

A horizontal banner with a solid orange background. On the right side, there is a silhouette of a graduate in a black cap and gown, holding a rolled-up diploma. Several black graduation caps are shown in mid-air, appearing to be tossed, scattered across the left and center of the banner. A white rounded rectangular box is positioned in the center-left of the banner, containing the text "UNIVERSITY OF TEXAS HIGH SCHOOL" in white, uppercase, sans-serif font.

UNIVERSITY OF TEXAS HIGH SCHOOL

**STUDENT HANDBOOK  
and  
POLICIES AND PROCEDURES**

TABLE OF CONTENTS

Contact List .....	3
Welcome to UTHS! .....	4
School Calendar .....	5
Course Information .....	6
Graduation and Graduation Requirements .....	7
Other Helpful Information .....	8
TAKS/SAT/ACT .....	9
Grading Policies .....	10
All UTHS Policies & Procedures.	
general .....	11
courses & related .....	13
credit by exams .....	21
extensions .....	22
other policies .....	23
cost & fees .....	25

## CONTACT INFORMATION

**MAIN OFFICE** University of Texas High School  
**Mailing Address** P.O. Box 7700  
Austin, TX 78713

**Physical Address** 2901 N. IH - 35  
Austin, TX 78722

**TOLL-FREE TELEPHONE** 866/361.8847

**LOCAL TELEPHONE** 512/471.4808

**FAX** 512/232.6414

**E-MAIL** [UTHS@UTK16.ORG](mailto:UTHS@UTK16.ORG)

**WEBSITE** [WWW.UTK16.ORG/UTHS](http://WWW.UTK16.ORG/UTHS)

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[lee.humphries@austin.utexas.edu](mailto:lee.humphries@austin.utexas.edu)

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*UTHS reserves the right to make changes to the handbook at any time without notice.*

## WELCOME!

Congratulations on your acceptance to The University of Texas High School. Your desire to learn and your motivation to complete your high school education are to be highly commended.

To earn a UT High School diploma, you must satisfy the following requirements:

- complete the required credits for graduation as mandated by the Texas Education Agency when you first entered the ninth grade;
- pass the exit-level Texas Assessment of Knowledge and Skills (TAKS), as appropriate; and
- earn 2.0 credits through courses provided in the program.

You will receive an Individual Academic Plan (IAP), which shows your credits earned, courses taken, and courses needed; it is a summary of our evaluation of your high school transcript. We recommend that you start a personal academic folder and keep the IAP and all course-related documents in it. This way, you will be able to periodically update your own IAP and chart your progress towards graduation.

### **About UTHS . . . .**

The University of Texas High School (UTHS) is secondary school program governed by Continuing and Innovative Education at the University of Texas at Austin that offers students a state approved alternative to traditional high school in Texas.

Fully accredited by the Texas Education Agency (TEA), UTHS was authorized by the Texas State Board of Education in 1998 to provide high school curriculum and award Texas high school diplomas. UTHS students must meet the same graduation requirements as all Texas public school students: four years of academic courses and passing scores on the state's exit level exams (TAKS).

UTHS courses are rigorous, research-based, and college preparatory; they are aligned with the Texas Essential Knowledge and Skills (TEKS). All science courses contain the TEA required laboratory component. Students must sit for final exams in a proctored setting. For more information on UTHS curriculum -- including course syllabi -- see our website:

<http://www.utexas.edu/ce/k16/cbe-ea/high-school-courses/>

UTHS teachers have classroom experience and hold Texas teaching credentials; all are certified in the content area in which they teach. Additionally, 50% of our teachers have earned post-baccalaureate degrees.

While UTHS students must meet or exceed Texas graduation requirements, UTHS offers a unique program to high school students: award winning online courses, flexible scheduling, the chance to accelerate, and the opportunity to complete college level courses. In order to be successful, UTHS students must be self-starters that are highly motivated and able to learn independently.

UTHS graduates have been accepted at many private and public institutions, including the following: American University of Paris, Baylor University, Colorado State University, Johns Hopkins University, New York University, Pennsylvania State University, Smith College, Southern Methodist University, Southwestern University, Texas A & M University, University of California at Berkley, University of California at Santa Barbara, University of Colorado at Boulder, University of North Texas, University of Southern California, University of Texas at Austin, and University of Virginia.

## CALENDAR

The University of Texas High School is open year round and does not operate on a traditional academic calendar. Generally, UTHS is closed on University holidays and also for about two weeks in December during the winter holidays. UTHS is open during the summer months.

