



مدرسة الإتقان الأمريكية
ALITQAN AMERICAN SCHOOL

HIGH SCHOOL GRADUATION AND EQUIVALENCY POLICY

POLICY INTENT

This policy intends to guide students and staff in determining eligible students for graduation.

POLICY IMPLEMENTATION

This policy is implemented along with the assessment and grading policies of the school. The policy implementation date is January 2019. All stakeholders must adhere to this policy with complete fidelity.

POLICY REVIEW

This policy will be reviewed periodically and not less frequently than once a year.

Date of Completion:	10 January 2019
Date of Current version:	10 January 2019
Date of Next Review:	25 June 2022

Section A. Responsibilities

The graduation requirements are monitored by the following staff with specific responsibilities stated herein:

1. **Academic Supervisor.** This staff oversee the implementation of the graduation policy. Likewise, she/he arranges meetings for development and evaluation of this policy ensuring that they meet the international and local requirements.
2. **Career Counselor.** This staff orients the students of the requirements for graduation in coordination with the other staff of the school, provides counselling session to students related to graduation and ensures that high school students graduating in the current academic year have met the requirements for graduation as stipulated herein.
3. **Assessment Coordinator.** This staff review the summary of the grade reports of the high school students and report to the career counselor anyone who did not meet the credit requirements.
4. **Head of Inclusion.** This staff ensures that student of determination and his/her parents are aware of the graduation requirements and provides the accommodation needed to meet the requirements stated herein.
5. **Ministry Secretary.** This staff ensures that any students registering in 10th to 12th grade levels have met the credit hours requirements from their previous school prior to acceptance.

Section B. General High School Graduation Policy

1. Graduating students must show proficiency in the learning domains by meeting the grade requirements of not less than 60 and has met the minimum of 30 credit hours with the breakdown below:

Table: High School Credit Hours

	Subjects	Grade 9	Grade 10	Grade 11	Grade 12	Total
1	Arabic Language	1	1	1	1	4
2	Islamic Education	0.5	0.5	0.5	0.5	2
3	History/Social Studies	0.5	0.5	0.5	0.5	2
4	English	1	1	1	1	4
5	Mathematics	1	1	1	1	4

6	Biology	0.5	0.5	0.5	0.5	2
7	Chemistry	0.5	0.5	0.5	0.5	2
8	Physics	0.5	0.5	0.5	0.5	2
9	CCPP	0	0.5	0.5	0.5	1.5
10	ICT	0.5	0.5	0.5	0.5	2
11	Activities	1.5	1	1	1	4.5
Total		7.5	7.5	7.5	7.5	30

2. A student who obtained an overall average grade lower than 60 in any of the subject mentioned will obtain a zero credit. In order to offset the credit needed, students should:
 - a. Take a re-sit examination in the same subject where the students obtain the failing mark and must meet the criterion reference of 60% or
 - b. Submit an extended / research paper based on one's deficiency submitted to and approved by the subject teacher. This paper should have authenticity proof of not less than 90% and an authenticity waiver signed by the student and his/her legal guardian indicating that the work is completed by the student himself/herself.
3. Graduating students should pass EmSAT tests with a minimum 500 points in Mathematics and a minimum of 1100 points in English language. Required EmSATs are English, Arabic, Physics and Maths. (This requirement is for equivalency. However, the score obtained is not a requirement for graduation at school)
4. Effective 2023, students graduating in AIAS should meet the additional requirements as follows:
 - a. Completed at least one extended essay / research during high school year of the topic of their choice that is presented to the research committee of the school as per the school's research paper policy.
 - b. Has completed at least a cumulative total of 10 hours in the EXACT PATH program in Reading, Language and Mathematics.
 - c. Must have a career portfolio that contains the following:
 1. Curriculum Vitae
 2. A copy of the Extended Research paper and other documentations that supports the development of the paper (Plagiarism report, drafts with notes of the research adviser, etc.)
 3. Career Consultation Checklist with the Career Guidance Counselor

