Academic Advisement and Policy Guidebook

Oklahoma State Department of Education

Note About the Guidebook

Thank you for serving the high school students of Oklahoma. This Guidebook was created to acclimate the school counselor, registrar, administrator, clerk, or other school personnel to the Oklahoma State graduation requirements, state law and related policies, and general transcription guidance. This document is not exhaustive and is designed to be updated in accordance with guidance, OSDE rules, and legislative changes pertaining to academic guidance.

> ➤ Oklahoma provides local control around many aspects of grading and class ranking. To ensure equitable practices, it is highly recommended that districts create academic policies and procedures around student grading and ranking. This document reflects the minimum state requirements for graduation. Local districts may exceed these requirements and maintaining local policy is highly encouraged.

> ➤ Graduation is a checkpoint, not an endpoint. High school students need to dig deep and start preparing for life after they graduate. College and Career Readiness is embedded into all areas of academics, assessment, Individual Career Academic Planning (ICAP), and work-based learning opportunities. Therefore, college and career readiness is integrated throughout this guidebook.

> ➤ Unique situations may arise for individual students regarding graduation requirements. Please consult the subject matter and division experts in the Offices of Standards and Learning, Accountability, Accreditation, Assessments, School Support, Special Education, or Student Development.

> ➤ The Oklahoma State Department of Education partners with the Oklahoma State Regents for Higher Education and Oklahoma CareerTech to ensure students have access to postsecondary education opportunities while in high school. If you have questions beyond the scope of this document about concurrent enrollment and CareerTech, you may contact these partners directly.

Again, this guidebook contains frequently covered topics encountered regarding academic counseling and policy. Researching the legislation that supports information is imperative. Oklahoma is a local control state. District expectations (such as graduation requirements) may exceed state minimum requirements. Always refer to local district policy.

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❯ GRADUATION REQUIREMENTS

Oklahoma Administrative Code § 210:35-9-31

Each high school's academic program shall be designed to prepare all students for employment and/or postsecondary education. The secondary academic program shall be designed to provide the teaching and learning of the skills and knowledge in the Oklahoma Academic Standards. All high schools accredited by the State Department of Education shall offer the college preparatory/work ready curriculum required for the students to earn a standard diploma during grades nine (9) through twelve (12). To meet graduation requirements, local options may include courses taken by advanced placement, concurrent enrollment, correspondence courses, supplemental online courses, or courses bearing different titles. Awarding of credits and grades are locally controlled and school board policies are highly encouraged to ensure consistency and equity.

Under 70 O.S. § 11-103.6, state law requires students entering the ninth grade to complete the college preparatory/work ready high school curriculum outlined in the statute. However, In lieu of the requirements of the college preparatory/work ready curriculum, a student may enroll in the core curriculum as provided in subsection D of this section upon written approval of the parent or legal guardian of the student. For students under the age of eighteen (18) school districts shall require a parent or legal guardian of the student to meet with a designee of the school prior to enrollment in the core curriculum unless the student's parent or legal guardian approves the student to enroll in the core curriculum.

College Preparatory/Work Ready Parental Curriculum Choice Letter (opt out)

This section of the guidebook explains the overarching graduation requirements for Oklahoma students.

The following tables outline the differences in the two graduation pathways and requirements. For information regarding the Alternate Diploma, a graduation pathway for students who participate in the Oklahoma Alternate Assessment Program (OAAP) and are taught to alternate achievement standards, please visit the Office of Special Education's Alternate Diploma page.

College Preparatory / Work Ready Curriculum

The College Preparatory / Work Ready Curriculum allows a student to earn a standard diploma in the State of Oklahoma. Students that select this pathway will take 23 units as outlined by state requirements. This curriculum meets all the requirements for college entrance as well as Oklahoma Promise.