### **Holidays typically observed by the university include:**

- Labor Day
- Thanksgiving Day
- the day after Thanksgiving
- the 24th of December
- the 25th of December
- the 26th of December
- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day

For specific holiday closures, see the University's website:

<https://www.utexas.edu/hr/current/leave/holidays.html>

## COURSE INFORMATION

### **Course selection and registration**

You may take as many or as few courses as you would like; however, remember, if you do not complete six to seven courses in a semester's time frame, it is likely that you will fall behind with your studies.

UTHS staff will assist you with course selection. You can register for a course by mail, FAX, or online at: <http://utdirect.utexas.edu/ecweb/henroll.html> . Be sure to check with a UTHS counselor before registering.

### **Textbooks and lab kits**

Some -- but not all -- of our courses require a textbook; science courses require a lab kit. UTHS does not provide textbooks. ED MAP, our textbook supplier, maintains an inventory of textbooks and lab kits for our courses. You may access their web site at: <http://www.utlonghornbooks.com>.

You may purchase textbooks from other vendors, but be certain you are purchasing the correct book by using the listed ISBN. Our courses are written to specific editions of a textbook, and although the title might be the same, a different edition might not contain the same content on the same pages as in the edition we selected to use.

Textbook requirements for each course are listed in the course syllabus found on the web site under high school courses.

### **Final exams**

Each high school course has a final exam that must be completed in person, in a proctored setting.

### **Finding an approved proctor**

Possible proctors include:

- Public or private school administrators, counselors, registrars
- College, university, or private testing centers

Proctors must be approved by UTK16 administrators or staff. Requesting a proctor other than those mentioned above may delay the exam application. There is usually a fee for exam proctoring; check at your testing-site when scheduling the exam.

### **Credit by Exams and Exams for Acceleration**

You are eligible to take a Credit by Exam (CBE) to try to recover credit for a course you have had instruction in but not received credit for. Additionally, you may try to "test out" of a course you have *not* had instruction in by taking an Exam for Acceleration (EA). Passing score on a CBE is 70% or higher; passing score on an EA is 90% or higher. Please check with UTHS before registering for a CBE or EA.

### **Grade reports**

Grade reports are mailed to your home address within two weeks of a final course grade being posted.

### **Students that are part of a school that is partnered with UTHS (Amicitia, NamMy, AESA . . .)**

Please see your school administrator about any issues related to UTHS coursework; he or she will contact UTHS on your behalf.

## GRADUATION REQUIREMENTS AND GRADUATION

<b>English Language Arts</b> English I, II, III, and IV.	4 credits
<b>Mathematics</b> Must consist of Algebra I, Geometry, Algebra II, and a fourth approved math course.	4 credits
<b>Science</b> Must consist of Biology, Chemistry, Physics, and a fourth approved science course. If the fourth science is IPC, it must be completed before chemistry and physics.	4 credits
<b>Social Studies</b> Must consist of World History (1 credit), World Geography (1 credit), U.S. History (1 credit), and U.S. Government (.5 credit).	3.5 credits
<b>Economics</b> Emphasis on the free enterprise system and its benefits.	.5 credit
<b>Physical Education</b> Must include Foundations of Personal Fitness (.5 credit). Can substitute drill team, marching band, cheerleading, ROTC, athletics, approved private programs, or certain career and technology education courses.	1 credit
<b>Languages Other than English</b> Two years of the same language.	2 credits
<b>Speech</b> Communication applications.	.5 credit
<b>Fine Arts</b> May be from courses in Art, Dance, Music, or Theatre.	1 credit
<b>Electives</b> Includes all State-approved graduation-credit courses, State-approved innovative courses and Junior ROTC.	5.5 credits
<b>Total Credits</b> (Recommended Plan)	<b>26 credits</b>

### **GRADUATION**

UTHS students graduate throughout the year, not just in the spring.

When your final grade is recorded on your graduation plan by a UTHS registrar, he or she will create your final transcript and order your UTHS diploma. You will be mailed three official copies of your transcript and your diploma. Expect these about two weeks after your final grade is recorded.

If you believe you have met all graduation requirements and have not received copies of your final transcript or your diploma, feel free to contact UTHS to check on the status of these items.

UTHS does not hold a graduation ceremony.

## OTHER HELPFUL INFORMATION

### **Full time student status**

For certification as a full-time student for Social Security benefits, work permits, verification of enrollment forms (for driver's license), or for any other reason, you must be enrolled in four courses at one time. (A CBE does not count as a course.)

### **ID cards**

UTHS does not offer ID cards for its students.

