



The University of Texas at Austin  
UT High School

# Student and Parent Handbook

\*Note: All recent changes to UTHS policies are posted at [highschool.utexas.edu/policies-and-notifications](https://highschool.utexas.edu/policies-and-notifications) prior to updates to the Student and Parent Handbook.



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## The University of Texas at Austin High School Special Purpose District

### About Us

The UT High School Special Purpose District (UTHS) offers a variety of programs and services to students and educators across Texas and beyond, which include online high school diploma programs, online courses and K-12 credit by exams to students in other school districts, and professional development for educators statewide.

In 1998, the Texas State Board of Education authorized UTHS to provide high school curriculum and award Texas high school diplomas. The UTHS is governed by the UT-Austin Board of Regents and receives direct guidance from the UTHS Advisory Board.

Students in the UTHS Diploma Programs must meet the same graduation requirements as all Texas public school students. UTHS courses are rigorous, research-based, and aligned with the Texas Essential Knowledge and Skills (TEKS). Science courses include the state required laboratory component. UTHS instructors are experienced, Texas-certified teachers with expertise in their subject areas and all UTHS administrators meet Texas requirements for certification aligned to their roles.

With award-winning online courses, flexible scheduling, the chance to accelerate, and the opportunity to complete Advanced Placement and dual credit courses, UTHS offers programs to help students reach their goals. The UTHS online courses are structured as self-paced, asynchronous, independent learning courses. Therefore, to be successful, students must take initiative, be self-directed, and exercise time management skills.

Every year, UTHS Diploma Program graduates receive acceptance to many private and public institutions, such as American University of Paris, Baylor University, Cornell University, Colorado State University, Johns Hopkins University, Massachusetts Institute of Technology, New York University, Pennsylvania State University, Smith College, Southern Methodist University, Southwestern University, Texas A&M University, University of California at Berkeley, University of California at Santa Barbara, University of Colorado at Boulder, University of North Texas, University of Southern California, and The University of Texas at Austin.

### Our Mission

The mission of UTHS is to improve outcomes for students, educators, and school districts across Texas and beyond, by creating innovative learning experiences and providing strategic support services.

### Purpose of the Handbook

The UTHS Student and Parent Handbook highlights key program information for the *UTHS Diploma Programs* and *Independent Learner Programs* for online courses and credit by exams. **The Handbook does not include all policies for UTHS programs.** Additional UTHS policies and information are posted on the UTHS website at <https://highschool.utexas.edu/> with program specific policies listed by topic and included within the page text and linked documents. UTHS follows the federal and state laws and rules required of K-12 Texas public schools as outlined in the [Texas Education Code](#) and the [Texas Administrative Code](#) which are applicable to special purpose districts. Federal and state policies may change throughout the year and UTHS policies are updated as needed.

## **UTHS Diploma Programs**

UTHS is a special purpose district operated by The University of Texas at Austin as a public school of the state fulfilling the mission of the Texas public education system to ensure that Texas students receive a quality education that enables them to achieve their potential and fully participate now and in the future in the social, economic, and educational opportunities of our state and nation (19 TAC §61.101).

### **UT High School – for Texas Residents**

The University of Texas at Austin High School full-time Diploma Program for Texas residents serves students pursuing a high school diploma who are under age 21, meet permanent Texas residency requirements, and maintain consistent enrollment to meet Texas public school attendance eligibility requirements. Students complete all coursework online to meet the Texas graduation requirements (26 credits) and earn a Texas high school diploma. Students must complete the UTHS registration process, remain active in a full course schedule to stay on track for graduation to be considered a full-time UTHS Diploma Program student. Since Texas requires students to earn 26 credits to earn a high school diploma, students enroll in seven courses per semester to complete 26 credits and graduate on time in four years.

### **UT International High School – for Non-Texas Residents**

The University of Texas at Austin International High School full-time Diploma Program for non-Texas residents serves students whose permanent residency is out-of-state or out-of-country and maintain consistent enrollment in courses to meet UTHS Diploma Program eligibility requirements. Students complete all coursework online to meet Texas graduation requirements (26 credits) and earn a Texas high school diploma. Students must complete the UTHS registration process, remain active in a full course schedule to stay on track for graduation to be considered a full-time UTHS Diploma Program student. Since Texas requires students to earn 26 credits to earn a high school diploma, students enroll in seven courses per semester to complete 26 credits and graduate on time in four years.

#### *Dual Diploma Partner Schools*

UTHS also partners with international schools to offer dual diplomas to students who complete graduation requirements for an international school and UTHS at the same time. Students enrolled at approved partner schools must complete the UTHS registration process and remain active in UTHS courses aligned to the pre-approved partner school course plan.

### **UTHS Empower Academy – for Adult Learners**

The University of Texas at Austin High School Empower Academy serves students from any location who are adult learners ages 21 years or older and eligible to enroll in a Texas high school diploma program. Students maintain consistent enrollment in courses to meet UTHS Diploma Program eligibility requirements. Students from Texas, other U.S. states, and countries complete all coursework online to meet Texas graduation requirements (26 credits) and earn a Texas high school diploma. Students must complete the UTHS registration process, remain active in a course schedule that follows their approved Personal Graduation Plan. Since Texas requires students to earn 26 credits to earn a high school diploma, students enroll in courses each semester to complete 26 credits to meet graduation requirements.

### **UTHS Independent Learning Program – for Part-Time Students**

Students residing at any location, who choose to complete one or more UTHS online courses to earn credits documented by an official UTHS grade report. These students are not eligible for a high school diploma from UTHS, however, the course credits meet students' graduation requirements for their local school district or home school program.

### **UTHS K-12 Credit by Exam Program**

UTHS provides credit by exams for students in grades K-12 to demonstrate mastery of a subject and grade level course to recover credit or accelerate. Students residing in any location are eligible to take the credit by exams. Students enrolled in Texas public school districts must obtain a counselor's signature to enroll in the credit by exams to ensure the exam aligns to their local school district policies.



### Eligibility Requirements

**Effective beginning with the 2021-22 academic year, eligible Texas residents may enroll tuition-free in the UTHS Texas Diploma Program.** UTHS receives funding for eligible students from the Texas Foundation School Program (FSP).

Any student who is a permanent Texas resident who wishes to pursue a Texas high school diploma and either successfully completed 8<sup>th</sup> grade through an accredited school or program or earned passing scores on the 8<sup>th</sup> grade Credit by Exam (CBE) for each of the four core areas (English Language Arts, Math, Science, and Social Studies) may enroll in the UT High School for Texas residents with free tuition if they meet all eligibility requirements.