	2024	2025	2026	2027	2028
English Language Arts	4	4	4	4	4
Mathematics	3	3	3	3	3
Laboratory Science	3	3	3	3	3
History & Citizenship Skills	3	3	3	3	3
World Languages/ Computer Technology	2	2	2	2	2
Additional Unit	1	1	1	1	1
Fine Arts/Speech	1	1	1	1	1
Electives	6	6	6	6	6
Total Units	**23**	**23**	**23**	**23**	**23**
	Class of 2024 Graduation Checklist	Class of 2025 Graduation Checklist	Class of 2026 Graduation Checklist	Class of 2027 Graduation Checklist	Class of 2028 Graduation Checklist
Notable Changes to Requirements		Pass U.S. Naturalization Test Complete FAFSA or Opt-Out	Pass U.S. Naturalization Test Complete FAFSA or Opt-Out	Pass U.S. Naturalization Test Complete FAFSA or Opt-Out	Pass U.S. Naturalization Test Complete FAFSA or Opt-Out

» Please refer to the Graduation Checklist for course requirement details.

Core Curriculum

The Core Curriculum allows a student to earn a standard diploma in the State of Oklahoma. Students that select this pathway are required to take 23 units, however the units vary slightly from the College Preparatory/Work Ready Pathway. This pathway may not meet college entrance requirements. **Beginning in the 2024-25 school year**, students on this pathway are eligible to receive the Oklahoma's Promise scholarship, but it can only be used at career technology centers and is not transferable to a college or university.

	2024	2025	2026	2027	2028
English Language Arts	4	4	4	4	4
Mathematics*	3	3	3	3	3
Laboratory Science	3	3	3	3	3
History & Citizenship Skills	3	3	3	3	3
World Languages/ Computer Technology	1	1	1	1	1
Fine Arts	1	1	1	1	1
Electives	8	8	8	8	8
Total Units	**23**	**23**	**23**	**23**	**23**
	Class of 2024 Graduation Checklist	Class of 2025 Graduation Checklist	Class of 2026 Graduation Checklist	Class of 2027 Graduation Checklist	Class of 2028 Graduation Checklist
Notable Changes to Requirements		Pass U.S. Naturalization Test Complete FAFSA or Opt-Out	Pass U.S. Naturalization Test Complete FAFSA or Opt-Out	Pass U.S. Naturalization Test Complete FAFSA or Opt-Out	Pass U.S. Naturalization Test Complete FAFSA or Opt-Out

❯ Please refer to the Graduation Checklist for course requirement details.

➤ ADDITIONAL REQUIREMENTS

Personal Financial Literacy

The Passport to Financial Literacy Act of 2007 ([70 O.S. § 11-103.6h](#)) requires each student to take and demonstrate a "satisfactory knowledge level" of each of the 14 Areas of Instruction for personal financial literacy in order to gain their Passport to Financial Literacy. PLF is required "in order to graduate from a public high school accredited by the State Board of Education with a standard diploma."

A student can meet this graduation requirement anytime between grades 7-12, depending on the district's scope and sequence for personal financial literacy. See the [FAQ on PFL](#) for more information.

> Beginning with students entering the ninth grade in the **2025-2026 school year**, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall fulfill the requirement by satisfactorily completing a personal financial literacy course or coursework containing the areas of instruction for personal financial literacy as provided in subsection A of this section during the **tenth, eleventh, or twelfth grade**.

For students who transfer into an Oklahoma school district from out of state after their 7th grade year, districts will assess and determine if the student met any or all of the components, the student may be exempt from completing instruction in that area of PFL. If a student transfers into an Oklahoma school district from out of state after their junior year, school districts may make an exception to the requirements for a personal financial literacy passport. In-state senior transfers may not be exempted from the requirements of the law by the local school district.

> **State on transcript:** "The student has satisfactorily completed the 14 areas of instruction for Personal Financial Literacy."