### **Withdrawal**

There is no formal procedure for withdrawing from UTHS. If you need to withdraw, please contact a UTHS staff member who can make a note in your UTHS file and then send a transcript to your new school. You might be eligible for a partial refund for courses if your withdrawal is within 30 days of your course enrollment.

### **College board code**

The college board code for UTHS is 440344. This may be needed when registering for the ACT or SAT.

### **TEA county district number**

The county district number for UTHS is 227-506. This is may be needed when registering for the TAKS.

### **High school transcripts**

Please contact a UTHS staff member when you need a copy of your high school transcript. Upon graduation, three signed and sealed copies of your final transcript will be mailed to you at no charge.

### **College transcripts**

If you have completed college level courses for dual credit, you need to contact the registrar at that college or university (including University of Texas at Austin) for a copy of your college transcript. UTHS will not have your college transcript.

UT High School does not create transcripts for students that have not completed at least two credits (four courses) with UTHS. For students that have completed fewer than two credits, a UT K16 grade report will be issued instead.

### **College applications**

Students applying to colleges and universities should contact a UTHS counselor to request transcripts or forms that may need to be submitted to admissions offices on your behalf. When applying to colleges, you should apply as a student enrolled in a Texas high school, not a home-schooled student.

## STANDARDIZED TESTS

### **TAKS**

All high school students must pass the exit-level Texas Assessment of Knowledge and Skills (TAKS) to graduate. The TAKS is an 11th grade exit test that assesses English language arts, math, science and social studies skills. It requires knowledge of algebra, geometry, biology, integrated physics and chemistry, junior English, and U.S. history.

The TAKS test is given three times during the year: spring, summer, and fall. If you reside in Texas and have not yet taken or passed the exit level TAKS test, the UTHS Testing Coordinator will register you to take TAKS at a school in your area. Please contact someone at UTHS if you have questions.

If you are a high school student living outside of Texas, UTHS staff will work with you to determine an appropriate testing site.

To help you review for the TAKS, you can obtain copies of TAKS released tests at <http://www.tea.state.tx.us/student.assessment/taks/>

If you have passed some, but not all, sections of the TAKS exit-level test (math, science, social studies, English language arts), you will need to only take and pass the remaining sections. You do not need to retake the sections you have already passed.

### **ACT / SAT**

Students that are planning to apply to college should take either or both the SAT and the ACT once they are juniors. You can find practice materials and register online for these exams at: <http://www.collegeboard.com/>

## GRADING POLICIES

### **Course grade calculation**

Beginning May 1, 2009, the average of assignments will count 75% of the course grade; the final exam will count 25%. High school students must make a grade of “70” or better on the final exam in order to pass the course. High School students who pass the final exam or re-exam with a grade of “70” or better and who do not have a passing course average due to a low graded assignment average will receive a “70” as the final course grade.

High school students who fail the exam are eligible for reexamination and will receive a reexamination application with the first notification of a failing grade. Reexamination must occur both before a course expires and within 30 days of notification of failing grade.

### **Transferring in letter grades**

If your school lists letter grades (and not percentages or number grades) on your high school records, we will transfer in those letter grades as follows:

A+ = 99

A = 95

A- = 91

B+ = 89

B = 85

B- = 81

C+ = 79

C = 75

C- = 71

### **UTHS Grading Scale**

A = Excellent; 90 - 100% = 4.0 grade points

B = Above Average; 80 - 89% = 3.0 grade points

C\* = Average; 70-79% = 2.0 grade points

F = Failure; below 70%

\*Students must earn a 70% or higher to receive credit for a course.

**UTHS does not rank its students or tabulate weighted Grade Point Averages.**

## ADDITIONAL UTHS POLICIES AND PROCEDURES

### **GENERAL**

#### **Eligibility Requirements**

Enrollment into UT High School is available to anyone who wishes to pursue the program, provided they have either successfully completed 8<sup>th</sup> grade through an accredited school or program, or received a passing mark on the 8<sup>th</sup> grade Credit by Exam or Exam for Acceleration for the four core areas (Language Arts, Math, Science and Social Studies). You do not have to be admitted to The University of Texas at Austin or to the UT High School to take K-16 Education Center distance education courses. Enrollment in a distance education course does not constitute admission to The University of Texas at Austin or to the UT High School.

#### **Personal Identification Number (PIN)**

A Personal Identification Number (PIN) is automatically assigned to you when your student record is created. It will appear on any enrollment receipts issued to you. When you contact Educational Services representatives (by phone, fax, or e-mail), have your PIN available as it will be required to release any confidential information about your academic records. Please note that we cannot provide any confidential information to you without your PIN or UTEID. With the PIN, Educational Services representatives can answer questions about grades, enrollment dates, assignments received, and examination eligibility. However, if you have placed a directory information restriction on your records through our office we cannot report any information by telephone to you, to your family members, or to others.