- Maintain permanent residency in Texas and provide proof
- Be under age 21 years as of September 1 of the school year
- Completed 8<sup>th</sup> grade coursework (or equivalent credit by exams with passing scores)
- Meet eligibility requirements documented in Texas state policy for public schools ([TEC §25.001](#))
- Has not graduated from high school
- Is otherwise eligible to enroll in a Texas public school or meets the following requirements:
  - Is a dependent of a member of the United States military
  - Was previously enrolled in high school in this state
  - No longer resides in this state as a result of a military deployment or transfer

### Out-of-State Transcripts

We encourage students who recently moved to Texas from out-of-state or international locations to send transcripts to be evaluated by a [Foreign Credential Evaluation Service approved by the Texas Education Agency](#) prior to enrollment at UTHS to expedite the enrollment process. We recommend requesting transcripts from [ValidateMe!](#).

### Full-Time Requirement

Students must complete the UTHS registration process and remain active in a full course schedule during the fall and spring semesters to be considered a full-time UTHS student. Administrator approval is required for student graduation plans/semester schedules with fewer than seven courses, which are only permitted for special circumstances.

UTHS students are not considered college students of The University of Texas. For information about applying to undergraduate studies at The University of Texas, view [admissions.utexas.edu](https://admissions.utexas.edu).

### Special Program Services

UTHS provides special program services to students such as special education, 504 services, Career and Technology Education (CTE), bilingual/ESL education, and Gifted and Talented (G/T) education. The determination of whether the UTHS program meets the needs of a student with a disability will be made by that student's Admission, Review, and Dismissal (ARD) committee in a manner consistent with state and federal law. UTHS offers a remote, virtual, asynchronous instructional model which may not be the best fit or provide the least restrictive environment for every student's particular needs.

### Eligibility for Special Program Services

UTHS reviews students for eligibility for special program services throughout the school year. Details about eligibility and services are available on the UTHS website at <https://highschool.utexas.edu/>.



## Special Education, 504 Services, Bilingual/ESL, and CTE

UTHS adheres to state and federal policies regarding eligibility and enrollment for special program services. UTHS accepts documentation of enrollment for these services provided by an accredited public or private school upon student enrollment at UTHS. Documentation must be current and aligned to state and federal program practices.

Please see the section on [UTHS Policies for All Programs and Students – Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services](#) for more details.

## Gifted/Talented

UTHS accepts documentation of G/T program enrollment provided by an accredited public or private school upon student enrollment at UTHS. Documentation must be current and aligned to state and federal program practices. UTHS also reviews students during the school year to admit students for G/T services.

## **Registration Enrollment Process**

To register to enroll in the UT High School full-time diploma program as a Texas resident, complete the following steps.

1. **Complete the UTHS Online Learning Orientation in Canvas**
  - Both the student and parent must complete the online orientation (approx. 45 min) then upload the certificates of completion during the online enrollment process. To access the online orientation, visit: <https://utexas.box.com/v/orientation-course>
2. **Complete the online enrollment process in Skyward**
  - **Families new to UTHS:** Click here to [request Skyward account access](#) and register your child
  - **Families with existing UTHS Skyward Accounts:** Use your existing [Skyward Family Access](#) portal to register your child for a UTHS program
  - Complete all required forms within the Skyward enrollment system
  - Upload copies of all required documents, including transcripts showing that the student is eligible for high school enrollment

If any of the information, documents, or fees required during the NSOE registration process are missing, the registration application will require resubmission prior to approval.

## **Required Registration Information**

### Student, Family, and Emergency Information

Parents will provide their student's date of birth, home language, ethnicity and race, permanent address, emergency contacts and medical information, qualification for any special services, residency information, and guardian's contact information.

### Required Documents

- **Parent/Guardian Photo IDs** must be government or school-issued. Passports are acceptable.
- **Student Photo IDs** should also be government or school-issued. Passports are acceptable.  
*We will accept a parent submitted photo of the student to assist with identification only if a school or government ID is not available due to COVID-19.*
- **Student Social Security Card** (optional)
- **Birth Certificate**
- **Relevant Legal Paperwork** (optional) should contain any legal paperwork specific to the student's educational decision making (e.g. divorce decrees, etc.)
- **Prior School Records (Transcripts and Accommodations)** including transcripts which show official final

course grades for high school credits and, for entering 9<sup>th</sup> graders, 8<sup>th</sup> grade transcripts demonstrating successful completion of 8<sup>th</sup> grade, and school paperwork showing admission for special services such as special education or 504 with accommodations noted.

- **Proof of Residency** (see details below)

\*Knowingly falsifying information on a form required for enrollment of a student in a school district will result in consequences as defined in the [Texas Education Code §25.001](#) and the [Texas Penal Code §37.10](#).

#### Proof of Residency

Documents required for proof of residency at the beginning of each school year, include **at least one of the following** with the parent's name and physical address:

- Utility bill (within past 60 days) for gas, water, or electric
- Current rental or lease agreement
- Mortgage statement (within the past 60 days)
- *If a family is sharing housing with an individual/family and does not pay rent under temporary residency, the family shall submit a utility bill in the name of the person who owns or leases the property. A Declaration of Residency Form is required. A Power of Attorney follows the same procedures regarding the submission of proof of residency documents.*

The UTHS administration investigates residency questions and reviews documents to make determinations prior to enrollment and during the school year as needed if documentation indicates temporary residency status, evidence suggests a change in residence, or a student qualifies for the top 10% ranking.

#### Proof of Military-Connected Status for Eligibility to Enroll as Texas Resident

For a student whose eligibility to enroll as a Texas resident for free tuition is based on being a dependent of a member of the United States military who has been deployed or transferred to this state or is no longer residing in Texas because of a military deployment or transfer, the following verification is required.

- Student DoD photo identification for children of active duty service members, or
- Parent military member's DoD photo identification or other DoD-issued documentation indicating that the person is an active-duty member of the military and verified documentation showing that the student is a dependent of the military member  
**and**
- DoD-issued orders or other DoD-issued documentation showing that the military member has been deployed or transferred outside of Texas.

A UTHS staff member will view the documentation and maintain documentation that a UTHS staff member verified the identification and include the printed name of the staff member, signature, and date it was verified. The UTHS will not require or make a copy of the identification.

#### Annual Verification of Enrollment

Annually prior to the start of the new school year, continuing UTHS students must confirm registration in the UTHS Diploma Program, verify their address and contact information, update their proof of residency, and submit their *Career Plan*. UTHS notifies students and parents of forms, which are due on or before the first day of the fall semester.

#### Annual Career Plan (Personal Graduation Plan) and Choice Sheet

Students are required to complete, sign, and submit a *Career Plan (Personal Graduation Plan)* and indicate their course preferences to UTHS every year to be scheduled into their courses. Students seek administrator approval if they request to enroll in fewer than seven courses each semester during the

annual career planning and course selection process. Information to guide student course selections is provided via UTHS webinars and online resources throughout the year. See the UTHS website [https://highschool.utexas.edu/student\\_parent\\_resources](https://highschool.utexas.edu/student_parent_resources) for student and parent resources.