CPR / AED

All students enrolled in the public schools shall receive instruction in cardiopulmonary resuscitation and awareness of the purpose of an automated external defibrillator at least once between ninth grade and graduation from high school. The instruction may be provided as a part of any course. A school administrator may waive the curriculum requirement required by this subsection for an eligible student who has a disability. A student shall not be required to meet the requirement of this subsection if a parent or guardian of the student objects in writing. Districts can use this opt-out form if needed. (70 O.S. § 1210.199)

> ❯ No specific statement needs to be printed on the transcript regarding instruction in Cardiopulmonary Resuscitation (CPR) and the use of an Automated Defibrillator (AED).

Verification that a district is providing the required CPR instruction to its high school students will be an element of the annual accreditation compliance report beginning with the 2015-2016 school year. Districts should retain all relevant documentation to confirm their compliance with the law, including the CPR certifications of any instructors used in the program, an implementation plan, and copies of all opt-out forms signed by parents/guardians.

Districts may choose alternative programs that are nationally recognized and evidence-based. A few examples include:
> ❯ Hands-Only CPR Video - American Heart Association
> ❯ Hands-Only Fact Sheet - American Heart Association
> ❯ School Cardiac Emergency Response Plan - American Heart Association
> ❯ Family & Friends CPR Anytime

Free Application for Federal Student Aid (FAFSA)

Beginning with the 2024-2025 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall complete and submit a Free Application for Federal Student Aid (FAFSA).

The Free Application for Federal Student Aid (FAFSA) is an online form that state and private institutions, career technology centers and some proprietary schools use to determine a student's financial aid eligibility. This will include federal and state programs such as grants, work-study funds, scholarships, and federal student loans.

All public school districts shall ensure compliance with [70 O.S. § 1210.508-6](#) in the following manner:

- The superintendent of each public school district in this state shall designate a school employee to collect information regarding student compliance. The collection and storage of the information shall comply with the Family Educational Rights and Privacy Act of 1974 (FERPA).
- FAFSA or opt-out forms must be completed prior to a student's high school graduation. Reporting of FAFSA completion or opt-out forms can include but is not limited to:
  - Tracking through an online tool: https://okhighered.org/ok-fdp/
  - FAFSA Completion confirmation email, FAFSA Submission Summary, report, or other official FAFSA confirmation communication; or
  - Completion of [state provided opt-out](#)
- School districts must provide FAFSA completion resources published by or recommended by the State Department of Education to families and students through virtual sessions, in-person sessions, or brochures
  - [UCanGo2.org FAFSA Toolkit](#)
  - [UCanGo2.org FAFSA Publications and Resources](#)
  - [StartWithFAFSA.org Resources](#)

To review the FAFSA legislation, FAQ, or the State-provided Opt-Out form, please visit the [Financial Aid section](#) of the OSDE College and Career Readiness page.

- **State on transcript:** "The student has satisfactorily met the graduation requirement of completing the FAFSA or submitting an Opt-Out form. (70 O.S. § 1210.508-6)"

Individual Career Academic Plan (ICAP)

Beginning with students entering the ninth grade in the 2019-2020 school year, each student is required to complete the process of an Individual Career Academic Plan (ICAP) in order to graduate from a public high school with a standard diploma. ([70 O.S. § 1210.508-4](#)).

Minimum Requirements of ICAP include:
- Annual completion of career- and college-interest surveys
- Annually creating / updating written post-secondary and workforce goals and progress toward those goals
- Annually updating an intentional sequence of courses that reflects progress toward the post-secondary goal
- Annually updating academic progress
- Completing required [Assessments](#) and documenting scores as they become available
- Participating in at least one Service Learning or Work-Based Learning activity in grades 9 - 12.

Verification that a district is following the required ICAP for its high school students may be an element of the annual accreditation compliance report beginning with the 2019 - 2020 school year. Districts should retain all relevant documentation to confirm their compliance with the law.

For additional ICAP information and ideas for service & work-based learning, refer to the state CCR webpage, [okedge.com](#). As a reminder, Internship codes are reserved for 11th and 12th grades.

- **State on transcript:** "The student has satisfactorily met the graduation requirement of completing an Individual Career and Academic Plan (ICAP)"

Assessments

State law requires that students meet the additional requirements below in order to graduate from a public high school with a standard diploma ([70 O.S. § 1210.508](#)).

