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Prepared by: Paul Lockard, President of CRHS	
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Title: **Graduation**

Policy: In order for a senior to receive a diploma from Cardinal Ritter High School, diploma requirements outlined by the Indiana Department of Education and Cardinal Ritter High School (CRHS) must be met. Students may not participate in commencement or graduation activities in cases outlined below in the procedure section.

Purpose: To provide consistent guidelines to the school administration for a student to receive a diploma and to participate in graduation activities.

Scope: All Senior students attending Cardinal Ritter High School.

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Procedure:

## **1.0 Application**

- 1.1 Seniors who do not meet graduation requirements will be informed they did not qualify for a diploma. Notification will be made as quickly as possible and prior to graduation activities. Students may be allowed to participate in graduation activities with the permission of the principal. Any exceptions to the graduation policies must be approved by the president.
- 1.2 Seniors who are more than two credits short of meeting the required number of credits for a diploma will not be allowed to participate in commencement.
- 1.3 The principal may prevent a senior from participating in graduation activities, including commencement, if the principal has sufficient reason to believe that either the student has violated the discipline policies or if there are discipline issues prior to graduation.
- 1.4 Seniors must attend all end of the year activities in order to participate in the graduation ceremony. This includes Baccalaureate Liturgy.

## **2.0 Financial Status**

- 2.1 No student who has an outstanding balance will be allowed to participate in any graduation activity. **The president of West Deanery Unified Catholic Schools is the only person who may grant an exception to this policy.**

## **3.0 Valedictorian and Salutatorian Status**

- 3.1 In order to be awarded the status of valedictorian or salutatorian, he/she must have completed both their **entire** junior and **entire** senior year at Cardinal Ritter High School. There will be no exception to this rule.
- 3.1 Valedictorian and salutatorian status will be based on the grade point average of a senior at the end of the first semester of their senior year.
- 3.2 The principal may, after consultation with the president, revoke the status of these awards for reasons of dereliction of studies, disciplinary issues, or other conduct detrimental to the school.

## **4.0 Early Graduation**

- 4.1 High school seniors shall graduate from CRHS after they have earned the credits required by the State of Indiana and CRHS. Graduates of Cardinal Ritter will have attended high school for eight semesters. **The president of West Deanery Unified Catholic Schools is the only person who may grant an exception to this policy.**
- 4.2 Pupils who transfer into an Inter-parochial high school within the Archdiocese of Indianapolis will be expected to earn credits required by that high school from the moment they enter. Requirements are not retroactive, except as mandated by state law; e.g., Indiana State Law requires credits in health and physical education, whereas some other states do not.
- 4.3 Should a senior decide to leave CRHS at the seventh semester to make up the last few credits at an evening school, CRHS shall not issue a diploma to that person. Such withdrawal is to be considered a transfer.