

1 **R277. Education, Administration.**

2 **R277-702. Procedures for the Utah High School Completion Diploma.**

3 **R277-702-1. Authority and Purpose.**

4 (1) This rule is authorized by:

5 (a) Utah Constitution Article X, Section 3, which vests general control and supervision  
6 of public education in the Board;

7 (b) Subsection [53E-3-501](#)(1)(b), which directs the Board to adopt rules regarding  
8 access to programs, competency levels, and graduation requirements; and

9 (c) Subsection [53E-3-401](#)(4), which allows the Board to make rules to execute the  
10 Board's duties and responsibilities under the Utah constitution and state law.

11 (2) The purpose of this rule is to describe the standards and procedures required for  
12 an individual to obtain a Utah High School Completion Diploma.

13 **R277-702-2. Definitions.**

14 (1) "High school equivalency exam" or "HSE exam" means a Board approved  
15 examination whose test modules are aligned with:

16 (a) current high school core standards; and

17 (b) ~~adult education~~ the College and Career Readiness Standards for Adult Education.

18 (2) "Out-of-school youth" means an individual 16 to 19 years of age whose high school  
19 cohort has not graduated and who is no longer enrolled in a K-12 program of instruction.

20 (3) "Utah high school completion diploma" means a completion diploma issued by the  
21 Board and distributed by a Board-approved contractor, to an individual who has passed all  
22 subject modules of the HSE exam at a Utah HSE exam testing center.

23 **R277-702-3. Administrative Procedures and Standards for Testing and Certification.**

24 (1)(a) The Superintendent shall contract with a third party contractor in accordance  
25 with state procurement law to administer HSE exams in the state.

26 (b) The Superintendent may contract with public non-profit institutions within the state  
27 to administer HSE exams and provide related testing services.

28 (c) The Superintendent shall determine the number and location of the institutions  
29 designated as testing centers in a manner that ensures that the test is reasonably accessible  
30 to potential applicants.

31 (d) The Superintendent shall develop requirements for HSE exam testing centers in  
32 conjunction with the contractor approved in accordance with Subsection (1)(a).

33 (2) The Superintendent shall develop minimum scores required for passing an HSE  
34 exam in conjunction with a vendor chosen in accordance with Subsection (1)(a).

35 (3) The Superintendent shall award a diploma to a candidate who receives a passing  
36 score on an HSE exam.

37 **R277-702-4. Eligibility for HSE Testing.**

38 (1) Any individual may take a Utah HSE exam regardless of:

39 (a) race;

40 (b) color;

41 (c) national origin;

42 (d) gender;

43 (e) disability; or

44 (f) state of residency.

45 (2) A candidate for the HSE exam:

46 (a) shall be at least 16 years of age; and

47 (b) may not be enrolled in any Utah k-12 school.

48 (3) A 16-year-old candidate shall submit a completed state of Utah HSE Candidate  
49 and/or Adult Education Eligibility Form [~~Exam Application for 16-18 Year Old Non-Graduates~~],  
50 which shall include:

51 (a) verification in a manner approved by the Superintendent that the candidate is not  
52 enrolled in a school;

53 (b) verification that the candidate understands and accepts the consequences and  
54 educational choices associated with the candidate's withdrawal from a K-12 program of

55 instruction, including the prohibition from returning to a K-12 program anywhere in Utah upon  
56 successful passing of an HSE exam; and

57 (c) signed acknowledgment from the candidate's parent or guardian specifically stating  
58 that the candidate and parent or guardian:

59 (i) understand and accept the consequences and educational choices associated with  
60 the candidate's decision to withdraw from a K-12 program of instruction; and

61 (ii) authorize the candidate to take an HSE exam; and

62 (d) verification from a representative of a Utah state-sponsored adult education district  
63 program that the candidate demonstrates academic competencies to meet with success in  
64 passing the HSE exam.

65 (4) A 16 year-old candidate may provide a marriage certificate in lieu of the  
66 requirement of Subsection (3)(c) if the candidate is married.

67 (5) A 17 or 18 year-old candidate whose cohort has not graduated shall submit a state  
68 of Utah HSE Candidate and/or Adult Education Eligibility Form [~~exam Application for 16-18~~  
69 ~~Year-Old Non-Graduates~~], which shall include:

70 (a) verification in a manner approved by the Superintendent that the candidate is not  
71 enrolled in school; and

72 (b) the signature of the candidate's parent or guardian authorizing the test.

73 (6) A candidate may submit a marriage certificate in lieu of the requirement contained  
74 in Subsection (5)(b) if the candidate is married.

