

## **KANAWHA COUNTY BOARD OF EDUCATION POLICY**

### **Adult Education Diplomas**

**Series: J04**

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A person who completes the requirements for a high school diploma through the Adult Education Program shall receive his diploma in one of the following ways:

1. A regular diploma will be issued to any student who was regularly enrolled in the high school from which he requests a diploma, provided he has earned not more than four units of credit in adult education; further, he shall be considered a member of the class of the year in which he completes graduation requirements and shall be ranked with this class.
2. If a student has earned a major part of his credits from a high school outside Kanawha County, he shall be encouraged to have the credits earned in the adult education program sent to his high school in order to receive a diploma. If this cannot be done, the diploma will be issued by the high school in the attendance area where the student resides.
3. A student who earns more than four units of credit in the adult education program shall have Adult Education Division printed below the name of the Kanawha County high school from which he requests a diploma; further, he shall not be ranked with the members of the graduating class of that high school.
4. No student who is regularly enrolled in a Kanawha County high school shall receive credit for a course in the Adult Education Program unless his high school principal has sent a written statement of permission to the Director of Adult Education prior to the student's enrolling in adult education.
5. A record of credits earned by a student in adult education shall be kept in the permanent records of the school which issues the diploma and also in the permanent records of the adult education office.