## Annual Enrollment Cap

Every year, UTHS determines an annual enrollment cap for the tuition-free UTHS Diploma Program for Texas residents to ensure that students who enroll can receive the appropriate support in the program.

The annual enrollment cap for the 2021-22 school year is 700 students maximum in the UTHS Diploma Program for Texas residents. The UTHS enrollments cap is communicated to the Texas Education Agency. UTHS reserves the right to submit requests to the Texas Education Agency to change the enrollment cap during a school year and/or for future school years.

## Annual Lottery

Every year, UTHS establishes an annual enrollment deadline and lottery date for new students applying for enrollment for the upcoming school year. If UTHS receives applications and verification of continuing enrollments that exceed the annual enrollment cap, a lottery determines the new applicants accepted into the program. UTHS places the non-selected applicants on a waiting list. Students on the waiting list are offered enrollment for the upcoming school year if a seat becomes available.

The annual deadline and lottery date is posted on the UTHS website. The 2021-22 deadline was 7/30/2021 and the lottery was scheduled for 8/2/2021. If UTHS does not receive more applications for enrollment that results in a total student population of Texas residents that exceeds the enrollment cap, the lottery is not held and enrollment continues until the enrollment cap is reached during the school year. If the enrollment cap is met during the school year, new enrollment requests will be placed on the waiting list and offered enrollment during the school year if a seat becomes available.

## Priority Access for Military-Connected Students

Military-connected students receive priority access to UTHS per [HB 4124](#), to support these students due to the disruption to their education as a result of short notice and frequent military transfers for their parents. This priority access applies to the lottery selection and waitlist processes. Eligibility requirements include the following.

- a student who is a dependent of a member of the United States military;
- was previously enrolled in school in this state; and
- does not reside in this state due to a deployment or military transfer.

Priority access for military-connected students includes first priority for enrollment before and during the school year, in the lottery process, and on the waiting list.

## Course Schedule and Career Plan (Personal Graduation Plan)

Upon registration, a UTHS counselor reviews the student's transcripts and enrolls the student into their course schedule. During the school year, a UTHS counselor communicates with the student and parent to complete a Career Plan (Personal Graduation Plan) and select course preferences aligned to the student's preferred graduation plan, which aligns to Texas state requirements.

A UTHS registrar reviews the student's transcripts including any transferred credits to determine alignment to UTHS transfer credit policies.

## Free Tuition and Parent-Provided Materials

Texas residents enrolled in the full-time UTHS Diploma Program receive free tuition for online courses with funding provided by the Texas Foundation School Program.

UTHS Provides:

- free online full-time course enrollments funded by the state of Texas
- free registration for UTHS Diploma Program
- free access to online or print textbooks for courses
- free science course lab kit supplies

Parent Provides:

- student computer with recent operating system, camera, and microphone
- reliable, high-speed internet access
- graphing calculator for math courses
- general school supplies, including spiral notebooks, pens, pencils, and highlighters
- commonly available supplies for specialty courses, such as Art

Please refer to the [course description](#) to view course-related materials for additional resources and/ or lab supplies.

## School Calendar

Students in the UTHS full-time Diploma Program are scheduled into courses that align to a two-semester calendar (spring and fall semesters), and they also have the option to complete additional coursework during the summer session to catch up or get ahead. The [UTHS Calendar](#) is posted online annually to define the semester start and end dates. Diploma Program students are required to complete all assignments, the six-week exams, and the final exam for each course by the end of each semester. Students may complete coursework and exams on an accelerated schedule each semester if they choose.

## Full-Time Enrollment Status

To be considered a full-time student at UTHS, students must maintain enrollment in a full course schedule throughout the school year, which typically requires completion of seven course credits (14 semester courses) annually to stay on track for four-year graduation (26 credits). UTHS staff cannot sign documents for Social Security benefits, work permits, or provide Verification of Enrollment (VOE) for a driver's license if the student is not attending UTHS full-time. Any requests for exceptions to the full-time course enrollment must be approved by a UTHS administrator in advance and include signed documentation.

### Requests to Take Courses from Other Accredited Institutions

All full-time students must maintain enrollment in a minimum of seven courses, including at least four UTHS courses during the fall and spring semesters to remain eligible for a UTHS diploma upon meeting graduation requirements. The other courses required for a full seven-course schedule may include enrollment in pre-approved dual credit courses or specialty courses not available at UTHS and offered by other accredited institutions. Forms must be submitted and signed by an administrator prior to enrolling in courses at other accredited institutions and must align to the student's *Career Plan*.

Students access the form to submit their request to take courses outside of UTHS through the Skyward student portal. Outside courses must be completed within UTHS semester timelines to receive approval and count for course credit. Students must submit transcripts to UTHS within 30 days after completing a course from another institution to be reviewed for addition to the student's UTHS transcript. Transfer credits must meet Texas graduation requirements in order to be included on the student's transcript and count toward required credits for

the UTHS Diploma.

### Senior Reduced Schedule Requests

Seniors who have fewer than seven course credits remaining to graduate may be approved for a reduced course schedule during their senior year if an administrator approves of the *Career Plan* and the student remains on track for four-year graduation. Forms must be submitted and signed by an administrator in advance.

This policy does not supersede the policies for maintaining enrollment in the minimum number of UTHS courses during the fall and spring semesters.

## **Graduation Programs and Requirements**

### **Diploma Eligibility**

To earn a University of Texas at Austin High School (UTHS) diploma, a student must:

- complete the required credits for graduation as mandated by the Texas Education Code when the student first enters the ninth grade.
- pass the State of Texas Assessments of Academic Readiness (STAAR) End-of-Course (EOC) Exams.
- complete a minimum of four courses (2.0 credits) through UTHS while registered as a UTHS Diploma Program student. *Neither Credit by Exams (CBEs) nor dual-credit courses may be substituted for the minimum four-course requirement.*
- maintain active enrollment in UTHS courses during their senior year until graduation.

### Students Returning to UTHS

Students enrolled at UTHS who withdraw to enroll in another institution, home school, or part-time in the UTHS Independent Learner Program, are eligible to re-enroll at UTHS if they meet all registration requirements.

Returning students must complete the *New Student Online Enrollment (NSOE)* process in Skyward, complete a minimum of four additional courses at UTHS after their return, and maintain active enrollment in UTHS courses during each fall and spring semester while following their approved *Career Plan* in order to be eligible for a UTHS Diploma upon meeting Texas graduation requirements.

