary high school for the entire second semester of their senior year. Teen parents with extenuating circumstances, which may prohibit them from attending the boundary high school the second semester, must meet with their boundary LEA and appeal the attendance requirement. Should the boundary LEA wish to allow the student to continue in the Teen Parent Program and still graduate from the boundary high school, the LEA should declare such in writing and send their letter to the coordinator of the Teen Parent Program no later than the end of the first semester of the senior year.
5. As long as either parent is enrolled as a Jordan School District student, they may utilize the Teen Parent Program.

H. River's Edge School

1. River's Edge School is a self-contained special education program that serves students who need intense social, emotional, and behavioral support and who reside within the boundaries of Jordan School District.
2. Individualized educational programming is provided for elementary, middle school, and high school students with a special education classification. Decisions about placement at River's Edge are made by the IEP team. The IEP team considers whether or not a student's ability to make progress on their IEP goals and in the core curriculum would be best supported at River's Edge.
3. Educational opportunities at River's Edge School include regular elementary, middle, and high school curriculum, as well as social, life, and community access skills. Students who complete 12th grade at River's Edge without earning a diploma may transition to South Valley School for post-high services where they may earn a certificate of completion or work towards their high school diploma.
4. Secondary students at River's Edge School have the opportunity to earn a 24-credit high school diploma in conjunction with Valley High School.

I. South Valley School

1. South Valley School provides students with experiences in job training, functional academics, community access, independent living, and public transportation in full-time and part-time programs.
2. Part-time Program
 - a) Students receiving Special Education services in grades 9-12 may apply to South Valley School's Woodshop programs.
 - b) For 1.5 to 2 hours daily, students receive career instruction from certified instructors.
3. Full-time Program
 - a) Students must qualify for special education services and be between the ages of 18-22.

- b) The program is for students who have not yet received a high school diploma after completion of their senior year in high school.
- c) Full-time students receive services in the following areas: Functional Academics, Career Preparation, Community Access/Service, Recreation, and Leisure.
- d) South Valley offers three different programs, depending on the individualized needs of each student: South Valley Main Campus, Life Design, and Academic Job Center.
- e) Students will either earn a high school diploma or a certificate of completion at the end of their program.

J. Southpointe Adult High School

- 1. Seniors who do not have enough credits to graduate with their high school class in June are invited to earn their adult high school diploma at Southpointe Adult High School. It is recommended that students stay at their home high school until the end of their senior year. Students may then register at Southpointe Adult High School. Credit at Southpointe may be earned through attending classes, directed studies, and/or online courses. Students who complete their graduation credits while attending the Southpointe program will receive a Southpointe Adult High School Diploma (*see special provision [Section 1-D-2 for high school seniors](#)*).
- 2. Southpointe Adult High School accepts senior students who may be refused registration at the traditional high school. For example, seniors who are new to Jordan District/seniors who transfer from another Jordan District school, or who do not qualify within the residency guideline (*see [Section 1-4, Residency Requirement](#)*).
- 3. Southpointe Adult High School also accepts out-of-school youth (16, 17, and 18 years of age whose cohort has not graduated), who are officially withdrawn and released from the traditional school day. The completed *GED Candidate and Adult Eligibility Form* with requisite signatures is required for the student's acceptance into this program.
- 4. Southpointe Adult High School registration is online, and the cost is \$25 per quarter. Registration also includes an in-person assessment that we will use for instructional planning. When registering, refer to Southpointe Adult High School's [website](#) for additional information and what is needed for registration, or work with the student's LEA school counselor.
- 5. Students leaving Southpointe Adult High School to return to the traditional high school program should work with the traditional high school LEA.
- 6. GED Testing: Students, both current and those returning, should have the *GED Candidate and Adult Eligibility Form* completed before taking the GED tests. **NOTICE: Passing the GED Tests results in a Utah Completion Diploma based on the GED Tests, and as such, the person cannot seek a Southpointe Adult Education Carnegie Diploma** and may not be able to enlist in the military or qualify for certain levels of rank advancement.

K. International Baccalaureate (IB)

- 1. The International Baccalaureate (IB) is a philosophy for teaching and learning as well as a college preparation program where students can receive college credit through individual courses and can pursue a diploma that students can earn above and beyond the regular high school diploma. All students can participate in IB classes, and any student can pursue the IB diploma--there are no prerequisites. West Jordan High School houses JSDs International Baccalaureate program. For more information, refer to the [JSD International Baccalaureate Webpage](#).