75 (7) An out-of-school youth of school age who has not successfully passed all HSE  
76 exam modules shall be allowed to return to a k-12 public school prior to the time his class  
77 graduates with the understanding and expectation that all necessary requirements for the  
78 traditional k-12 diploma shall be completed prior to issuance of a regular high school diploma.

79 (8) An out-of-school youth of school age who has received a Utah high school  
80 completion diploma is not eligible to return to a k-12 public school unless it is required for  
81 provision of a free appropriate public education under the Individuals with Disabilities  
82 Education Act, 20 U.S.C., Chapter 33.

83 [~~(9) The Superintendent shall classify an out-of-school youth of school age who has~~

84 ~~successfully passed all HSE exam modules and received a Utah high school completion~~  
85 ~~diploma as a graduate for k-12 graduation annual yearly progress outcomes.~~

86 ~~—— (10) An individual who is required by an employer or higher education institution to~~  
87 ~~provide academic competency and cannot offer proof of high school completion may, upon~~  
88 ~~approval of the Superintendent, take an HSE exam.~~

89 ~~—— (11) An individual who has previously passed HSE exam modules but seeks higher~~  
90 ~~HSE exam scores for specific post-secondary institution admission may seek permission to~~  
91 ~~retake an HSE exam module from the Superintendent.]~~

92 **R277-702-5. Fees.**

93 (1) The Superintendent, with approval of the Board, shall adopt uniform fees for the  
94 Utah high school completion diploma and uniform forms, deadlines, and accounting  
95 procedures to administer this program for inclusion with the contract with the contractor  
96 identified in accordance with Subsection R277-702-3(1)(a).

97 (2) An approved testing center may only collect a fee in accordance with the amounts  
98 and procedures approved pursuant to Subsection (1).

99 **R277-702-6. Official Transcripts.**

100 (1) The Board shall accept HSE exam scores when an original score is reported by:

101 (a) a Board-approved HSE exam testing center;

102 (b) the transcript service of the Defense Activity for Non-Traditional Educational  
103 Support;

104 (c) a Veterans Administration hospital or center; or

105 (d) a contractor selected by the Superintendent in accordance with Subsection R277-  
106 702-3(1)(a) or the contractor's authorized agent.

107 (2) The Superintendent shall include a candidate's HSE exam result on the candidate's  
108 official transcript.

109 **R277-702-7. Adult High School Outcomes.**

110 (1) A local board of education may adopt standards and procedures for awarding up  
111 to five units of credit on the basis of test results which may be applied toward an adult  
112 education secondary diploma only if the student was enrolled in an adult education program  
113 prior to July 1, 2009 and an approved HSE exam was transcribed prior to July 1, 2009.

114 (2) An individual who took and passed an approved HSE exam prior to January 1,  
115 2002 may enroll in an adult education program now and in the future to obtain an adult  
116 education secondary diploma upon completion of graduation requirements as defined in Rule  
117 277-733, but may not apply for a previously issued HSE exam certificate to be converted to  
118 a Utah high school completion diploma.

119 (3) An individual who took and passed an approved HSE exam in the state of Utah  
120 between the dates of January 1, 2002 and June 30, 2009 may apply for a Utah high school  
121 completion diploma to replace the originally issued HSE exam certificate issued by the Board  
122 or they may enroll in an adult education program to complete the necessary requirements for  
123 an adult education secondary diploma.

124 **R277-702-8. HSE Exam Security.**

125 (1) The following individuals may have access to the HSE exam:

126 (a) Board staff approved by the Superintendent;

127 (b) Authorized test examiners;

128 (c) A contractor selected pursuant to Subsection R277-702-3(1)(a) and the contractor's  
129 agents;

130 (d) Approved exam candidates during exam administration; or

131 (e) An individual granted access in writing by the Superintendent.

132 (2) A test facilitator shall administer an HSE exam in strict accordance with procedures  
133 and guidelines specified by the Superintendent and the contractor approved in accordance  
134 with Subsection R277-702-3(1)(a).

135 (3) School staff members may not:

136 (a) provide a student directly or indirectly with specific questions or answers from any  
137 official HSE exam;

138 (b) allow a student access to any testing material, in any form, prior to test  
139 administration; or

140 (c) knowingly and intentionally do anything that would inappropriately affect the  
141 security, validity, or reliability of an exam score of any individual student or group taking an  
142 HSE exam.

143 (4) A licensed educator who intentionally violates this Section R277-702-8 may be  
144 subject to disciplinary action under Section [53E-6-604](#) and R277-515.

145 **KEY: adult education, educational testing, student competency**

146 **Date of Enactment or Last Substantive Amendment: March 14, 2017**

147 **Authorizing, and Implemented or Interpreted Law: Art X Sec 3; 53E-3-501(1)(b); 53E-3-**  
148 **401**