### **STAAR End-of-Course Exams**

Students who entered ninth grade during or after the 2011-12 school year must pass STAAR End-of-Course (EOC) exams as a Texas graduation requirement. The exams are administered three times per year according to the state defined timelines. There are five tests that students must pass:

- English I
- Algebra I
- Biology
- English II
- U.S. History

Students are required to take the STAAR EOCs when they are enrolled in each of the STAAR EOC courses. Typically students take the exams during the spring administration period (March through May) and have an opportunity to retake the exams (if they fail the initial exam) during the summer (June to July) and winter (November to December) testing periods if needed.

Released test questions can be found at <http://www.tea.state.tx.us/student.assessment/staar/testquestions/>. Residents of Texas can register online at <http://texasassessment.com/>. The UTHS Testing Coordinator will post reminders for students and parents regarding test administrations.

## Texas Graduation Program

UTHS is a Texas public school that offers the Foundation High School Program with endorsements and enhancements aligned to Texas graduation requirements.

### Foundation High School Program

The Foundation High School Program with endorsements requires students to complete 26 credits in the following categories:

English:	4 credits
Mathematics:	3 credits
Science:	3 credits
Social Studies:	3 credits
Languages Other Than English:	2 credits
Physical Education:	1 credit
Speech: Demonstrated Proficiency	0.5 credit
Endorsements:	4 credits

### Endorsements

UTHS students may select an endorsement: (1) **Multidisciplinary Studies**, (2) **Science, Technology, Engineering, and Mathematics (STEM)**, or (3) **\*Arts and Humanities** endorsement. The Arts and Humanities endorsement may require dual credit courses and incur course fees.

### Enhancements

Additionally, a student may earn the **Distinguished Level of Achievement** and/or a **Performance Acknowledgement** for outstanding performance. The Distinguished Level of Achievement must be earned to be admitted to a Texas public university under the Top 10 percent automatic admission law.

The UTHS counselors offer webinars throughout the year to provide guidance to students and parents regarding graduation requirements. To learn more about the Texas Graduation Program requirements, view the information on the UTHS website at [https://highschool.utexas.edu/pathway\\_to\\_graduation](https://highschool.utexas.edu/pathway_to_graduation) and the State Graduation Requirements policies on the Texas Education Agency website at <https://tea.texas.gov/academics/graduation-information/state-graduation-requirements>.

### **Dual Credit Enrollment**

UTHS full-time Diploma Program students who want to take dual-credit courses at a community college, junior college, or university must meet the following criteria:

- **Receive pre-approval from a UTHS counselor or administrator** prior to enrolling in courses by submitting the [Outside Course Credit Request](#) form to [UTHScounselor@austin.utexas.edu](mailto:UTHScounselor@austin.utexas.edu). All requests for dual credit courses must be submitted with the form from the community college or university where the student plans to attend. Students must submit the dual credit pre-approval form to a UTHS counselor and receive a signature from a UTHS counselor or administrator to document pre-approval and note the course on the student's Career Plan.
- **Maintain enrollment in at least four UTHS courses during the fall and spring semesters**, in addition to any dual credit. A CBE does not count as a course.
- **Meet eligibility requirements required by the college** to enroll in a course as a high school student.

**UTHS requires students to pay their course fees for dual credit course enrollment and submit those fees directly to the community college or university where they plan to take a course.**

Students are required to submit the transcript for the dual credit course grades within 30 days of the end of the semester the course was completed to receive transfer credit on their UTHS transcript. Pre-approved dual credit



coursework transfers to the UTHS transcript according to the *UTHS Transfer Grades and Conversion Chart* with credit awarded on the high school transcript for the aligned Texas high school course, based on the TEKS.

Students that earn credit for a dual credit course for a subject that requires a Texas End-of-Course (EOC) exam must also take and pass the corresponding EOC exam. Students should plan to take the EOC during the end of the semester when they complete their dual credit course (e.g., May, June, or December).

### **Credit by Exams**

UTHS students may request to take a credit by exam for acceleration or credit recovery to earn course credit. Students email their [UTHScounselor@austin.utexas.edu](mailto:UTHScounselor@austin.utexas.edu) to request a CBE during one of the four posted testing windows. Students who wish to take a CBE re-exam or take the CBE outside of the UTHS testing timelines may request the exam directly from the [UTHSrequestCBE@austin.utexas.edu](mailto:UTHSrequestCBE@austin.utexas.edu) and pay the required fees. For more information about credit by exams, go to [https://highschool.utexas.edu/credit\\_by\\_exam](https://highschool.utexas.edu/credit_by_exam).

***Student athletes required to maintain NCAA eligibility may not take credit by exams for acceleration or credit recovery due to NCAA policies.***

### **Physical Education Equivalent (PEEQ)**

If a full-time UTHS student is involved in an organized physical education program, such as a diving team or gymnastics team, the student can apply for a Physical Education Equivalent credit to be applied on the transcript. Details are noted on the UTHS website at ([https://highschool.utexas.edu/pathway\\_to\\_graduation](https://highschool.utexas.edu/pathway_to_graduation)). Students must submit the [Offsite PE Approval](#) form prior to the first day of the semester in which they will participate in the off-site program. The programs must be of high quality and must be supervised by a trained instructor. A UTHS administrator must approve these programs in advance. PE credit cannot be earned retroactive. The student must complete the hours/activity after approval has been granted and submit documentation on the [Offsite PE Activity Log](#) to the UTHS administrator for approval and credit. A maximum of one-half credit (0.5) per semester can be earned. UTHS policy permits students in grades 9-12 to earn a maximum of four PEEQ credits to count toward graduation requirements.

### **Driver's Education**

Students must submit the [Outside Course Credit](#) form prior to enrolling in a Driver's Education course to request approval to complete the course for credit. After the student completes an approved, certified Driver's Education course, they must submit their certificate of completion to [UTHScounselor@austin.utexas.edu](mailto:UTHScounselor@austin.utexas.edu), then UTHS will review the certificate to award .5 elective credit on the student's transcript if the course meets all eligibility requirements to earn the course credit.

### **Required Grade Level Advisory Courses**

The Texas Education Code requires all secondary students to participate in a variety of specific learning activities beyond the core curriculum in an effort to create well rounded, thoughtful, and healthy learners. The UTHS Diploma Program offers a variety of mini-courses, which students take as part of their Grade Level Advisory Course, which include these required learning experiences in order for students to meet the state curriculum expectations. Students are **enrolled** into the UTHS Grade Level Advisory Course, which **can be completed in a short amount of time**. The CPR training, which is a component of the senior graduation requirement mini-course requires a **small fee of approximately \$15-30** to be paid directly to the organization that provides the training (not UTHS).

The mini-courses during students' Grade Level Advisory Course include one annual mini-course for all students to complete every year and one additional mini-course for seniors to complete during their senior year.