#### **University of Texas Electronic ID (UT EID)**

Once you are enrolled, you will be issued a University of Texas at Austin electronic identification code (UT EID) if you do not already have one. This UT EID will be used to access your courses. Your UT EID, and instructions on where and how to set up a password, will be reported to along with your enrollment confirmation when you sign up for your first course. Call the Educational Services office at (512) 232-5000 or (888) 232-4723 if you have any questions about the password claim process, or need to have your password reset.

#### **Students with Disabilities**

We will make every effort to accommodate students who have disabilities. We can give you information about available accommodations before you are officially enrolled. Please provide documentation that describes the nature of your disability and the kind of accommodation that your disability requires when you contact us. Distance education presents different challenges from traditional classroom-based course work. Reasonable accommodations are those that do not cause undue burden and do not fundamentally alter course curriculum or requirements. If you are a middle school or high school student, please send us a signed accommodation/modification statement from your Admission, Review, and Dismissal (ARD) committee report, or a 504 Accommodation Form describing any special considerations

### **Change of Address**

You must provide UT High School with correct, current addresses and telephone numbers. Official correspondence is sent to the most recent address you provide. If you move and fail to correct the address, we are not responsible for undeliverable grade reports, mailed assignments, or other official notices. You may update your address by phone if you can provide your UT EID and PIN, or you may mail or fax in a signed Change of Name/Address form. Visit the “Download Forms” page of our website for the change of Address & Name form.

### **Change of Name**

University policy is to maintain educational records under your full, legal name. If you are currently enrolled, you may change the name on your permanent academic record by presenting a certified copy of the appropriate documentation to the K-16 Education Center. To change your name, you must present a notarized request and a copy of the signed court order showing your new legal name. To assume your spouse’s name following marriage, you must present a notarized request and a copy of the marriage certificate. If you wish to discontinue use of a married name and resume use of the original family name or another name, you must present a divorce decree or a signed court order showing restoration of the original or other name. Visit the “Download Forms” page of our website for the change of Address & Name form.

## **COURSES**

### **Adherence to Policies**

To ensure we maintain student privacy, as outlined by the Family Educational Rights and Privacy Act (FERPA), and to ensure our operational integrity, the K-16 Education Center has established policies regarding assignment submissions, exam procedures, and grade reporting. Particularly during the rush time frames (April, May and June), time-pressured students are tempted to deviate from our course policies. Unfortunately, this actually results in delays in course progress.

No matter how rushed you are, never send an assignment that is required to be mailed directly to an instructor's postal address or e-mail address. Instructors must send anything that goes directly to their homes or offices back to the K-16 Education Center for processing. Because we strictly follow this policy, sending materials directly to the instructor increases the turn around time rather than expediting the process. This policy does not apply to electronic submissions.

### **CD-based Courses**

As soon as your enrollment is processed, we will send you the following materials:

- An enrollment receipt with your Personal Identification Number (PIN). (Your PIN enables you to discuss your course work with our Educational Services staff.)
- A course expiration date
- Instructions on how to obtain your UT electronic identification code (EID)
- A CD-ROM that includes your instructor's comments and instruction, readings, assignments, self-assessment and multimedia activities, and links to Internet source materials. It also allows you to submit assignments electronically to your instructor.

Some courses give mailing instructions for projects that cannot be sent electronically. You will receive the CD-ROM by mail when you enroll in a CD-based course.

Replacement CD-ROM purchase forms are available at our Download Forms page. Because we constantly update and revise materials, we do not offer refunds on course CD-ROMs.

### **Online Courses**

As soon as your enrollment is processed, we will send you the following materials:

- An enrollment receipt with your Personal Identification Number (PIN). (Your PIN enables you to discuss your course work with our Educational Services staff.)
- A course expiration date
- Instructions on how to obtain your UT electronic identification code (EID)
- Instructions on how to access your course

## **Textbooks**

ASKME high school courses do not require a textbook, but other courses may require texts. The K-16 Education Center does not provide textbooks. You may get your textbooks from any source you choose, but many students find it convenient to order from our textbook supplier, ED MAP. Be sure that you purchase the correct edition listed for the course, as other editions may be substantially different from the one required.

Lab kits may also be ordered from Ed Map.

