ADMINISTRATIVE PROCEDURE 6213
DIPLOMA DATES

Responsible: Department of Student Accounting

PURPOSE

This Administrative Procedure shall describe the protocol for the issuance dates of diplomas in varied circumstances.

PROCEDURE

1. Diplomas are only issued with a June date.
    a. A student who completes all graduation requirements prior to his/her expected date of graduation will be awarded the diploma in the following June: January 2022 graduate = June 2022 diploma.
    b. A student who completes all credits/requirements September 30 in the same year as the expected date of graduation will be awarded the previous June's diploma: September 30, 2021, graduate = June 2021 diploma. October 1, 2021, graduate = June 2022 diploma.
    c. A "Five-Year Graduate" or any student who is in attendance at the high school during the fall semester and who completes all requirements prior to June of that school year will receive a diploma the following June: credits completed January 2022 or June 2022 = June 2022 diploma.
2. Refer to the instructions which accompany the Graduation Report regarding how to identify each category of student on that report.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.

REVISION HISTORY

Date	Revision	Modification
06/2009	1.0	Adopted as Accepted Practice
02/2012	2.0	Revised
1/03/2014	3.0	Revised: converted to Administrative Procedure
11/18/2021	4.0	Revised: To reflect the September 30 deadline for graduation for the cohort of the current year.