- Mini-Course REQ YR: Annual Requirement (69051)
  - **All** UTHS Diploma Program students are required to complete this mini-course every year.
  - Course Topics:



- *Celebrate Freedom Week* – (TEC 29.907) – These activities will be completed every year and focus on celebrating our country’s origins with an emphasis on the founding documents. Resources include references to the Declaration of Independence, the Constitution, and our Bill of Rights, and require students to create and upload an audio or video file explaining what these documents mean to the student.
  - *Fitness Gram* – (TEC 38.101) – This is a yearly snapshot of a student’s ability to perform certain exercises, and teaches students different ways to focus on their health. The activities include a link and account information to complete activities on the “My Healthy Zone” website, and require uploading a certificate to verify completion. (An exemption waiver is included within the unit activities and may be submitted by students who have medical conditions that prevent them from performing certain exercises.)
- Students are required to earn **at least 70% on both** the Celebrate Freedom Week and Fitness Gram units to pass the course.
- Mini-Course GRAD: Senior Graduation Requirement (69050)
  - This mini-course is required for all UTHS Diploma Program **seniors**, which includes students with at least 19.5 credits completed before the first day of the fall semester of their senior year.
  - Course Topics:
    - *Cardiopulmonary Resuscitation (CPR)* – (TEC 74.38) – These learning activities teach students life saving practices and include resources for CPR training. Assignments require uploading a certificate of completion, or linking to a site to verify CPR training completion. The CPR training requires a **small fee of approximately \$15-30** to be paid directly to the organization that provides the training. No fees need to be paid to UTHS.
    - *Interactions with Peace Officers* – (TEC 74.39) – These learning activities are new for all Texas students beginning with the 2018-19 school year and focus on appropriate and safe responses when interacting with Peace Officers.
  - Students are required to earn **at least 70% on both** the CPR and Interactions with Peace Officers units to pass the course.

Additional Grade Level Advisory Course (and Mini-Course) Information:

- Eligible students will be automatically enrolled in the Grade Level Advisory Courses during the Spring and Fall semesters.
- Any new UTHS Diploma Program students who register after April 1 will be required to meet the annual mini-course requirements starting with the following academic year.
- Students are required to complete the Grade Level Advisory Course activities by the assignment due dates established each year by the UTHS administrative team. Students who do not complete the mini-courses and assignments within their Grade Level Advisory Course by the due dates may be required to retake the course and be charged an associated course fee for the extended services.
- Students who do not complete the course may be withdrawn from the UTHS Diploma Program due to failure to participate in state required activities. Once withdrawn, students may return to the UTHS Diploma Program by completing the registration process and paying the registration fee.
- **Reminder:** UTHS staff cannot sign documents for Social Security benefits, work permits, or provide Verification of Enrollment (VOE) for a driver’s license if the student is **not enrolled as a full-time student** in the UTHS Diploma Program, which requires annual participation in the Grade Level Advisory Course.

## Transfer Credits

Students who earned and completed one credit (both semesters) of an EOC subject course from an approved out of state, out of country, or Texas non-public school are not required to take the EOC for the corresponding course. Local course credits with passing grades on a student's transcript from other schools are posted on the transcript, but are not factored into the UTHS Grade Point Average (GPA). For information regarding grade average calculations for transfer credits, refer to the *UTHS Grade Conversion Chart*.

## PSAT/ NMSQT

Each October, the PSAT/ NMSQT is taken by high school students. It is recommended that students with six high school credits take the PSAT/ NMSQT in preparation for the SAT. Students trying to qualify as National Merit Finalists and other scholarships should take the test no later than their junior year of high school. Typically, these are students with a minimum of 14 high school credits. Students should contact their local high school in advance to register for the October test date. Complete the form using the UTHS CEEB code 440344. For more information and help preparing for the PSAT/ NMSQT, visit [www.collegeboard.com](http://www.collegeboard.com) and [nationalmerit.org](http://nationalmerit.org).

## ACT / SAT

A student with at least 12 credits should prepare to take the ACT or SAT. Visit [www.collegeboard.com](http://www.collegeboard.com) to register for the SAT or [www.act.org](http://www.act.org) to register for the ACT. Complete the form using the UTHS CEEB code 440344.

## Graduation

UTHS students graduate throughout the year, not only at the end of the spring semester. Students must complete the [UTHS Graduation Application](#) during their final semester of courses: [https://highschool.utexas.edu/pathway\\_to\\_graduation.php](https://highschool.utexas.edu/pathway_to_graduation.php). When the last course and final exam are completed with a passing grade and the Graduation Application is received, the UTHS staff will create a final transcript and order the UTHS diploma. The UTHS staff sends each student three copies of the official transcript (two sealed and one unsealed) and a signed diploma. It typically takes a few weeks for the diploma to be sent to students because it requires multiple signatures from the UTHS and University leadership. Contact the UTHS counselor at [UTHScounselor@austin.utexas.edu](mailto:UTHScounselor@austin.utexas.edu) to check the status of these items. UTHS holds its graduation ceremony in June on the main campus and invitations are sent to students and families in May.

## Grading Policies and Class Rank

The following policies for grading scale, transfer credits, and class rank apply to the UTHS Diploma Programs for students with residency in Texas.

### Transfer Grades and Grade Conversion Chart

A student's transferred course grades, which UTHS determines align to Texas approved course requirements, shall be weighted according to the *UTHS Grading Scale*. The transferred grades may include course credits earned in other accredited schools including dual credits earned for approved college courses, such as UT's University Extension courses. All transfer credits require UTHS review and approval. Letter grades shall be converted as follows:

#### Grade Conversion Chart

A+ = 98	B+ = 88	C+ = 78	D+ = 68	F = 55
A = 95	B = 85	C = 75	D = 65	
A- = 90	B- = 80	C- = 70	D- = 60	

### Grade Level Designation

Students in the UTHS Diploma Programs achieve grade level designations after earning the following number of credits.

- Sophomore – 6.5 credits
- Junior – 13 credits
- Senior – 19.5 credits

### **Grading Scales**

UTHS course and exam grades are reported as numerical grades. The following scales are used to determine *Grade Point Average (GPA)*. The end of semester grade is recorded on the student's transcript and permanent record. UTHS does not course average when awarding credit. A student must pass each semester course to earn credit for that semester.

### *Changes for Students Entering 9<sup>th</sup> Grade Beginning August 2021*

The grading scale for students entering 9<sup>th</sup> grade prior to August 2021 differs from the grading scale for students entering 9<sup>th</sup> grade in August 2021 or later. The new grading scale for students entering as freshmen in 2021 corresponds with new honors courses offered by UTHS starting with the freshmen class and continuing with future incoming classes.

