

**6A:20-2.4 Graduation**

(a) A district board of education operating an adult high school shall adopt policies for adult high school graduation requirements pursuant to law and rule. Policies shall include passing the Statewide assessment test.

1. When adults are unable to pass the Statewide assessment test, there shall be further evaluation through the Alternative High School Assessment pursuant to N.J.A.C. 6A:8, Standards and Assessments.

2. When limited English proficient adults are unable to pass the Statewide assessment test, they shall be further evaluated through the Alternative High School Assessment pursuant to N.J.A.C. 6A:8 and shall demonstrate English language fluency on a State-approved English proficiency assessment as a requirement for graduation.

(b) A district board of education operating an adult high school shall meet the requirements for high school graduation pursuant to N.J.A.C. 6A:8-5.

(c) The staff of each adult high school shall distribute to each entering adult a copy of all State and local adult high school graduation requirements. At the beginning of each course, all adults shall receive a list of proficiencies required for successful completion of the course.

(d) Successful completion of the requirements set forth in (a) and (b) above, and those established by the district board of education, shall be required as conditions for awarding a locally issued, State-endorsed diploma.

(e) No district board of education shall issue an adult high school diploma without State approval of the adult high school program.

(f) No district board of education shall issue an adult high school diploma without signed verifications for all credit awarded for experience and an official transcript(s) being on file.

**6A:20-2.5 Award of credit**

(a) A district board of education operating an adult high school shall annually adopt at a public meeting policies that provide for the awarding of credit, subject to the following:

1. Credits verified by an official transcript may be transferred from accredited or State-approved high schools or institutions. Experiences being considered for transferred credit from proprietary schools or public vocational training programs shall be assessed in terms of proficiencies for school district courses offering similar experiences.

i. An official transcript shall have either of the following indicators: a raised seal or the original signature of a school administrator.

2. Courses taken at an accredited college that lead to a degree and are not remedial courses shall be verified by an official transcript. One and two-thirds credits may be awarded for each college credit.

3. Credits may be awarded for physical education and basic military training with the following limitations:

i. Up to 15 credits may be awarded for previously earned high school physical education credits verified by an official transcript;

ii. Up to 10 credits verified by a DD-214 form may be awarded for basic military training; and

iii. The combination of (a)3i and ii above shall not exceed 15 credits.

4. A maximum of two and one-half credits in health and safety may be awarded for the possession of a valid New Jersey driver's license if credit for driver's education has not been awarded.

5. Credit may be awarded for work experience with the following limitations:

i. Two and one-half credits may be awarded for each 12 months of full-time employment verified by a signed statement from an employer(s);

ii. Two and one-half credits may be awarded for each 24 months of part-time employment verified by a signed statement from an employer(s); and

iii. The combination of (a)5i and ii above shall not exceed 10 credits and may not duplicate credits awarded for apprentice training, an occupational license or on-the-job training.

6. Credits may be awarded for completion of apprentice training with the following limitations:

i. The apprentice training must be approved by the New Jersey Department of Labor and Workforce Development;

ii. Completion of training shall be verified by a signed document from the registered apprentice sponsor;

iii. The award shall not exceed 20 credits and shall not duplicate credits awarded for work experiences, an occupational license, on-the-job training or transferred credit from an official transcript; and

iv. The New Jersey Department of Labor and Workforce Development shall announce periodically the apprenticeship titles eligible for the award of credit and shall determine the amount of credit to be awarded.

7. Credit may be awarded for possession of a current occupational license issued by a State agency, with the following limitations:

i. A maximum of five credits may be awarded for a current occupational license;

ii. The Department shall announce periodically the occupational titles eligible for the award of credit;

iii. Credit may be awarded for only one occupational license; and

iv. Credit awarded for an occupational license shall not duplicate credit awarded for work experience, on-the-job training, apprenticeship, or transferred credit from an official transcript.

8. Credits may be awarded for on-the-job training and advanced military training with the following limitations:

i. Five credits may be awarded for each 120 hours of on-the-job training that is formally supervised, follows a prescribed training outline, and is verified by a signed statement from the employer;

ii. One credit for each week of advanced military training that is verified by the Military Occupational Specialty designation on the DD-214 form may be awarded but not to exceed 10 credits; and

iii. The combination of (a)8i and ii above shall not exceed 20 credits and may not duplicate credits for work experience, apprentice training or an occupational license.

9. The cumulative award of credit for (a)5, 6, 7, and 8 above shall not exceed 30 credits.

10. Credit may be awarded for passing a comprehensive examination with the following limitations:

i. The award shall not exceed five credits;

ii. The comprehensive examination shall be part of an approved course and may be used only to award credit for a single course; and

iii. The comprehensive examination may not be a standardized test, such as the General Educational Development (GED) or other State approved assessment tests.

11. Credit may be awarded for remedial coursework in communications and computation only to persons who have demonstrated reading or computational proficiency below the 9.0 grade level on a commercially available, nationally normed, standardized test for adults or to persons unable to pass the Statewide assessment test.

i. The award of credit may not exceed 20 credits in communications and 20 credits in computation.

12. Credit may be awarded for coursework in English as a second language (ESL).

i. The award of credit in ESL may not exceed 20 credits.

ii. ESL courses shall be offered only as traditional courses.

#### 6A:20-2.6 Awarding credit for foreign studies

Credit for the equivalent of American secondary school studies experienced in a foreign country shall be reviewed by a recognized foreign credential evaluation expert or service following an evaluation of transcript(s) presented by the adult. The cost of such review shall be borne by the adult student.

#### 6A:20-2.7 Maintaining student records

Each adult high school shall have the responsibility to compile, maintain, and retain student records, including daily attendance records, and to regulate access to and security of such records.

#### 6A:20-2.8 Staffing

(a) The adult high school shall have an adequate number of professional staff, properly certified for their respective assignments; however, persons involved in adult advisement shall be certified as either a principal, supervisor, counselor, or teacher.

(b) District boards of education shall assign to professional staff members only position titles recognized in N.J.A.C. 6A:9, Professional Licensure and Standards.

#### 6A:20-2.9 Special conditions

The rules set forth elsewhere in N.J.A.C. 6A governing the operation of a high school within a school district shall govern the operation of an adult high school unless otherwise explicitly stated in this subchapter.

#### 6A:20-2.10 Monitoring

(a) Staff of the Department's Adult Education unit shall monitor programs cited in this subchapter pursuant to the monitoring process outlined in N.J.A.C. 6A:20-1.6.

(b) The following indicators of program quality with associated measures of performance shall be used by the monitoring teams in carrying out the monitoring process in adult high schools:

1. Learners demonstrate progress toward attainment of secondary school level competencies that support their educational needs and goals. Measures of performance shall include:

i. Standardized test score gains;

ii. HSPA score data;

iii. Teacher reports of gains and improvements in computation and/or communications and/or life skills competencies; and