L. Home and Hospital

- 1. For information on Home and Hospital, refer to the [JSD Home and Hospital Website](#).

III. TRANSFER CREDIT

A. Transfer Credit from Accredited Institutions

1. In accordance with State Board Rule [R277-705-3-2a](#), Jordan School District secondary schools will accept credit and grades awarded to students from schools or providers accredited by [Cognia](#) or the Utah State Board of Education. Grades will be posted on Jordan District transcripts without alteration.
 - a) Credits awarded for courses taken to fulfill graduation requirements may be completed at accredited public or private secondary schools. These credits may be transferred to a Jordan School District secondary school transcript.
 - b) When a student is registered in a Jordan School District secondary school and completes a course of study in another accredited public or private educational program, the student and/or parent is responsible for the official transfer of documentation for a listing of those courses on the school transcript. A school's accreditation status may be viewed at [Cognia - Accreditation Registry Search](#). Questions regarding the accreditation of specific schools/programs that are not accredited by Cognia should be directed to the Jordan School District School Counselor Consultant.
 - c) Grades, credits, and course titles submitted on a transcript from an accredited source will be transcribed to the high school transcript without alteration, as per State Board Rule [R277-705-3-2a](#). Parents and students should consult with a school counselor prior to taking a course to ensure that the course will count toward the desired graduation credit requirement.
 - d) When a student transfers from an accredited institution that only awards credit at the semester, trimester, or the end of the year the transfer grades or transcripts that they bring from that institution will not post any credit if the student transfers before the end of the semester, trimester, or at the end of the year. Instead, the course grades from the student's previous school will be calculated with the course grades earned at a Jordan District school for the remainder of the grading period.
 - (1) The counselor, registrar, and school LEA may consult together utilizing the [Jordan School District Composite Grade Matrix](#) to determine the earned credit.

COMPOSITE GRADE MATRIX										
NUMBER of WEEKS in CLASS										
MULTIPLY	1 WEEK	2 WEEKS	3 WEEKS	4 WEEKS	5 WEEKS	6 WEEKS	7 WEEKS	8 WEEKS	9 WEEKS	10 WEEKS
A 4.000	4.000	8.000	12.000	16.000	20.000	24.000	28.000	32.000	36.000	40.000
A- 3.667	3.667	7.334	11.668	14.668	18.335	22.020	25.669	29.360	33.003	36.670
B+ 3.333	3.333	6.666	9.999	13.332	16.665	19.998	23.331	26.664	29.997	33.330
B 3.000	3.000	6.000	9.000	12.000	15.000	18.000	21.000	24.000	27.000	30.000
B- 2.667	2.667	5.340	8.010	10.668	13.335	16.020	18.690	21.336	24.003	26.670
C+ 2.333	2.333	4.666	6.999	9.332	11.665	13.998	16.331	18.664	20.997	23.330
C 2.000	2.000	4.000	6.000	8.000	10.000	12.000	14.000	16.000	18.000	20.000
C- 1.667	1.667	3.340	5.001	6.680	8.350	10.020	11.669	13.336	15.030	16.670
D+ 1.333	1.333	2.666	3.999	5.333	6.665	7.998	9.331	10.664	11.997	13.330

JORDAN

SCHOOL DISTRICT

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D	1.000	1.000	2.000	3.000	4.000	5.000	6.000	7.000	8.000	9.000	10.000
D-	0.667	0.667	1.334	2.010	2.668	3.335	4.002	4.690	5.336	6.030	6.670
F	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

Formula:

Matrix number for previous school or class + Matrix number for grade student earned in your class - Total # of weeks in quarter = composite grade value/grade equivalent.

Using the “COMPOSITE GRADE MATRIX” insert the proper number to calculate your composite quarter grade.

DON'T FORGET THE DECIMAL POINT!

Sample:

1. 3 weeks of D+ = 3.999 (prior school)
- 6 weeks of B- = 16.020 (your class)

(9 week quarter)

2. $3.999 + 16.020 = 20.019$
3. $20.019 / 9 \text{ (weeks)} = 2.224$ -- grade equivalency is C

(2) Additional questions regarding credit earned with the matrix should be directed to the Jordan School District School Counselor Consultant.