### Students Entering 9<sup>th</sup> Grade Prior to August 2021

5.0 Scale: Dual Credit, Adv. Placement (AP), and Intl. Baccalaureate (IB) receive additional 1.0 weight

4.0 Scale: Honors, Pre-Advanced Placement, general education courses, and articulated courses receive no weight

3.0 Scale: Locally-developed, modified TEKS courses

<b>Letter Grade Equivalent</b> (Transfer use only)	<b>Numerical Grade</b>	<b>5.0 Scale</b> (Dual Credit, AP, IB)	<b>4.0 Scale</b> (General Education Courses)	<b>3.0 Scale</b> (Modified TEKS Courses)
	100	5	4	3
	99	4.9	3.9	2.9
A+	98	4.8	3.8	2.8
	97	4.7	3.7	2.7
	96	4.6	3.6	2.6
A	95	4.5	3.5	2.5
	94	4.4	3.4	2.4
	93	4.3	3.3	2.3
	92	4.2	3.2	2.2
	91	4.1	3.1	2.1
A-	90	4	3	2
	89	3.9	2.9	1.9
B+	88	3.8	2.8	1.8
	87	3.7	2.7	1.7
	86	3.6	2.6	1.6
B	85	3.5	2.5	1.5
	84	3.4	2.4	1.4
	83	3.3	2.3	1.3
	82	3.2	2.2	1.2
	81	3.1	2.1	1.1
B-	80	3	2	1
	79	2.9	1.9	0.9
C+	78	2.8	1.8	0.8
	77	2.7	1.7	0.7
	76	2.6	1.6	0.6
C	75	2.5	1.5	0.5
	74	2.4	1.4	0.4
	73	2.3	1.3	0.3
	72	2.2	1.2	0.2
	71	2.1	1.1	0.1
C-	70	2	1	0
	69	1	0	0
D+	68	0.9	0	0
	67	0.8	0	0
	66	0.7	0	0
D	65	0.6	0	0
	64	0.5	0	0
	63	0.4	0	0
	62	0.3	0	0
	61	0.2	0	0
D-	60	0.1	0	0
	59 or Below	0	0	0

### Students Entering 9<sup>th</sup> Grade Beginning August 2021

5.0 Scale Tier I: Dual Credit, Adv. Placement (AP), and Intl. Baccalaureate (IB) receive additional 1.0 weight

4.5 Scale Tier II: Pre-AP and Honors courses receive additional 0.5 weight

4.0 Scale Tier III: General education and articulated courses

3.0 Scale Tier IV: Locally-developed, modified TEKS courses

Letter Grade Equivalent (Transfer use only)	Numerical Grade	Tier I: 5.0 Scale (Dual Credit, AP, and IB)	Tier II: 4.5 Scale (Pre-AP and Honors)	Tier III: 4.0 Scale (General Education and Articulated)	Tier IV: 3.0 Scale (Modified TEKS)
	100	5	4.5	4	3
	99	4.9	4.4	3.9	2.9
A+	98	4.8	4.3	3.8	2.8
	97	4.7	4.2	3.7	2.7
	96	4.6	4.1	3.6	2.6
A	95	4.5	4	3.5	2.5
	94	4.4	3.9	3.4	2.4
	93	4.3	3.8	3.3	2.3
	92	4.2	3.7	3.2	2.2
	91	4.1	3.6	3.1	2.1
A-	90	4	3.5	3	2
	89	3.9	3.4	2.9	1.9
B+	88	3.8	3.3	2.8	1.8
	87	3.7	3.2	2.7	1.7
	86	3.6	3.1	2.6	1.6
B	85	3.5	3	2.5	1.5
	84	3.4	2.9	2.4	1.4
	83	3.3	2.8	2.3	1.3
	82	3.2	2.7	2.2	1.2
	81	3.1	2.6	2.1	1.1
B-	80	3	2.5	2	1
	79	2.9	2.4	1.9	0.9
C+	78	2.8	2.3	1.8	0.8
	77	2.7	2.2	1.7	0.7
	76	2.6	2.1	1.6	0.6
C	75	2.5	2	1.5	0.5
	74	2.4	1.9	1.4	0.4
	73	2.3	1.8	1.3	0.3
	72	2.2	1.7	1.2	0.2
	71	2.1	1.6	1.1	0.1
C-	70	2	1.5	1	0
	69	1	0.5	0	0
D+	68	0.9	0.4	0	0
	67	0.8	0.3	0	0
	66	0.7	0.2	0	0
D	65	0.6	0.1	0	0
	64	0.5	0	0	0
	63	0.4	0	0	0
	62	0.3	0	0	0
	61	0.2	0	0	0
D-	60	0.1	0	0	0

#### Weighted Academic Class Rank

Weighted academic class rank shall be used to determine valedictorian of the senior class and the top ten percent of the class as reported to state universities. UTHS does not rank students who do not meet the UTHS and TEC

§51.803 eligibility qualifications. Weighted academic class rank shall be determined by the cumulative weighted numerical grade average of all final course grades (semester grades) completed by the reporting time periods.

Weighted academic class rank shall be determined for **juniors** who meet the following eligibility qualifications:

1. Registered as a full-time UTHS diploma student by the first day of the fall semester of the junior year.
2. Earned 13 high school credits by September 1 and on schedule to graduate by June of the following year (senior year).
3. Maintained permanent Texas residency status and demonstrated proof of residency by the first day of the fall semester of the junior year.
4. Maintained consistent enrollment in at least four UTHS courses during the spring and fall semesters of the junior year.
5. Earned at least 2.0 credits (four courses) through UTHS courses by the end of the first semester of the junior year. *Credit by exams cannot be substituted for the minimum 2.0 credits.*
6. On schedule to earn a minimum of 26 credits at graduation.
7. On schedule to graduate in no more than four years of high school enrollment.
8. Meets the eligibility requirements for automatic admission to a college or university as outlined in TEC §51.803.

Weighted academic class rank shall be determined for **seniors** who meet the following eligibility qualifications:

1. Registered as a full-time UTHS diploma student by the first day of the fall semester of the senior year (graduation year).
2. Earned 19.5 high school credits by first day of the fall semester and on schedule to graduate by June of the senior year (graduation year).
3. Maintained permanent Texas residency status and demonstrated proof of residency by first day of the fall semester of the senior year (graduation year).
4. Maintained consistent enrollment in at least four UTHS courses during the spring and fall semesters of the senior year (graduation year) through completion of graduation requirements.
5. Earned at least 2.0 credits (four courses) through UTHS courses. *Credit by exams cannot be substituted for the minimum 2.0 credits.*
6. On schedule to earn a minimum of 26 credits at graduation.
7. On schedule to graduate in no more than four years of high school enrollment.
8. Meets the eligibility requirements for automatic admission to a college or university as outlined in TEC §51.803.

Weighted academic class rank shall be determined at the following discrete times:

1. After the end of the fall semester of the junior year, based on student records as of the end of the fall semester of the junior year.
2. After the end of the junior year, based on student records at the end of the spring semester of the junior year.
3. During the spring semester of the senior year, based on student records as of May 1.