ED MAP offers a Menu of ordering options for your convenience:

- Order online from their website ([www.utlonghornbooks.com](http://www.utlonghornbooks.com)).
- Order by phone (800) 274-9104 toll free in the U.S. or (740) 753-3439 outside the United States. Operators are available Monday through Friday from 8:00 a.m. to 8:00 p.m. EST, and from 8:00 a.m. to noon EST on Saturdays.
- Order via fax (800) 274-9105 toll free in the U.S. or (740) 753-9402 outside the United States.
- Order via the U.S. Mail at ED MAP, 296 Harper St., Nelsonville, OH 45764. Order forms are available through their website.

All orders must be pre-paid. Students may pay with credit card, check, or money order. Personal checks are screened by a check-screening service, and any anomalies brought up by that service might delay the processing of an order. If personal checks are used, the order is released the day the check is received at the ED MAP facility unless delayed by the check-screening service.

Please be advised that ED MAP cannot always provide new textbooks.

## **Submitting Assignments**

Assignments are the heart of the course. They are your opportunity to interact with your instructor, to demonstrate what you have learned, and to hone new skills with the help of your instructor. It is important to develop a timeline for submitting assignments so that you do not find yourself in a time crunch.

Before you submit a completed assignment, we recommend that you make and keep a copy of the assignment. Occasionally, assignments are lost or damaged before they reach us. Your best protection against delays and extra work is to take this safeguard.

Instructor-graded assignments are returned to you with the instructor's remarks and grades. Students may receive "Incomplete" or "Redo" marks on their assignments with additional remarks from the instructors. You will need to address the issue raised by the instructor in order to complete this assignment.

Because learning requires time for assimilation and because you benefit from instructor feedback, it is recommended that you submit no more than three instructor-graded assignments in a seven-day period.

If more than three instructor graded assignments are submitted, students will experience a delay in feedback from the instructor.

Students should keep a copy of all assignments submitted by mail. The UT K-16 Education Center is not responsible for assignments lost in the mail.

## **Computer Graded Assignments**

You may submit an unlimited number of objective-question, computer-graded assignments at any time and take advantage of the immediate feedback available through the Web.

## **Online Assignments**

For most lessons in Online courses, your instructor will receive your completed assignments through the Online interface, eliminating the mail transit time of traditional distance education courses and facilitating faster, more immediate responses.

## **Mailed Assignments**

Some assignments in CD-Based courses must be submitted by U.S. Mail. To mail your assignments, address your assignments to:

K-16 Education Center  
P.O. Box 7700  
Austin, TX 78713-7700

**In-Person Submission**

Turning in assignments at our office can decrease the time it takes to complete your course, as there is no initial mailing delay. You can bring assignments to our office from 8:00 a.m. to 5:00 p.m., Monday through Friday (except The University of Texas at Austin holidays). Assignments received after noon will be processed the next business day.

**Overnight Delivery Services**

You can lessen mail time by using overnight delivery services. In order to give all students equal treatment, however, we observe the following policies in relation to overnight delivery service:

Assignments and exams that come into our office by overnight delivery service are treated like materials received by mail that day.

We do not use express mail to send assignments or exams to instructors for grading.

We will send course materials by overnight delivery service only when payment is made in advance with a credit card. No special handling is given to such materials other than the arrangements for overnight delivery.

**Express Mail Address**

Note that express mail services (eg: FedEx,) are not able to deliver to our post office box. Send express mail to:

The University of Texas at Austin  
K-16 Education Center  
Development Building  
2901 IH-35  
Austin, TX 78722.

**Fax Submission**

If you live outside the U.S., or if you have easy access to a fax machine, you may wish to speed delivery of your assignments by faxing them to us. A faxed assignments fee is charged for sending assignments via fax.

## **Course Transfer or Drop**

### **Transferring to another course**

One transfer from a CD-based or online course to another CD-based or online course is allowed within the first 30 days of enrollment for a nonrefundable fee. The following stipulations also apply:

- Your enrollment date will stay the same.
- If you transfer to a course with a different enrollment fee, the difference between the enrollment fees will be added to your transfer costs if the new course carries a higher enrollment fee. The difference is refunded to you if the new course carries a lower enrollment fee.

### **Dropping a Course**

You may drop a course anytime before taking the final examination without academic penalty, and the course will not appear on your official transcript. If you open the exam envelope, however, you may no longer drop the course, and a grade will be assigned.

If you drop a course more than 30 days after the date the enrollment was processed, you will not receive a refund.

### **Partial Refunds**

During the initial period of enrollment, you can decide to drop a course. For our CD-based and online courses, you are allowed to drop a course in the first 30 days of enrollment. High school courses are assessed a **drop fee**.