- ACT with Writing
- CCRA Science Assessment
- CCRA U.S. History Assessment
- Pass U.S. Naturalization Test (begins with Class of 2025)

College and Career Readiness Assessments (CCRA)

Students enrolled in 11th grade will be given the College and Career Readiness Assessment (CCRA), which consists of two parts.

- For part 1, each district will administer the ACT, including the writing section.
- Part 2 consists of a Science Assessment which is aligned with the Oklahoma Academic Standards for Science and a U.S. History Assessment which is aligned to the Oklahoma Academic Standards for U.S. History.

Students are required to take the CCRA during the state testing window. This assessment will be used for state accountability purposes. Visit the [Office of Assessments webpage](#) for additional information. ([70 O.S. 1210.508](#))

At a minimum, schools must transcript the Grade 11 Oklahoma School Testing Program (OSTP) scale score, known as the Oklahoma Performance Index (OPI), for English Language Arts (ELA), Mathematics, Science, and U.S. History.

The requirement in law to place the ACT / SAT score on the transcript is linked to accountability. Districts will need to transcribe scores based on the OSTP scale score that will be provided by the Oklahoma State Department of Education (OSDE) and importable from the accountability system. Any additional score information is discretionary to the local district. The adopted plan will be in effect for students who start 9th grade prior to or during the 2016-2017 school year until graduation.

See the [CCRA transcript guidance document](#) for additional information.

Medical Exemptions

Exemptions for testing must be approved by the State Board of Education according to federal and/or state processes. **All students graduating from a public high school in Oklahoma, whether completing curricular requirements early or beyond their cohort, are required to meet assessment requirements for graduation unless otherwise exempted.**

> » For seniors receiving a medical exemption, **print the following on the student's transcript:** "Student received a medical exemption for state assessment participation typically required for graduation purposes."

Exemptions for Seniors (70 O.S. § 1210.508)

The Board shall promulgate rules to ensure that students who transfer into an Oklahoma school district from out-of-state **after** the junior year of high school shall not be denied the opportunity to be awarded a standard diploma due to differing testing requirements.

Students who transfer into Oklahoma schools during their senior year do not have to take the CCR assessments if they were on track for graduation, according to the testing requirements of their former state.

> » If a student has an approved exemption, **indicate on the transcript:** "Student received a waiver for CCR assessment participation typically required for graduation purposes."

If you find they are not on track for graduation according to their former state's testing requirements, or if you are having trouble verifying this information with their former district, then a good solution would be to enroll them in the spring CCR Assessments to ensure they meet the graduation requirements.

For additional information contact:
assessments@sde.ok.gov

U.S. Naturalization Test Requirements

Beginning with the Class of 2025, Oklahoma students must take a 100-question test using the questions from the U.S. Citizenship and Immigration Services website. The law requires that students get at least 60 of the 100 questions correct in order to graduate.

See House Bill 2030 (2021). School districts can offer the test as early as eighth (8th) grade and must offer the test at least once per school year. School districts may determine when to schedule its annual administration of the naturalization test; retake opportunities must be offered to students upon request. School districts may determine how best to track which students have passed the naturalization test for their own records; school districts should document each student's passage of the test on their individual academic transcript. More information can be found here.

> ❯ **State on the transcript "**The student has satisfactorily completed the U.S. Naturalization Test graduation requirement."

❯ STANDARDS AND LEARNING

Rigorous Workload

Per Oklahoma Administrative Code 210:35-9-31 - Program of studies and graduation requirements: As a condition of receiving accreditation from the State Board of Education, students in grades nine through twelve shall enroll in a **minimum of six periods**, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

General procedures (OAC 210:35-19-3) applicable to K-12 students enrolling at a college or university in the state system: A school district may receive full average daily attendance on a high school student who is participating in concurrent enrollment. In determining a legal school day for a student who is concurrently enrolled the district can use a combination of local school enrollment, college enrollment, and travel time.