After the calculation period, eligible juniors and seniors in the top ten percent shall be told their exact class rank.

### **Valedictorian**

The valedictorian shall be the student with the highest weighted numerical grade average who also meets the qualifications for Top Ten Percent Class Rank.

In case of a tie for valedictorian, the student with the highest number of weighted courses taken shall be the valedictorian.

## Early Graduation

If a student is reclassified by January of their graduation year, an early graduate shall be ranked with which class they graduate.

## Student Records and Transcripts

### Transcripts

For an official, sealed UTHS transcript, submit a *Transcript Request* form found on the UTHS website under Parent and Student Resources at [https://highschool.utexas.edu/pathway\\_to\\_graduation](https://highschool.utexas.edu/pathway_to_graduation). Allow two weeks for requests to be processed. Many colleges and universities require student transcripts or other records to be sent directly to the admissions office from the high school.

### Dual Credit Course Transcripts

UTHS Diploma Program students must receive counselor or administrator approval in advance to enroll in dual credit courses. For dual credit courses, the high school credit is applied to the diploma student's UTHS transcript while the college grade is posted to the student's college transcript. For college courses to be posted to a student's UTHS transcript, an official transcript from the college must be submitted to UTHS. This includes courses taken through the University of Texas at Austin University Extension (UEX). After receipt of the college transcript, allow at least two weeks for the course to be recorded on the UTHS transcript.

### Credit by Exam (CBE) on Transcripts

A failing grade on a CBE will NOT be applied to a UTHS student's transcript or affect their GPA. Any passing grade on a CBE will be applied to the UTHS transcript and affect the GPA in the same manner as a course grade.

NOTE: The NCAA does not accept CBE credits for eligibility.

### Change of Name, Address, Email, or Phone

If a student's name is legally changed or the student's or parent's email, phone, or physical address changes while enrolled in UTHS, it is their responsibility to submit a change request to UTHS. *Change of Name* forms require a notarized request form and copy of the signed court order showing the new legal name. To update an address, email, and phone number submit the *Change of Name or Address Form* (<https://utexas.box.com/uths-change-name>) to a UTHS student services representative by email ([edservices@austin.utexas.edu](mailto:edservices@austin.utexas.edu)), mail, or fax. See the rules for demonstrating *Permanent Texas Residency* if applicable. It is the responsibility of the student and parent to notify UTHS of contact information changes in order to receive official notifications from UTHS, which are sent via mail, email, or phone.

## Attendance and Withdrawal

### Active Enrollment

The full-time UTHS Diploma Program operates as a fully remote, asynchronous virtual school. Students are not required to attend UTHS classes on-campus. Instead, UTHS requires students to maintain active enrollment during each semester, which they demonstrate through consistent course activity and progress. UTHS requires students to make consistent progress in their coursework by logging into the Canvas learning management system, submitting assignments, and taking six weeks exams and final exams according to the [UTHS Course Pacing Guide](#) timelines and each school year's [UTHS Diploma Program Calendar](#). Each semester course requires a total of five to seven hours of coursework each week of the semester, including learning activities, assignments, and study for exams.

UTHS monitors students' active enrollment in each course by reviewing reports from the Canvas LMS and Skyward SIS which document students' assignment and exam grades during each six weeks. Each semester course requires



students to submit approximately 12-18 graded assignments, a first six weeks exam, a second six weeks exam, and a semester final exam. Students complete their six weeks and semester final exams using the secure, online remote Proctorio exam system.

## Program Withdrawal

### Parent and Student Withdrawal

Parents and students submit the UTHS Diploma Program *Withdrawal Form* located at <https://highschool.utexas.edu/enroll> to notify the UTHS staff of intent to withdraw the student from the UTHS Diploma Program. This form and Texas state policy requires Texas public schools to obtain information regarding the reason for withdrawal and future school plans (e.g., transferring to another Texas public school, home schooling, etc.). It is critical to submit the form in advance of the intended withdrawal date to notify the UTHS administration of plans so school records can be sent to the student's next school.

### Withdrawal Prior to Successful Course Completion

If a student withdraws prior to the end of the semester without completing all course assignments and the final exam, the student will not earn a course grade or course credit. If the student withdraws before the semester final exam window without completing a semester course final exam, the student will not earn course credit. If the student withdraws after the final exam deadline for the semester course without taking the final exam, the student will earn a grade of "0" for the final exam (25% of the course grade) and the score will be calculated into the semester course grade. The semester course grade will be documented on the transcript. Credit is earned if the overall semester course grade average equals 70% or higher. Semester course deadlines are posted on the UTHS website at <https://highschool.utexas.edu/policies-and-notifications>.

### Administrator Withdrawal

The UTHS may withdraw a student who fails to maintain active course participation. Upon withdrawal of the student, the parent must enroll the student in their local school district or another full time school program to remain in compliance with the Texas compulsory attendance law enforced through the [Texas Education Code §25.093](#) and The [Texas Family Code Chapter 65](#).

### Inactive Course Participation

If a student fails to complete and submit at least one assignment in a minimum of four courses for three consecutive weeks, a designated UTHS administrator may withdraw the student from the UTHS Diploma Program. See the UTHS website for district policies and updates at <https://highschool.utexas.edu/policies-and-notifications>. Prior to withdrawal, a UTHS administrator will notify the parent and student of the student's failure to maintain active course enrollment, which requires submission of completed course assignments on a consistent basis as a measure of participation. The student will receive no grade and no credit for the courses, which were not completed.

### Failure to Complete Final Exams

If a student fails to complete final exams for at least four courses by the semester re-exam deadlines, a designated UTHS administrator may withdraw the student from the UTHS Diploma Program. The final exam deadlines are posted on the UTHS website at <https://highschool.utexas.edu/> and on the [UTHS Diploma Program Calendar](#). Prior to withdrawal, a UTHS administrator will notify the parent and student of the student's failure to maintain active course enrollment, which requires completion of a final exam for each course by the semester course deadlines. The student will earn a grade of "0" for any final exams that are incomplete by the semester deadlines (25% of the course grade) and the score will be calculated into the semester course grade. The semester course grade will be documented on the transcript. Credit is earned if the overall semester course grade average equals 70% or higher.

### Required Notification of Student's Local District

If UTHS withdraws a student due to inactive course participation, or "excessive absences", a UTHS administrator shall notify both the student and the school district the student would otherwise be entitled to attend that the student has been dis-enrolled from the special purpose district as required by TAC §61.101(g)(1).