You must submit a written drop request, postmarked within 30 days of enrollment. From your fees, we will retain the **drop fee**, no separate payment is required.

## **Course Examinations**

### **Supervision**

All courses require proctored exams. If you are in or near the Austin area, you may take your exam in the K-16 Education Testing Center, where a nonrefundable proctoring fee per exam is required. Any proctoring fees charged at alternate sites are the responsibility of the student.

If you have a campus that is willing to work with you, students may be proctored at public or private schools by a counselor, registrar, principal, or superintendent. Education officers at military installations or at correctional facilities may also supervise exams. Please contact us to discuss alternate testing site options and requirements (512-232-5000 or 888-232-4723).

All supervisors outside an official testing center must be approved in advance by the K-16 Education Testing Center. You must request approval in writing (mail requests to Exam Requests, K-16 Education Center, P.O. Box 7700, Austin, TX 78713-7700 or by e-mail at [examrequest@utk16.org](mailto:examrequest@utk16.org)). You can make the request using the Proctor Agreement Form available on the Download Forms page of our website.

### **Final Exam Request/Time Constraints**

Exams must be taken within 30 days of an exam request being processed, and must be taken before the end of the course enrollment time period (on or before the deadline date of the course).

Students can request the final examination when all course assignments have been turned in and grades have been awarded for 70 percent of the assignments. “Incomplete” and “Redo” will not count as lessons submitted. The remaining 30% will be graded “as is” once the final is taken.

For CD-based and online courses, order the exam by going to the “Exam” tab or link on your course.

If you are taking the test at our Testing Center, exam requests must be received in writing at least two business days prior to testing. (Note: Our offices are closed during University of Texas at Austin holidays.)

### **Student Identification**

Students must present photo identification with signature, such as a driver’s license, a school photo ID, a state-issued photo ID, or a passport, at the site at the time of testing.

### **Allowed Materials**

Check the label on your exam confirmation postcard or the exam section of your study guide or CD-ROM (for CD-based courses) to see if there are any materials you are allowed to bring with you when you take the exam. If you have any questions, please call our staff at the Testing Center (512-232-5000 or 888-232-4723).

### **Request to Review Completed Exam**

If you would like to review your completed exam, for a fee you may review it at the K-16 Education Testing Center or your alternate-testing site for up to one year after your exam date. After a year, the exam will be destroyed.

### **High School Course Exams**

If you do not take your exam within the allowed 30 day time frame, you will be charged a re-processing fee (see Miscellaneous Fees).

If you change your testing site, the exam will be returned to the K-16 Education Testing Center. The exam must be taken before your course enrollment period ends. If you subsequently request that we send the exam again within your original enrollment period, you will be charged a nonrefundable fee (see Miscellaneous Fees).

### **Final Exam Re-exam Policy**

High school students must make a grade of 70 or better on the final exam in order to pass the course.

High school students who fail the exam are eligible for reexamination and will receive a reexamination application with the first notification of a failing grade. Re-examination must occur within 30 days of notification (students must have time remaining in their course). There is a nonrefundable fee for re-examination (see Miscellaneous Fees).

**Note:** *If a student fails a course re-exam, the re-exam grade will be posted as the overall course grade (no lesson grades are averaged in). If the student passes the re-exam, then the re-exam grade and the assignment grades are averaged to come up with the overall course grade.*

We reserve the right to require students to retake an exam at our sole discretion.

## **Grade Reporting and Transcripts**

### **Grade Calculation**

*As of May 1, 2009, the graded assignment average counts for 75% of the course grade, and the final exam counts 25%.*

Assignments are graded on a numerical basis; 70% is the lowest possible passing grade. We record no assignment grade lower than 50% except in ASKME courses. Exams are posted with actual grades, even if they are lower than 50%. On assignments, “CR” indicates that credit has been awarded for an assignment where no grade is appropriate. “I” indicates that an assignment is incomplete and that more work is required on the assignment before it can be graded. “R” indicates that a student must rework and resubmit an assignment to avoid a failing grade.

High school students must make a grade of 70% or better on the final exam in order to pass the course.

High School students who pass the final exam or re-exam with a grade of 70% or better and who do not have a passing course average due to a low graded assignment average will receive a 70% as the final course grade.

High school students who fail the exam are eligible for reexamination and will receive a reexamination application with the first notification of a failing grade. Reexamination must occur both before a course expires and within 30 days of notification of failing grade.

**Note:** On re-exams, the course grade posted is the final exam grade if the student fails the exam (no assignment grades are averaged in). If the student passes the re-exam, then the re-exam grade and the assignment grades are averaged to determine the final course grade.