Subject Code Legislation

The State Board of Education has adopted and maintains subject matter standards for instruction of students in the public schools of this state that are necessary to ensure there is attainment of desired levels of competencies in a variety of areas including language, mathematics, science, social studies, and communication. (70 O.S. § 70-11-103.6v2)

School districts are required to develop and implement curriculum, courses, and instruction in order to ensure students meet the skills and competencies in the subject matter standards adopted by the State Board of Education.

"Sets of competencies" means instruction in those skills and competencies that are specified skills and competencies adopted by the State Board of Education without regard to specific instructional time.

Current Subject Codes

Current Subject Codes can be found in the Documents section of the OSDE Accreditation page.

Subject Specific Guidance

English Language Arts

All students are required to complete four units or sets of competencies of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements. For additional guidance on the options for these four credits, please refer to the OSDE English Language Arts Frequently Asked Questions document.

Math

College Preparatory/Work Ready pathway students are required three units or sets of competencies of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements.

Students on the Core Curriculum pathway are required three units or sets of competencies, to consist of 1 unit or set of competencies of Algebra I or Algebra I taught in a contextual methodology, and two units or sets of competencies which may include, but are not limited to, the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Precalculus, Calculus, Statistics and/or Probability, Computer Science, contextual mathematics courses which enhance technology preparation, or a science, technology, engineering and math (STEM) block course.

> ❯ Students must complete three units of math in grades 9-12. If a student completes any required courses in mathematics prior to ninth grade, the student may take any other mathematics courses to fulfill the requirement to complete three units in Grades 9 through 12 (70 O.S. § 11-103.6).

For additional information, please refer to the OSDE Math Frequently Asked Questions document.

Science

Students on the College Preparatory/Work Ready pathway are required to complete three units or sets of competencies of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements.

Core pathway requirements include 1 unit or set of competencies on Biology I or Biology I taught in a contextual methodology, and two units or sets of competencies in the areas of life, physical, or earth science or technology. Please reference the OSDE Science Frequently Asked Questions document for additional guidance around science graduation requirements.

History and Citizenship

OK History Requirement for Out-of-State / Country Seniors
District boards of education shall waive the Oklahoma History graduation requirement for children of military families who transition with the military from another state and who have satisfactorily completed a similar state history class in another state. "Children of military families," as defined in Section 210:35-9-31, means "a school-aged child(ren), enrolled in Kindergarten through Twelfth grade, in the household of an active duty member".

Additionally, district boards of education can make exceptions to state high school graduation curriculum requirements for students who move to this state from another state after their junior year of high school.

Fine Arts

Students must have one unit of Fine Arts *or* Speech to graduate from an Oklahoma public school for the college preparatory/Work Ready pathway. Speech is not necessarily a Fine Art but can also be a communications course. If students will utilize Speech to meet the graduation requirement, specific course codes must be used.

Additional information can be found [here](#).

World Language / Computer Technology

To meet graduation requirements on the College Prep/Work Ready curriculum, students will need two years of either the **same** world language *or* two computer technology courses. The Core curriculum pathway requires one world language *or* one computer technology course.

Guidance on Other Native American Languages (3250) and Other World Languages Subject Codes (3260)

Native American Languages of any federally recognized tribe or Mother Tongue from Mexico and Central America could potentially be counted for credit toward graduation. For a language to count for graduation, the purpose of the course must be for **acquisition of** the language and culture with a focus on intercultural communication skills, not learning **about** the language and culture using English or another language as the medium of instruction; or it can be the student's primary language used for communication in speaking and writing. Use of the course code for *3260 Other World Languages* requires the approval of the Program Manager of World Languages. This is to ensure that districts are awarding world languages credit toward graduation for the correct courses. For giving credit for a language that does not lead to speaking/signing proficiency, one of the other language course codes or perhaps Social Studies *5787 World Cultures* for elective credit are available.