- e) When a student attends an accredited institution that reports credit in the form of hours instead of numerical credits, the hours reported will be converted to numerical credits according to the Carnegie Unit (120 hours = 1 credit). Proportional credit shall be converted at a rate of .25 credit for every 30 hours reported. If a grade is reported in conjunction with hours, that grade will be posted without alteration. If only hours are reported with no indicated grade, a “P” will be posted in conjunction with the credit.
- f) Students in grades 6-12 may earn credit toward graduation by any of the following methods:
 - (1) Successful completion of credit-bearing courses (in-person or online courses) offered by secondary schools accredited by [Cognia](#) or approved by the State Board of Education.
 - (2) Successful completion of concurrent enrollment classes.
 - (3) For more information regarding high school credit earned in grades prior to grade 9, see section I.C. Full guidelines are in section V.B.

B. Transfer Credit from Non-Accredited Institutions/Programs

1. Jordan School District does not accept transfer credit from non-accredited schools.
2. Homeschool students and students transferring from a non-accredited private school, who enter the District between the ninth and twelfth grades, may be eligible for a local high school diploma if they can obtain all required Jordan School District credits from accredited sources by the time their class graduates. The student must also meet the District residency requirement. See [Section I. Residency Requirement](#).
3. LEAs may make final decisions on approval for credit requests.
4. See [Section VI](#) for Demonstrated Competency.

C. Foreign Exchange Study

Students studying abroad may have their credits accepted toward high school graduation under the following

conditions:

1. The student and parent shall have an individual Plan for College and Career Readiness with a high school counselor prior to the year abroad and have in writing all conditions, with administrative approval, for credit transfer. Written documentation should include:
 - a) Credits/courses the student needs for graduation.
 - b) A signed statement by a parent acknowledging that some foreign study credit may only count for elective credit if a course does not match the state core guidelines.
2. Upon returning from foreign study, before grades and credit will be posted, the student must provide the school with an official transcript from the foreign educational institution that includes the following:
 - a) Courses completed.
 - b) Grades for all courses completed.
 - c) The amount of credit/hours earned.
 - d) A description of the grading system used.
 - e) The high school from which the credit is transferred must be accredited by a recognized accreditation organization for that country.
3. For more information, see [JSD Foreign Student Registration](#).

D. Foreign Non-Resident Students

1. For international institutions not accredited by the [Cognia Accreditation Commission, a division of Advance Education Inc.](#), student transcripts will be vetted through the LEA team in consultation with the School Counselor Consultant. See [International Transcript Guidelines](#).
2. An international student may receive transfer credit for Language Arts for credit received in Language Arts/Literacy courses in the student's native language.
3. A foreign non-resident student who meets all state and district graduation requirements is eligible for a diploma and for participation in graduation activities.

IV. MAKE-UP CREDIT FOR CLASSES FAILED & GRADE FORGIVENESS

A. Make-Up Credit for Classes Failed

The following guidelines should only be applied in cases where a student has failed courses that the student must make up to meet graduation requirements (i.e., F, NG, NC is transcribed on a report card). Credit Recovery courses may not be used for original credit, enrichment, or to improve a GPA for a class that was not failed. Although this grade may be factored into the cumulative GPA, it may not replace the original grade or posting on the transcript.

Jordan School District secondary schools will accept credit and grades awarded to students from schools or providers accredited by Cognia. Credit from these approved sources will be posted on Jordan District transcripts without alteration [\[State Board Rule R277-705-3-2a\]](#). Questions regarding the accreditation of specific schools/programs should be directed to the Jordan School District Counselor Consultant.

Credit recovery credit for any public or private accredited course will be added to a student's high school transcript upon student and/or parent request when accompanied with appropriate documentation. Grades, credits, and course titles submitted on a transcript from an accredited source will be transcribed to the high school transcript without alteration as per [State Board Rule R277-705-3-2a](#).

