

## CCS Administrative Procedure

### 4.10.06-A Adult Education & Transitional Studies

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#### Implementing Board Policy [4.10.06](#)

Contact: District Academic Services Officer, 434-5060  
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#### 1.0 Purpose

Adult Education and Transitional Studies programs are designed to meet the employment and precollege educational needs of students 19 years or older regardless of previous educational background or ability.

#### 2.0 Limitations and Requirements

- 2.1 Community Colleges of Spokane (CCS) may issue a high school diploma under the authority of RCW 28B.50.535 and in compliance with Chapter 180-51 WAC.
- 2.2 Adults wishing to enroll in credit programs offered by CCS must have a high school diploma or General Educational Development (GED) certificate. Applicants who do not meet the above requirements but who are at least 18 years of age, may be granted provisional admission by the college vice president or his/her designee. Admission in such cases is based on an applicant's level of general education as defined by assessment test scores that meet the Federal Financial Aid "ability to benefit" option.

#### 3.0 High School Completion

Students enrolled in the Institute for Extended Learning (IEL) High School Completion (HSC) program may earn from one to three credits to complete graduation requirements for a Washington State diploma.

- 3.1 Students must have earned the Washington State Certificate of Academic Achievement (i.e., meeting standard on state assessment tests or a state-approved alternative) prior to enrolling in HSC; however, the culminating project and High School and Beyond Plan are included as part of the HSC curriculum.
- 3.2 Prior credits, military work and life experiences may be considered. Some qualifying criteria must be met prior to enrollment in the program.
- 3.3 Students who are 17 through 18 years old will be accepted into the program only with an Office of the Superintendent of Public Instruction (OSPI) written release from the high school of the school district where they reside.

#### 4.0 General Education Development (GED)

- 4.1 GED classes are available to adult learners 19 years of age and older in the following areas: mathematics, science, social studies, writing skills, literature and the arts.
- 4.2 Learners ages 16 through 18 may be admitted to the GED program if they have an Office of the Superintendent of Public Instruction (OSPI) written release from the high school of the school district where they reside.
- 4.3 GED certificates are awarded by the SBCTC and OSPI.

#### 5.0 Additional Programs

CCS offers many other Adult Education and Transitional Studies programs; refer to the CCS catalog for current offerings.

**6.0 Related Information**

- 6.1 [Chapter 180-51](#) WAC, High School Graduation Requirements
- 6.2 [RCW 28B.50.535](#), Community or technical college—Issuance of high school diploma or certificate
- 6.3 CCS iCatalog, [Adult Education and Transitional Studies](#)
- 6.4 CCS Administrative Procedure [5.05.05-B Basic Skills Waiver](#)

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