For additional information contact:
curriculum.instruction@sde.ok.gov

❯ POST-SECONDARY COURSEWORK

CareerTech

Student Eligibility [OK Admin Code 780:15-3-6](#)

For students currently enrolled in high school, the technology center is an extension of the student's school and shall be subject to the regulations thereof. High school students shall meet the enrollment criteria established by the technology center for the specific program plan of study in which they wish to enroll, regardless of lawful immigration status. All high school students shall be enrolled through a cooperative effort of the sending comprehensive high school and the technology center, except in cases where the student's parent or guardian has provided sufficient evidence that he/she is participating in a home-schooled education plan in accordance with [70 O.S. §10- 105](#), as amended.

Attendance [OK Admin Code 780:15-3-6](#)

High school students may attend a technology center up to one-half day pursuing a high school diploma or high school equivalency and up to one-half day completing a CareerTech program in the technology center. The students are counted as attending a full day at the sending school.

Transcript Guidance [OK Admin Code 780:20-3-2](#)

The student's high school shall transcript the units of instruction earned while attending the technology center. Transcription of classes for CareerTech courses are locally controlled. It is encouraged that each district has a policy in place to ensure equitable practice.

> Use approved course titles and course codes for transcript purposes.
> Course vendor identifiers (i.e., "PLTW" for Project Lead The Way) should not be placed on the transcript alongside the course title.
> When using participation in a full year, 3-hour CareerTech program for the third math requirement for Core Curriculum, post the CareerTech course with the appropriate CTE course name/code and notate on the transcript the student has met the third math requirement via this option. Do not post the course as a math credit. More information can be found [here](#).
> Any business or industry recognized endorsements must be reported on the transcript as provided by the local Career Technology Center.

CareerTech Course Codes

Career Technology courses may only be taught by Career Technology Education teachers. More information can be found using the link below.

 › [CareerTech OCAS Subject Codes](#)

CareerTech Academic

Career Technology academic information can be found using the link below.

 › [CareerTech Counseling and Career Development Academics](#)

For additional information contact:
Manager, Counseling and Career Development
shawna.nord@careertech.ok.gov

Academic Coordinator, Counseling and Career Development
julie.childers@careertech.ok.gov

Advanced Placement (AP)

Beginning in the 2024-2025 school year, all public high schools will make a minimum of four advanced placement courses available to students. Districts can provide enrollment in courses offered through: a school site(s) within the district, a career technology institution within the district, a program offered through the Statewide Virtual Charter School Board or one of its vendors, or a school site(s) in another school district. (70 O.S. § 1210.704)

Advanced Placement coursework with approved course codes shall be used for high school credit. Although it is highly recommended that the corresponding AP course be taken prior to taking the subject area AP exam, it is not required. Students may sign up for the exam when available. How credit is awarded based on the exam when not associated with taking the course is according to the district's competency-based credit policy. Weighting of AP courses above the 4.0 scale is not required; however, districts may apply weighting according to the district's grading and credit earning policy.

For additional information contact:
curriculum.instruction@sde.ok.gov

Concurrent Enrollment

When a student earns college credit through concurrent enrollment, school districts shall provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. Academic credit shall only be transcribed as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the school district (70 O.S. § 628.13). To view commonly taken college courses and their equivalent high school courses, visit the Concurrent to High School Equivalencies document.

The student transcript should reflect the high school course, core or elective, the concurrently enrolled course is replacing. The instructional code within the student information system should be coded "college level" and the subject code should be the same as the most equivalent high school course subject code. **Do not use AP course codes for concurrently enrolled courses.** It is recommended that the local district distinguishes the course as a college course and indicates from which institution the college credit was earned.

Concurrently enrolled courses directly related to core courses required for high school graduation can be used. For example, a government course taken at the college level may count towards the 5541 Government high school requirement if the student has not had high school government. If the student has already received high school government core credit, the college-level course would be counted as an elective course. However, the college course may then be used for the Additional Unit for graduation due to its identification as a college-level course. It is highly encouraged that local districts have a policy around core courses required for graduation to ensure consistency with transcripts.

