ADMINISTRATIVE PROCEDURE 5511

RANKING / RECOGNTION (7TH & 8TH SEMESTER)

Responsible: Department of Student Accounting

PURPOSE

This Administrative Procedure shall describe and define protocols related to ranking and recognition of high school seniors.

PROCEDURE

1. This practice reflects the philosophy that all eight semesters of high school are important in relation to a student's high school academic record, but acknowledges that some school events (e.g., publication of the yearbook, determining graduation speakers, printing of school recognition/ scholarship and graduation programs) require earlier dates for recognition.

2. Beginning in the school year 2010 - 2011, the class rank will be determined by the weighted GPA and noted on the transcript at all schools.

3. At The End Of Seven Semesters:

    a. Each student's GPA and Class Rank will be calculated based on the weighted GPA of seven semesters of data. This calculation should take place during the 7th week following the end of the fall semester. The individual school will determine the procedure for calculation of class recognitions. The "Top 10," "Top 20," "Valedictorian," "Salutatorian," and other recognitions which maybe appropriate at each school will be announced. It is understood that this may shift after the 8th semester, but the recognitions remain unchanged;

    b. Transcripts reflecting seven semesters of data and noting weighted GPA and Class Rank AT THAT TIME, will be sent as requested;

    c. Potential candidates for an Honors and/or Advanced Diploma will be determined. Students whose weighted GPA is "close" to the minimum (just at, just above, or just below) should be notified. Students who may be in jeopardy by failing to meet one of the other requirements should also be notified. Final qualification for an Honors and/or Advanced Diploma must be verified by the Registrar prior to graduation;

    d. Graduation and other recognition programs could note with an asterisk (*) that the status/ recognition is based upon seven semester information; and

    e. Determination of eligibility for the Millennium Scholarship program CANNOT be determined at the end of seven semesters. School employees must never confirm students qualify for the Millennium Scholarship. It is the Treasurer's Office who makes the final qualification. Schools can tell students they *might* qualify or *potentially* qualify, but they must not be definitive.

4. At The End Of Eight (8) Semesters:

    a. Each student's weighted GPA and Class Rank will be calculated based on eight semesters of data. It is understood that total weighted GPA and Class Rank may change from that announced after seven semesters;

    b. Millennium Scholarship eligibility will be determined based on the weighted GPA at the end of the eighth semester, consequently potential Millennium Scholar names will not appear on graduation programs;

    c. Eight semester transcripts will be sent as requested and will reflect the final total weighted GPA and Class Rank;

    d. Candidates for an Honors or Advanced Diploma will be verified based on eight semesters of data;

        i. A student who no longer meets the weighted GPA minimum, has dropped the second semester of the eighth honors class, or who receives an F in a class during the final semester, for example, will not qualify for an Honors Diploma. The counselor will notify students and parents of this change in status;

        ii. A student whose weighted GPA improves enough after the final semester to qualify for an Honors or Advanced Diploma will receive one. The counselor will notify students and parents of this change in status; and

        iii. It is understood that graduation programs indicating Honors and Advanced Diploma recipients may be printed prior to the final transcript analysis and, therefore, may not accurately reflect actual recipients of these diplomas or of other recognitions such as those noted in #1 above.

5. Three-Year Graduates (students who graduate in less than eight semesters)

    a. If the early graduate has 17 or more credits in September of the year of graduation, he/she will be ranked with the graduating class after five semesters. It is suggested that the class rank of the early graduate not displace the rank of any four-year graduate;

    b. Early graduates' final weighted GPA and Class Rank will be calculated based on all semesters of data. It is understood that total weighted GPA and Class Rank may change from that announced after mid-year calculations;

    c. The same qualifications described above for Honors and/or Advanced Diploma candidates apply to the early or Three-Year Graduate; and

d. The early graduate will retain his/her junior class status and be listed in the graduation program as a "Three-Year Graduate" and included with the student's original cohort.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:

    a. Administrative Procedure 6210, Delayed Graduation;

    b. Administrative Procedure 6213, Diploma Dates; and

    c. Administrative Form 6221, Fifth-Year Senior Application.

REVISION HISTORY

Date	Revision	Modification
04/2012	1.0	Adopted as Accepted Practice
01/09/2014	2.0	Revised: Converted to Administrative Procedure
07/12/2022	3.0	Revised: Update when the recognition should occur and clarified nothing is final regarding Millennium Scholarship