SCC/Off Campus Adult Education
High School Completion Program
Effective Fall 2013

The High School Completion program (HSC) was established to provide the classes necessary for a student to achieve a state approved 20 credit high school diploma through Spokane Community College/Adult Education. The procedures listed below apply to all programs within the Adult Education and Transitional Studies (AETS) division with the exception of Curlew Job Corps.

When a potential student initiates interest in the HSC program, they are given a Transcript Request form to be sent to the last high school they attended for their official transcripts. This form directs the transcript to credentials evaluator who will evaluate transcript and post it to a shared electronic file within two business days. A counselor/faculty advisor will follow up with student on eligibility and complete the enrollment process.

Enrollment Criteria

1. Student official transcripts are evaluated by credentials evaluator to determine eligibility. Part of this eligibility includes verifying that transcripts are from a fully accredited high school through one of the six regional accreditation associations.
2. Student must read at CASAS level **236** or above.
3. Student registering for a math credit must achieve a CASAS math score of **221** or higher.
4. Student is registered based on his/her lowest CASAS pre-test score (Math or Reading).
5. Student must be 17 years old or older (exceptions must have dean approval).
6. Student age 20 and below must have passed Washington's current standardized assessment requirements or state approved alternative (e.g. Collection of Evidence) unless the student's class was scheduled to graduate before 2008 (exceptions must have dean approval).
7. If student is currently enrolled in high school, the student must bring a release from the school district in which they reside. *See list of local school districts and their contact information.*
8. Student age 21 and above may be admitted even if he/she has not passed the state standardized assessment requirements. Culminating Project and High School & Beyond are no longer required if over age 21. If the student needs 4 – 7 credits to meet minimum requirements, please refer to Adult High School Program.
9. Student needs ½ credit up to a max of 4 credits (exceptions must have dean approval).
10. Student must complete each ½ credit course within one quarter or 3 months to receive a passing grade.
11. Student must complete a minimum of 1 credit per quarter (or 3 months) unless only ½ credit is needed to complete.
12. Students who skip more than seven consecutive quarters after being enrolled must resubmit official transcripts for re-evaluation.
13. Students that have transcripts evaluated but do not enroll within two years, must resubmit official transcripts for re-evaluation.

Tuition and Fees

1. $25 per quarter tuition

Grading

1. Grades are based on the CCS numeric grading system (no letter grades or pass/fail grades)

3.8-4.0	(A) superior achievement	2.0-2.2	(C) average achievement
3.5-3.7	(A-)	1.6-1.9	(C-)
3.2-3.4	(B+)	1.3-1.5	(D+)
2.9-3.1	(B) above average achievement	1.0-1.2	(D) minimum achievement
2.6-2.8	(B-)	0.7-0.9	(D-)
2.3-2.5	(C+)	Below 0.7	(F failure)

Curriculum

1. Students use online courses that have been set up. In the event that an online course is not available, the instructor may develop an individual learning plan that is rigorous enough in nature to warrant the number of credits being taken (keep all documentation for audit purposes)
2. HSC courses do not have an hour requirement, but every course should be rigorous in nature and take a minimum of 30 hours per ½ credit (work experience may not count for the final ½ credit) to complete
3. Guidelines for coursework are recommended by the High School Completion Committee and approved through the Adult Education's High School Committee
    - The *Comprehensive Project* and *High School and Beyond Plan* must be completed by every student 20 years old and younger who started 9th grade after September 1, 2004 until they reach age 21.

Transcripts and Diploma

1. Course verification paperwork is forwarded to credentials evaluator, MS 3028
2. Diploma and transcript is mailed to student within one month of receiving paperwork from faculty.

Online High School Completion

1. Student must have a computer and high speed Internet access
2. Students must meet twice per week through a real-time online session with instructor
3. Students must score **240** or above on reading CASAS
4. Courses Available: History (Washington State and United States), Math (pre-algebra, statistics, algebra, geometry), English, Current World Issues, Life Science, Elective Options

Dean Approval for Exception Procedure

An exception is a rare conditional exception with expectations of excellent performance by the student to show an ability to benefit. The student must demonstrate measurable academic progress. An exception should not be forwarded for the dean's approval lightly.

To facilitate approval in a timely manner, please submit your exception request directly to the dean in writing.