



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

April 10, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: Request for Waiver of the Verified Units of Credit Requirements**

This memorandum provides information regarding the process for requesting a waiver of the verified units of credit for seniors who meet the requirements. Please distribute this memorandum and the attached form to school counselors and other staff responsible for this process.

Students seeking a Standard or Advanced Studies Diploma are required to earn a minimum number of verified units of credit. Students transferring into a Virginia high school for the first time after 20 instructional hours per course of their senior or twelfth-grade year shall be given every opportunity to earn a Standard, Advanced Studies, or Modified Standard Diploma. Schools have an obligation to inform all students and parents of the graduation requirements and to provide the support necessary to meet those requirements.

If it is not possible for the student to meet the requirements for a diploma, arrangements should be made for the student's previous school to award the diploma. If these arrangements cannot be made, a waiver of the verified unit of credit requirements may be available to the student seeking a Standard or Advanced Studies Diploma. This waiver is not available to students seeking a Modified Standard Diploma as it does not require verified units of credit. Please refer to [Regulations Establishing Standards for Accrediting Public Schools in Virginia 8 VAC 20-131-60.H](#).

The Virginia Department of Education may grant this waiver upon request by the local school board. Through the division superintendent, the local school board may request a waiver of the verified credit requirements for an eligible student by providing a written request no more than 90 calendar days prior to the student's anticipated graduation date. A request must be submitted to the Department of Education on the attached form, shall document the student's initial date of enrollment, and show what efforts have been made to comply with the regulations.

Completed forms should be mailed to:

Joseph A. Wharff  
School Counseling Career Connections Specialist  
Virginia Department of Education  
P. O. Box 2120  
Richmond, Virginia 23218-2120

If you have questions or need additional information, please contact Joseph A. Wharff, school counseling career connections specialist, at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov), or by telephone at (804) 225-2052.

SRS/LBH/aab

Attachment:

- A. [Request for Waiver of the Verified Credit Requirements for a Standard or Advanced Studies Diploma](#)  
(Word)