1. LEA Credit Recovery Guidelines

The following guidelines are provided for use by a school LEA that develops a credit recovery program as an option for students who need to make up credit for failed courses. Local schools may have the option to offer credit recovery courses over the summer months in accordance with all established guidelines. LEAs shall refer to [Utah Code § 53E-3-501\(7\)\(a\)](#) for all applicable guidance and procedural requirements.

a) Credit Recovery Program Development, Administration, and Security

- (1) The credit recovery program is to be administered by a local school administrator.
- (2) Credit recovery coursework must be developed to meet state core standards.
- (3) A school administrator is responsible for ensuring that the credit recovery courses are rigorous.
- (4) Copyright laws should be adhered to when creating lesson material.
- (5) The teacher is responsible for grading all work associated with the credit recovery course.
- (6) A final exam, which measures mastery of the course requirements, must be prepared and administered for each course.
- (7) The teacher must ensure that the exams are secure.
- (8) The licensed educator must administer the exam for each student.
- (9) Students participating in electronically delivered coursework must have their exams secured and administered by personnel approved as official test proctors.

b) Grading

- (1) In accordance with 53E-3-501-7a Pass or Fail (P/F) grades will be awarded for course completion.
- (2) The program must ensure that grades are appropriately channeled to the school registrar and entered on the student's official transcript.
- (3) The course grade for credit recovery credit will **not** replace the previous grade. If a student wishes to replace the previous grade [[State Board Rule R277-717-3](#)], the [Notification of Intent to Enroll for Course Grade Forgiveness](#) form must be submitted prior to taking the course and be taken for original credit, not recovery credit.
- (4) Time limits for completion of courses will be left to the discretion of the LEA.

c) Fees

- (1) A fee of \$35.00 will be assessed for every 0.25 of make-up credit recovery credit earned. The fee is a Board of Education-approved fee and cannot be altered.
- (2) If a student fails to complete the make-up recovery credit, the \$35.00 fee will not be refunded. The school LEA will determine any extenuating circumstances with a request for a refund.
- (3) Teachers will receive \$25.00 for work rendered outside of contract time for each completed student packet worth 0.25 credits.
- (4) In the case of incomplete packets, teachers may be compensated \$25.00 if they can document that a significant portion of the work has been submitted and graded. If a teacher has a record of significant consultation/time spent in assisting a student who



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does not complete a significant portion of the work, the teacher may initiate a discussion of compensation with their principal. These decisions will be made on a case-by-case basis.

- (5) Program coordination will be under the direction of the LEA local administration.
- (6) All monies generated shall be used to cover the direct and indirect costs associated with the packet program.
- (7) All make-up credit recovery programs are **not** subject to fee waiver requirements.
- (8) The Jordan District Board of Education approved a \$35 fee for the Fitness for Life demonstrated competency assessment, which is to be paid at the local high school that administers the test. District competency test fees can be waived by request as part of the regular District fee waiver policy.

d) Accountability

- (1) The school principal is responsible for ensuring the school credit recovery program is viable.

2. Coursework for Credit Recovery Credit

Coursework for credit recovery credit must be taken outside of the regular school day unless approved by a counselor and an administrator, and space is available in the class requested. Credit recovery work will not replace the original grade. (See [Credit Guidelines, Grade Forgiveness.](#))

3. Online/Virtual Credit Recovery

Students seeking credit recovery through online or virtual opportunities should contact their school counselor for current options. Students and their parents/guardians are highly encouraged to work with their school counselor before signing up for these courses to ensure they know all available options, that they are signing up for accredited courses, and that they are signing up for the correct classes.

4. Valley High Summer School

Valley High School summer school courses may only be taken for courses in which the student has received an "F" grade (i.e., F, NG, NC is transcribed on a report card). Credit recovery courses may not be used for original credit, enrichment, or to improve a GPA for a class.

5. Utah High School Activities Association (UHSAA) Eligibility Exception

- a) To maintain eligibility for UHSAA-sanctioned activities, a student must:
 - (1) Earn a minimum GPA of 2.0 in the preceding grading period, and
 - (2) Not receive more than one failing grade.
- b) A failure in a multiple-period course will count as multiple failures. For example, a class that meets for two periods and is failed will count as two failing grades.
- c) Students who do not meet the GPA or pass rate requirements will be ineligible for participation in UHSAA activities during the following grading period.
- d) If the deficiencies occur during the final grading period (4th term) of the school year, eligibility may be restored if:
 - (1) The student completes remediation in the same subject area, and
 - (2) The work is completed prior to the first term of the succeeding school year.
- e) When recalculating GPA for summer remediation:
 - (1) The failing or deficient grade from the last term is replaced with the new grade earned



in a summer course in the same subject area.

