Administrative Procedure 6232

STUDENT RETURNING FROM ABROAD

Responsible: Department of Student Accounting

PURPOSE

This Administrative Procedure shall describe and define protocols related the Washoe County School District (District) high school student who spends one semester or one year in a foreign country as part of an organized foreign exchange program and/or in an accredited foreign school program.

PROCEDURE

1. When the student studying abroad returns to the District, the student must provide an official transcript issued by the foreign school reflecting courses completed in the foreign country. This transcript will be evaluated by Student Accounting. At this time, the student must decide to accept all of the grades earned or choose to have all S/U grades posted on the official District transcript. Once the student has made this decision, in writing, the assigned grades (A-F or S/U) become a permanent part of the student's record and may not be changed at a later time. If no grades are provided on the foreign transcript, S/U grades will be assigned to all courses completed. The notations "S" or "U" do not affect GPA; however, no credit is assigned for a "U" grade. The student who selects the S/U option retains their eligibility to earn an Honors Diploma, provided all other requirements are met.

2. The student is advised to submit a copy of an official foreign transcript, along with the official District transcript, when applying to a post-secondary institution.

3. Students who enter the District with one or more semesters in a foreign school program will receive letter grades for courses taken in the foreign country.

4. The student who has met all of the requirements for graduation, including passing the Nevada assessment required for graduation and any required courses which are part of the foreign transcript, and who returns to their home high school prior to the graduation ceremony in June (or in time for Summer Graduation), may participate in graduation exercises with their class. If the student returns to this country too late to participate in the June (or summer) ceremony, the diploma may be mailed to the student, or the student may petition the principal to participate in the next June ceremony.

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.

REVISION HISTORY

Date	Revision	Modification
02/01/2012	1.0	Adopted as Accepted Practice
01/03/2014	2.0	Revised: Converted to Administrative Procedure
06/30/2022	3.0	Revised: Update to reflect current practice