Local districts are responsible for determining which high school course the concurrently enrolled course will replace and if the higher education course covers a full or half-year set of competencies/units. Local districts are responsible for creating a policy to determine how grades are included in the grade point average (GPA).

Additional information regarding Concurrent Enrollment has been provided by the Oklahoma State Regents for Higher Education.

Rigorous Workload for Concurrent Enrollment

General procedures applicable to K-12 students enrolling at a college or university in the state system are: A school district may receive full average daily attendance on a high school student who is participating in concurrent enrollment. In determining a legal school day for a student who is concurrently enrolled the district can use a combination of local school enrollment, college enrollment, and travel time (210:35-19-3).

For additional information regarding eligibility, please refer to this guidance document. For course correlations, contact the appropriate subject area expert in the Office of Standards and Learning.

Postsecondary Opportunities

In Oklahoma, we want all students to be successful after high school whether success means students can get a good job that matches their passions and interests whether they pursue a technical field, college, or military service. Postsecondary opportunities provide access to coursework and experiences that align to a student's career goals defined in their Individual Career and Academic Plan (ICAP).

Points earned under the Postsecondary Opportunities indicator are based on the percentage of high school juniors and seniors successfully participating in at least one of the approved options. Schools receive a point when their 11th and 12th grade Full Academic Year (FAY) students complete and pass at least one approved postsecondary opportunity by earning a D or higher. The following document gives details about how data feeds into the Postsecondary Indicator, reporting requirements and course codes for each Postsecondary Opportunity (PO) option to be eligible for credit in the Oklahoma School Report Card

For additional information contact:
curriculum.instruction@sde.ok.gov

TRANSCRIPT GUIDANCE AND DIPLOMAS

Grading and Awarding of Credits

Grading and awarding of credits is a local decision. Weighting of grades, grade point average, and class rank decisions are locally controlled. Districts should establish policies for these academic practices.

Retaking Courses for Credit

A student may retake a course, but a student can not be awarded the same credit for that course twice. For example, Algebra I can only be counted as a math credit once. The second unit would be counted as elective credit.

Proficiency-based Credit Opportunities

Every school district shall provide all new students an opportunity to request a proficiency assessment for the purpose of determining appropriate course placement within thirty (30) days of enrollment or re-enrollment in the district. School district policies shall permit a request for an assessment for this purpose to be initiated by a new student or the student's teacher, parent, or legal guardian. OAC 210:35-27-2

Each district shall clearly identify all assessments used to determine proficiency for the purpose of obtaining credit through examination for required courses. Students may take assessments for this purpose before, during, or after enrollment in the course.

Sample assessments could include, but are not limited to:
- End-of-year finals administered by teachers
- Online tools that provide diagnostic testing (such as subject area pre-tests in Edmentum, proficiency levels in Study Island or NWEA Map)
- Any college and career readiness assessments such as ACT, SAT, Pre-ACT or PSAT that provides performance in English/Language Arts, Reading, Math, and/or Science
- Homeschool Placement Test examples
- OK Promise counts credit by proficiency exam if the credit is on the transcript. OK Promise calculates core GPA using grade values. If a student is awarded a "P", OK Promise assigns a D in the calculation.

Students Entering through Transfer

Students entering from non-accredited private school or home school

Non-accredited private schools that are not listed among the [Oklahoma Private School Accrediting Commission (OPSAC)](#) schools should be given a placement test according to the district's competency-based assessment policies.

Grading/awarding of credit is a local decision; therefore, districts may award either Pass or letter grades and place the student in the grade level most appropriate according to the student's performance on the placement test(s). Fail grades are not placed on the student's transcript as a result of Competency-Based testing.

Students entering from home school should be afforded the same opportunity. The Oklahoma State Department of Education does not govern private or home schools and therefore does not accredit transcripts from either non-public school environment. More information on home-school can be found at https://sde.ok.gov/home-school.