### **Grade Reporting**

Grade reports are automatically sent to you when a fcourse grade is posted. On K-16 Education grade reports, “Q” indicates that you have been dropped at your request or have failed to comply with our time limits. No academic penalty is attached to “Q.” If you complete all of the assignments in a K-16 Education course but never take the final exam, you will receive a “Q” in the course.

### **Transcripts**

If you need an official transcript, please contact the UT High School office at (512) 471-4808, or by e-mail at [uths@utk16.org](mailto:uths@utk16.org). *UT High School does not issue official transcripts for students who have completed less than 2 credits with our program. For students with less than 2 credits earned, we will issue a composite grade report listing all courses completed through our program.*

## **CREDIT BY EXAMS**

### **Credit by Exam/Exam for Acceleration (CBE/EA)**

CBE/EA exams must be taken within 60 days of the enrollment date. If you subsequently request that we send the exam again within your original enrollment period, you will be charged a nonrefundable fee (see Miscellaneous Fees).

### **Credit by Exam (CBE)**

Students who have failed a course, or who for some reason have not received credit for a course in which they have had previous instruction, may recover credit for that course by passing a Credit by Exam test. A passing score on a CBE is 70% or higher. A failing grades on a CBE will not be applied to a student's transcript or affect their academic standing, but passing grades (grades used to grant credit) will post to the transcript and affect GPA in the same manner as a course grade.

### **Exam for Acceleration (EA)**

Students may attempt to test out of a course for which they do not have prior classroom instruction by taking an Exam for Acceleration (EA). In order to pass an EA, a student must score at least 90% on the exam. A failing grades on an EA will not be applied to a student's transcript or affect their academic standing, but passing grades (grades used to grant credit) will post to the transcript and affect GPA in the same manner as a course grade.

## **COURSE & CBE EXTENSIONS**

### **Extension of Deadlines**

*You may submit an Extension Request by mail, or you may call our Educational Services office at (512) 232-5000 or (888) 232-4723 and use a credit card to pay for a course or CBE/EA extension fee. See the Miscellaneous Fees section of this handbook for details on the cost of extensions.*

### **Course Extension**

If you realize during your initial five-month enrollment that you will need more time to complete a course, you can request a one-month course extension.

To remain active in your course, request the extension before the expiration of your original five-month enrollment period. The expiration date can be found on your enrollment receipt.

### **Reinstatement and Extension**

If you let your enrollment lapse but you still wish to complete the course, you may request to be reinstated in the course with a course extension under the following conditions:

- The course has not been changed and it is still open for enrollment;
- The request for reinstatement/extension is received within 30 days of the date after your original five-month enrollment ended;
- You have completed more than half of the lessons; and
- You have at least a C average.

A course reinstatement requires a fee in addition to the course extension fee.

### **CBE/EA Extension**

If you are not able to take your exam within the original 60-day enrollment, for a fee you can request a 60-day exam extension.

## **OTHER POLICIES**

### **Scholastic Honesty**

UT High School students are expected to work independently, without direct supervision, and to conduct themselves responsibly in accordance with that freedom. To obtain the greatest benefit from their course work, and for the sake of everyone enrolled in our courses, students must demonstrate the willingness to exercise self-discipline, personal responsibility, and scholastic integrity. We expect the course work and exams that you submit for course credit to be yours and yours alone. Plagiarism and other forms of scholastic dishonesty are serious academic violations that will not be tolerated. Scholastic dishonesty encompasses, but is not limited to, cheating, plagiarism, collusion, and any act designed to give an unfair academic advantage to the student.

**“Cheating”** includes, but is not limited to:

- Copying from another student’s work.
- Using materials not authorized by a testing proctor.
- Possessing materials that are not authorized by a testing proctor, such as cell phones, lessons, books, or notes.
- Knowingly using or soliciting, in whole or in part, the contents of a test.
- Collaborating with or seeking aid from another student without authorization during a test.
- Substituting for another person, or permitting another person to substitute for oneself, in taking a test or in completing any course-related assignment.
- Using, buying, stealing, or transporting some or all of the contents of a test, test rubric, homework answer, or computer program.
- Failing to comply with instructions given by the person administering the test.

**“Plagiarism”** includes, but is not limited to, appropriating, buying, receiving as a gift, or obtaining by any means someone else’s work and then submitting that work for credit as if it were one’s own.

**“Collusion”** includes, but is not limited to, unauthorized collaboration with another person in the preparation of an academic assignment offered for credit.