4. Checklist of the Extended Essay / Research with a minimum of 5 hours cumulative consultation during the high school year with the assigned research adviser.
 5. Career Action Plan
 6. Lists of School Achievements with Evidence
 7. Copy of the Standardized Test Results such as SAT, CAT, IELTS, AP etc. (if or whatever is available)
5. Students of Determination will require the successful report of progress in its IEP. It is the responsibility of the student's IEP team to ensure that the IEP is implemented as written, including the point 3 of section B of this policy. However, the student's IEP team may decide of the content of the portfolio and the research/extended essay expectations whatever is possible within the framework of the students' capabilities. Moreover, the student's IEP team has the right to provide alternatives to these additional requirements.
6. The requirements stated herein must be submitted to the Career Counselor not later than two weeks prior to the graduation rites. Career Counselor reserves the right to report and recommend to the Principal any students who may be at risk. The school reserves the right to deny the attendance of the students at risk to the graduation rites.

Section C. Equivalency Requirements

The following are the requirements for high school equivalency certification.

1. Emirati Students
 - a. A copy of graduation diploma
 - b. A copy of academic transcript of grades 10, 11, 12.
 - c. Student should pass 5 approved subjects successfully (Note: Arabic and Islamic studies are not included)
 - d. Should pass EMSAT tests with a minimum 500 points in Mathematics and a minimum of 1100 points in English Language. **Required EmSATs:** English, Arabic, Physics, Maths. English, Arabic, Physics, and Maths EmSATs are **mandatory for Emirati students.**
2. Non-Emirati Students
 - a. A copy of graduation diploma
 - b. A copy of academic transcript of grades 10, 11, 12.
 - c. Student should pass 5 approved subjects successfully (Note: Arabic and Islamic studies are not included)
 - d. **EmSATs:** Should pass EMSAT tests with a minimum 500 points in Mathematics and a minimum of 1100 points in English Language. **Required EmSATs:** English, Arabic, Physics, Maths.

- e. **Other:** Pass SAT1 exam with minimum 450 points and pass the IELTS with minimum score of 5.0 or the Written TOEFL exam with a score of 500 or the computer-based test with a score of 173 or the Internet Based Test with a minimum score of 61.
- f. **Non-Emirati students** can opt to take SAT1 and IELTS to fulfil their Maths and English equivalency requirements if they struggle to register for EmSATs. However, the Arabic and Physics EmSATs are mandatory.

Section D: Graduation Requirements for High School

Requirements and conditions for completing the high school in the American curriculum for grades 9-12 which will be applied starting from the academic year 2023/2022 based on the Ministry circular No. (883) of 2019.

a. General Path

Subject	Minimum of
English	4 hours
Math	4 hours
Science subjects including Physics	4 hours
Social Studies or Humanitarian Sciences	3 hours
Hours completed for grades (9,10,11,12)	15 hours
Total certified / equivalent completed hours for grades 9-12	18 hours
The minimum passing grade of the subject and high school level.	60% / D
EmSAT	

b. Advanced Path

Subject	Minimum of
English	4 hours
Math including AP Calculus AB	4 hours
Science subjects including Physics calculus based, one of the two subjects (Chemistry, Biology) one of the two subjects must be in the AP level.	4 hours
Social studies or humanitarian sciences	3 hours
Hours completed for grades (9,10,11,12)	15 hours
Total certified / equivalent completed hours for grades 9-12	18 hours
The minimum passing grade of the subject and high school level.	60% / D
EmSAT	

c. Elite Path

Subject	Minimum of
English	4 hours
Math including AP Calculus AB	4 hours
*Physics including: -AP Physics C: Electricity and Magnetism -AP Physics C: Mechanics *Biology or Chemistry at AP level * Another subject in AP level *The two subjects Islamic and Arabic are not included	4 hours
Hours completed for grades (9,10,11,12)	15 hours
Total certified / equivalent completed hours for grades 9-12	18 hours
The minimum passing grade of the subject and high school level.	60% / D
EmSAT	