Coding Online Coursework ([OAC 210:15-34-5](#))

When a student earns high school credit through online course(s), it is recommended the local district should distinguish the course as online. Do not use vendor names in the course title; simply indicate "online", "OL", etc.

Course codes and course credit transferability.

For the purpose of data collection, supplemental online courses shall employ the appropriate course codes, names, and numbers as established by OSDE. All public school districts in Oklahoma shall recognize course credit issued for courses authorized through OSOCP.

Reporting course completion or change in enrollment status.

Supplemental online course providers shall officially notify school districts and parents in writing of the completion of each course the student takes within five (5) business days of completion. Course grades must be reported in the form of a percentage or in a manner consistent with local school grading policies. Local districts shall use the district's established grading scale to convert the percentage to a letter grade or other notation consistent with local school grading policies for transcript purposes. Providers must also report any change in a student's status (moving, dropping a course, etc.) immediately upon discovery or notification of the student's change in status.

NCAA Eligibility

The NCAA has specific eligibility requirements for students. To play sports at a Division I or II school, students must graduate from high school, complete 16 NCAA - approved core courses, earn a minimum GPA, and earn an ACT or SAT score that matches your core-course GPA. Visit the [NCAA Course Portal](#) for a full list of your high school's approved core courses. NCAA High School code will be the same as the school testing code.

For more information, please refer to the [NCAA Eligibility Guide for High School Counselors](#). This [handout](#) also includes a suggested timeline of implementation steps.

Recognitions

Beginning with the 2020-2021 high school graduating class, a school district may implement graduation recognitions for students who have met the curricular requirements set forth in [Section 11-103.6k of Title 70](#) of the Oklahoma Statutes and who have participated in an approved program of study leading to a recognized career and/or postsecondary education pathway.

A graduation recognition awarded pursuant to this section may be indicated upon the diploma and high school transcript of those students who qualify for such status. For the purposes of this section "approved programs of study" shall mean those programs of study identified by the local school district that shall include an identified sequence of courses leading to career entry and/or postsecondary education.

Approved course sequences shall include at least six (6) credits within a career pathway and shall include advanced placement courses, career, and technical science, technology, engineering and mathematics (STEM) courses, concurrent enrollment college courses or a combination of such courses that best prepare students for work or further study in a career pathway of their choice.

Diplomas

Standard Diploma

After completion of all high school graduation requirements, a student shall be awarded a diploma. A school district may issue diplomas of distinction according to local guidelines to qualifying students. Copies of diplomas are not kept at the State Department of Education. For copies of district-awarded diplomas, refer the student to the diploma-issuing company or to the district from which the student graduated. A student who has been denied a diploma with their graduating class may return to the **same** district that denied the diploma to complete graduation requirements on a part-time basis. If the student completes requirements prior to October 1 of the 5th year, the student is considered a graduate of their cohort. After October 1 of the 5th (or subsequent years), the student is considered a graduate of the year in which they complete all graduation requirements.

30-Hours of College Diploma

Any person can petition for a diploma after completing 30 hours of college coursework. The application can be obtained from the Office of Accreditation and is available on the website [here](#).

General Education Diploma (GED)

The Oklahoma GED Administration and Adult Education and Family Literacy Programs have transferred to the Oklahoma Department of Career and Technology Education. Information regarding these programs may be found by calling 405-377- 2000 (Ask for Lifelong Learning). A student who has left school to pursue a GED but does not obtain one prior to their graduation cohort may return to the traditional school setting to complete high school graduation requirements. More information can be found on the [Career Tech Adult Education Website](#).

Veterans Diploma

In order to recognize and pay tribute to veterans who left high school prior to graduation to serve in World War II, in the Korean War, or in the Vietnam War, a board of education of any independent school district in this state is hereby authorized to grant a diploma of graduation to any veteran who meets the requirements as listed in Section 517.0.2 of the School Laws of Oklahoma 2009. School districts are further encouraged to present such diplomas in conjunction with appropriate Veterans Day programs. Applications and information can be found [here](#).