**“Falsifying academic records”** includes, but is not limited to, altering or assisting in the altering of any official record of the University.

Penalties for scholastic dishonesty on graded assignments may result in disciplinary actions up to and including failure of the course. Scholastic dishonesty in examinations will result in the failure of the course: a grade of “F” on the examination and an “F” for the course grade.

*Academic Grievances*

Academic grievances involving grade disputes by high school students should be discussed with the course instructor.

Grade disputes that are not resolved, and all other academic grievances, should be submitted in writing to the Principal of The University of Texas at Austin High School.

Mail to:

Principal of UT High School  
UTHS  
P.O. Box 7700  
Austin, TX 78713

## **COSTS AND FEES**

### **UT High School Enrollment**

There is an initial non-refundable fee of \$200 to enroll into UTHS. After this, each course would be paid for at the time of enrollment, with the total cost of completing the program dependent upon how many courses you have remaining to graduate.

### **Courses**

The current cost of our courses is \$189 per semester or half-credit; this does not include the cost of textbooks or other materials like lab kits for science courses.

### **Credit by Exam/Exam for Acceleration**

Credit by Exam or Exam for Acceleration tests are priced at \$45 per half-credit.

In addition, depending on where you take your exams, there may be additional testing fees. Students who take exams at the UT K-16 Education Testing Center will be charged a \$30 proctoring fee per exam taken. Fees at other schools or testing facilities will vary.

## **Miscellaneous Fees**

**All fees are nonrefundable.**

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### **Drop Fee CD-based or online course - \$80 for High School courses**

For our CD-based and online high school courses, students are allowed to drop the course in the first 30 days of enrollment. The course enrollment fee, less the drop fee, is refunded.

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### **Course Transfer Fee CD-based or online Course - \$55 plus adjustments for differences in tuition**

Transfer from one CD-based or online course to another CD-based or online course is allowed within 30 days of enrollment.

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### **Faxed Assignments Fee - \$40 per course**

A charge is assessed for sending in assignments via fax. This feature can be added after initial enrollment. Faxed assignments are returned by regular mail. There is no charge for faxing in exam request forms, enrollment forms, or administrative documents such as name change or transfer request forms. Faxes can be received 24 hours a day at (512) 475-7964.

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### **Mail Fee for Students Abroad - \$30**

This is a required fee if you are a K-16 Education Center student taking a course from outside the U.S. This feature can be added after initial enrollment. Note: The overseas fee does not apply to students with APO or FPO addresses.

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### **Course Extension Fee (1 month) - \$55**

No limit on the number of requests for the extension and it is provided regardless of where the student is in the course. Visit **Extensions of Time** for more information.

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### **CBE/EA Extension Fee - \$30**

During your initial 60-day enrollment, you may request one 60-day extension. Visit **Extensions of Time** for more information.

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**Course Reinstatement/Extension Fee - \$125 (\$45 reinstatement + \$80 extension)**

If you let your enrollment lapse, but you still wish to complete the course, you can request to be reinstated in the course with a course extension. Conditions apply

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**Proctoring Fee - \$30 for any K-16 Education Center Exam/\$50 for College, UEX, and Non-K-16 Education Center Exam**

K-16 Education Center Exam: A proctoring fee of \$30 is charged for each exam taken at the K-16 Education Center's Testing Center. Fee is payable by cash or credit card at the time the exam is taken. If our site is not convenient, other approved testing sites can be used. The testing charges of that facility would apply.

College, UEX, and other Non-K-16 Education Center Exam: A proctoring fee of \$50 is charged for each exam taken at the K-16 Education Center's Testing Center. Fee is payable by cash or credit card at the time the exam is taken.

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**Re-sending/Reprocessing Exam Fee - \$25**

If you request a change in testing sites or request an exam to be re-sent because it was returned to our offices, a re-sending/reprocessing exam fee is charged. Course exams are returned to our offices 30 days (60 days for CBE/EAs) after the exam request processing date.

If you do not take your exam within the allowed 30-day (60 days for CBE/EAs) time frame, you will be charged a re-processing fee.

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**Replacement Course CD-ROM Fee - \$30 (\$32.48 in Texas) plus \$5.50 shipping and handling**

Your initial CD-ROMs for CD-based courses are included in the total enrollment course costs.

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**Returned Check Fee - \$25**

Assessed by the University, and a bar is placed on student record until payment is resolved.

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**Course Final Re-exam Fee - \$30**

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**Test Takers Needing Blank Tapes/CD-Roms - \$5 (includes tax)**

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**Request to Review Exam - \$20 (outgoing) and \$10 (in-house)**