- (2) The GPA is recalculated using the same number of total classes from the original term (e.g., divide by 8 if the student had 8 classes).
 - (3) If the makeup course uses a Pass/Fail grading system, the “P” may replace the “F” for eligibility and GPA purposes. The “P” carries no point value but will not be treated as a failing grade.
- f) Grades earned during summer remediation may **not** replace the original grade on the transcript unless:
- (1) The course was taken for original credit, and
 - (2) A completed application for grade replacement has been submitted and approved.
- g) Eligibility is determined based on posted grades. Grades are considered “posted” once the registrar has finalized and entered all grades electronically. In no case may posting occur more than five school days following the last day of the grading period.
- h) Grade changes made after the posting deadline may **not** restore lost eligibility unless a documented clerical error is identified and corrected.
- i) Some teams may conduct weekly grade checks and apply their own eligibility standards. However:
- (1) These internal standards do not override official UHSAA eligibility, which is based solely on posted final grades.
 - (2) Coaches may choose to suspend student-athletes from practice or play based on performance during a grading period, but this is separate from UHSAA regulations.
- j) For more details, refer to the [UHSAA Scholastic Rule, Section 8](#).

6. **Jordan Credit Center (JCC)**

The Jordan Credit Center offers virtual asynchronous courses which are teacher lead and supported. Each course focuses on essential standards and is designed for students needing to recover credits for courses in which they have been enrolled but did not pass. As these courses do not offer the full breadth of the original course curriculum, students are required to submit all course assignments and performance measures at a 80% competency level. Recovery credits are graded as Pass/ Fail and will not effect the GPA. These courses are not recommended for students seeking NCAA eligibility. This JSD credit recovery service is offered at \$50 per quarter for unlimited credit (fees may be added to a student’s Skyward account). See website for course listings <https://creditcenter.jordandistrict.org/credit-recovery/>

k) Additional information will be forthcoming.

B. Grade Forgiveness/Replacement

1. To replace a course grade, all course replacement considerations must match by title and USBE Course Code. Original credit will ONLY be accepted from an accredited institution for replacement credit consideration. Pre-approval is required. Both LEA and the student must confirm the student’s intent to enroll for the purpose of replacing a grade already received. Students will be directed to [Jordan Virtual Learning Academy](#), [Jordan Credit Center](#), or the [State Online Education Program](#) (SOEP) for opportunities to take a course for replacement credit. Replacement classes should be taken outside of the regular school day unless space is available in the class requested and approved by the school principal and school counselor. [\[State Board Rule R277-717-3\]](#).
2. This rule does not apply to concurrent enrollment classes. Concurrent enrollment courses are college courses, and any change of that grade would have to come from the USHE institution that issued the grade. Students can only take a concurrent enrollment class once as per legislation. To retake a

concurrent enrollment class, a student would have to pay full tuition and attend the class on campus.

V. ENRICHMENT/ACCELERATION CREDIT

A. Retaking Courses to Enhance Learning

If a student wishes to retake a course to enhance personal learning, they may do so from programs that are accredited. The student will receive a letter grade(s) for this repeated class. The letter grade(s) earned for this repeated class, as well as the grade earned for the initial class, will be included in computing the student's official overall grade point average (GPA).

1. A student may not receive subject area credit for the same course twice. A repeated course will earn elective credit only.

B. Earning High School Credit Prior to 9th Grade

1. High School requirements successfully completed prior to 9th grade through accredited entities may be eligible for credit towards graduation and can be included on the high school transcript.
2. Per [State Board Rule R277-700-6-9](#), a student who successfully completes a mathematics foundation course before 9th grade is required to earn 3.0 units of additional mathematics.
3. Students must earn a minimum of 27 credits toward graduation during grades 9-12 to maintain the integrity and rigor expected for a Jordan District Diploma, unless there is an early graduation plan.
4. For more information on how to earn high school credit in middle school, see sections [I.C.](#) and [III.A.1.f.](#)

