

**ADULT COMMUNITY EDUCATION POLICY  
HIGH SCHOOL DIPLOMA POLICY FOR STUDENTS AGES 16 UP**

Any adult, age 17 and over, may participate in the Adult Education high school completion program. Sixteen year olds may participate if they meet the following criteria:

1. have been out of high school for a minimum of one semester or;
2. demonstrate that participation in the adult education diploma program is the best educational option for them, and;
3. have written approval of the Superintendent(s) involved and the Adult Community Education Director.

Effective September, 1990, any Adult Education diploma student who is 16 years of age or older, who is not enrolled in high school, will receive one (1) credit for each 45 hour course completed and passed.

Adults may receive a high school diploma in the State of Maine and through the Wells-Ogunquit Adult/Community Education program. Credits from previous high school courses will be accepted as transfer credits. A minimum of one (1) full credit must be earned through coursework with the Wells-Ogunquit Adult Community Education program. A total of 20 credits must be taken in the following subject areas:

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| I. Coursework     |   |
| English           | Minimum four (4) credits  |
| Social Studies    | Minimum two (2) credits/ one (1) must be United States History  |
| Mathematics       | Minimum two (2) credits   |
| Science           | Minimum two (2) credits   |
| Fine Arts         | Minimum ½ credit  |
| Computer Literacy | Minimum ½ credit  |
| Electives         | Learning Experiences in other areas such as fine arts, computer applications, foreign language, health, and social sciences will be awarded credit with the pre-approval of the Director. |

Credits in the above academic subjects may be earned through completion of approved External Credit Option (E.C.O.) courses. Participants must be at least 18 years of age, read at an eighth grade level, and demonstrate the ability to work independently.

Tailored program packages can be set up in the Adult/Community Education office.

- II. Life Experience\* Maximum six (6) credits

\*Life Experience credits may be earned in the following ways:

1. A maximum of two (2) credits from correspondence schools (per State guidelines).
2. Completion of a Maine State Apprenticeship Council approved apprenticeship program; maximum of two (2) credits.
3. One (1) credit may be awarded for military service of not less than two (2) successive years resulting in an honorable discharge or separation; the military

experience criterion also covers candidates who have spent a minimum of six (6) years in the National Guard or in the Reserves and who hold an honorable discharge.

4. One (1) credit may be awarded for three (3) consecutive years of work experience in no more than one (1) occupation and two (2) credits for work experience of five (5) years or more in length in no more than two (2) occupations; military experience in excess of the criterion established in #3 above may be considered as work experience and may pertain to persons currently based on duty who are in good standing; homemaking experience based on independent living skills may be substituted for paid work experience using the work experience criterion.
5. One (1) credit may be awarded to a person participating in a forty-five (45) hour volunteer work activity planned and supervised by the Adult/Community Education Director.
6. Credit may be earned by a student through independent study.
7. Career exploration is a concept which allows diploma candidates to earn one credit based on forty-five (45) hours of observation in business, industry, institutions or agencies. Previous career exploration activities will be considered for credit. A plan must be developed with and approved by the Director prior to its inception.
8. A maximum of two (2) credits may be earned through local program approved test-outs.

Adopted by the Wells-Ogunquit C.S.D. School Committee:	02/06/85
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