C. Early Graduation

1. In the Jordan School District, any student may declare intent to graduate early. An [Early Graduation Form](#) should be submitted at least one quarter prior to the desired graduation date.
2. The school LEA has the authority to create an alternative plan within the parameters of state law, District policy, and administrative guidelines.
3. The guidelines and accreditation standards cited in the *Jordan District Credit Guidelines Booklet*, "Section III. [Transfer Credit](#)," also apply to this section.
4. Fulfilling high school graduation requirements does not necessarily satisfy NCAA eligibility requirements or qualify the student for admission to the college of their choice. The student should inquire about NCAA eligibility and admissions requirements for the colleges or universities they may wish to attend.
5. Credit earned during the summer between the eighth and ninth-grade years may be applied toward a high school diploma.
6. A student intending to graduate early must complete all mandated requirements for graduation. Some modifications of requirements for purposes of early graduation include:
 - a) World Language Level 3, World Language Level 4, Advanced Placement, Concurrent Enrollment, and International Baccalaureate courses, as well as select Language Arts electives, may count as senior Language Arts credit. For those students graduating early, these Language Arts courses/levels, when taken in the 9th, 10th, and 11th grade, may be applied toward the senior Language Arts credit.
 - b) Although a student cannot concurrently enroll in junior and senior Language Arts, a student enrolled in junior Language Arts may take any senior elective Language Arts course. (This may be individually negotiated with the student's school counselor/administrator, depending upon the acceleration needs of the early graduation student.)

7. For early graduation, Jordan School District accepts credit earned through accredited programs per State Board Rule [R277-705-3-2a](#).
- a) Students graduating as juniors may have the option to attend commencement exercises in the year they graduate if all graduation requirements are met. However, students will not have the option of returning to the commencement for the senior class, in which they would have graduated.
 - b) Students intending to graduate early may complete the required work during the summer after their junior year. Early graduates will complete a thorough exit interview with their counselor to review all credits and the transcript. A student may not participate in any commencement exercises until all graduation requirements are completed.
 - c) Early graduates in their senior year will have the option of attending commencement exercises with their class. Diplomas will not be available until after commencement. Dates for ordering caps and gowns for graduation practices, etc., are the responsibility of the early graduate.
 - d) A student who chooses early graduation may not participate in athletic, extracurricular, or academic activities after the date the student has completed early graduation requirements. This includes programs offered at the Jordan Academy for Technology & Careers, as well as all concurrent enrollment courses and Advanced Placement testing.

D. Out-of-District Credit for Enrichment/Acceleration

The following guidelines should be applied in situations when a student enrolled in Jordan School District desires to use credit earned from programs outside the jurisdiction of Jordan School District for graduation. In accordance with Utah State Law, Utah State Board of Education ([State Board Rule R277-700-1](#)), and the Jordan School District Board of Education requirements, a student must complete all prescribed graduation requirements to receive a high school diploma.

1. All earned enrichment/acceleration courses, credits, and programs should be planned, coordinated, and reviewed with the school counselor.
2. Jordan School District secondary schools will accept credit and grades awarded to a student by any public or private secondary source that is accredited or recognized by Cognia [[State Board Rule R277-705-3-2a](#)] or associated as a member of the International Council of School Accreditation Commissions.
3. When a student is registered in a Jordan School District secondary school and completes a course of study in another accredited public or private educational program, the student and/or parent are responsible for the official transfer of documentation for a listing of those courses on the school transcript. Grades, credits, and course titles submitted on a transcript from an accredited source will be transcribed to the high school transcript without alteration, as per [State Board Rule R277-705-3-2a](#).

H. Military Training

Students completing Military training (summer boot camp) can receive two (2.0) credits:

1. 1.0 credit = Health and Physical Education and/or Health
2. 1.0 credit = Elective Class
3. A certificate of completion from the military branch would need to be submitted prior to granting credit.

VI. DEMONSTRATED COMPETENCY

A. Demonstrated Competency Options and Procedures

The purpose of a Demonstrated Competency Assessment is to provide original first-time credit to students who have not taken a course through an accredited program. Students who choose this option will be given a series of



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tests where they demonstrate understanding of the Utah State core standards for the credit they are attempting. Students are awarded a letter grade and credit for the **course** based on their competency level. There are no study guides provided for demonstrated competency assessments. There is no penalty for attempting an assessment and scores will not be recorded if not successful. Demonstrated Competency credits are not NCAA eligible.

For information on Demonstrated Competency options, go to: creditcenter.jordandistrict.org