### Summer School Tuition Non-payment

UTHS requires Texas residents enrolled in summer school courses to pay tuition fees. If the student's summer school course tuition fees are not paid in full by the summer school final payment deadline, a designated UTHS administrator will withdraw the student from the summer school courses. See the UTHS website for district policies and updates at <https://highschool.utexas.edu/policies-and-notifications>. The student will receive no grade and no credit for the incomplete courses. The student will not be eligible for a refund of prior fees paid toward summer course tuition. A UTHS administrator will notify the student and parent of the summer school course withdrawal.

## **UTHS Calendar and Course Deadlines**

UTHS establishes and posts the school year calendar annually to define the fall, spring, and summer sessions for the *UTHS Diploma Program* students to stay on track for completing courses to meet their graduation plan. Students must complete coursework by the end of each semester and earn a passing grade on their overall semester course average to avoid retaking a course.

### **Final Exam Deadlines**

Final exam deadlines are established for each semester and communicated to students and parents and posted on the UTHS website at <https://highschool.utexas.edu/>. The student will earn a grade of "0" for any final exams that are incomplete by the semester deadlines (25% of the course grade) and the score will be calculated into the semester course grade. The semester course grade will be posted on the transcript.

### **Assignment Deadlines**

Course assignment deadlines are established for each semester and communicated to students and parents and posted on the UTHS website at <https://highschool.utexas.edu/>. The student will earn a grade of "0" for any course assignments that are not submitted by the semester deadlines and the "0s" will be calculated into the semester course grade. The semester course grade will be posted on the transcript.

### **Fall, Spring, and Summer Session Deadlines**

Students must complete their courses each semester during the fall, spring, and summer session deadlines defined by the [UTHS Calendar](#). Course grades are recorded on the student's transcript after each fall, spring, and summer session.

### **UTHS Calendar Intersession**

UTHS establishes short intersession periods during the school year when students are not enrolled in courses. During this period, the UTHS staff finalizes all course and exam grades for the semester or end of year transcript.

## **Courses**

### **Course Materials and Communication**

UTHS provides textbooks and science lab kit materials for Texas residents enrolled in the full-time UTHS Diploma Program. UTHS will email online textbook login information or ship printed textbooks and lab kits to students near the start of each semester. Late enrollment or schedule changes will delay shipment of course materials. Students are required to return the print textbooks at the end of the year and retain the core lab kit materials (e.g., goggles, scales) for their future science courses.

## Textbooks and Course Materials

Most courses, with the exception of a few such as English, Art, and AP courses, include the reference content embedded in the online course and do not require a textbook. Most science courses require lab materials. Each course syllabus describes the materials needed for the particular course and is found on the UTHS website at <https://highschool.utexas.edu/courses>. Specialty courses, such as Art may require parents to purchase supplies such as art pencils, or other items, which are commonly available online or in local stores.

## Computers and Graphing Calculators

UTHS does not provide students with computers, Internet access, or graphing calculators. Parents must provide these materials for the student to participate in the UTHS Diploma Program. The required UTHS Online Learning Orientation Course provides detailed information regarding specific requirements. The computer requirements are listed on the UTHS website at [https://highschool.utexas.edu/computer\\_requirements](https://highschool.utexas.edu/computer_requirements) and the Calculator Policy is located at <https://utexas.app.box.com/file/100174060493?v=uths-calculator>.

## Communication with Instructors

Because UTHS provides an asynchronous, online virtual school program, students communicate with their course instructors within the Canvas course email messaging inbox. UTHS administrators, course specialists, counselors, technology help-desk and support staff remain available from 8:00 a.m. – 4:30 p.m. (CST) Monday through Friday to assist students and parents with any questions.

## Course Change Requests

### Course Schedule Change Request

Requests to transfer from one course to another course must be submitted by emailing the [UTHS Diploma Program Schedule Change Request](#) form to [UTHSCounselor@austin.utexas.edu](mailto:UTHSCounselor@austin.utexas.edu) by the end of the posted deadlines for each semester or summer session. Students may not drop a course, which would result in dropping below full-time course enrollment status and/or deviating from their UTHS approved Career Plan required to stay on-track for four-year graduation. When students receive an approved schedule change, they must complete all coursework for the new course by the posted semester deadlines. Coursework completed in a prior course, which was changed will not transfer as assignments completed in the new course. No fees will be assessed for Diploma Program students' course schedule change requests, which are submitted and approved by the posted deadlines.

### Requests to Extend or Retake a Course

***Students in the UTHS Diploma Programs are required to complete their coursework and exams by the end of each semester according to the [UTHS Diploma Program Calendar](#) deadlines*** in order to stay on track for four-year graduation. Students must adhere to the posted deadlines for the fall, spring, and summer calendars, which are communicated to students and parents in advance. Course extensions are not allowed.

Courses may be retaken, or approved substitute courses taken, to earn credit to meet graduation requirements. The UTHS counselors will work with students to determine the best path forward to recover credits.

## Course Grading Policy

UTHS course and exam grades are reported as numerical grades, on a scale from 0-100% with a overall semester course grade of 70% or higher required to pass a course and earn credit. Refer to the *UTHS Grading Scale*.

### Semester Course Grades

Final semester course grades are determined by weighting the graded assignment average as 50% of the overall

course grade and the exams as 50% of the overall course grade. ***The lowest possible passing grade for a course is 70%.***

Grade Weights	Course Tasks
50%	Assignments
50%	Exams

### Graded Assignments

For each semester course, a student completes an average of 12-18 course graded assignments which include a variety of formats for the student to demonstrate mastery of concepts, including multiple choice exams, short-answer assignments, essays, lab reports, completed math problems, project uploads, etc. The grades on these assignments combine to make up 50% of the overall semester course grade.

#### Assignment Re-submissions

Students may be allowed opportunities to re-do assignments after earning a failing score on a graded assignment. Re-do assignments are allowed at the discretion of the teacher. Re-do assignments are due at the time specified by the teacher. Students will earn a ***maximum grade of 70% on re-do assignments*** which replace the corresponding failing assignment grade.

### Course Exams

For each semester course, a student takes a 1<sup>st</sup> Six Weeks Exam, a 2<sup>nd</sup> Six Weeks Exam, and a Semester Final Exam. The grades for these exams combine to make up 50% of the overall semester course grade. The final exam counts as 25% and each six weeks exam counts as 12.5% of the overall semester course grade.

#### Six Weeks Exams

For each semester course, a student completes a 1<sup>st</sup> Six Weeks Exam and a 2<sup>nd</sup> Six Weeks Exam using the secure, online remote proctoring system. Each six weeks exam covers the TEKS objectives learned during that particular six weeks of lessons.

#### Semester Final Exams

For each semester course, a student complete a semester final exam, which is a cumulative exam, which covers all of the TEKS objectives learned during the semester course. The semester final exam receives double the weight of each of the six weeks exams when calculating the final semester course grade. Students submit their assignments for the course prior to taking the semester final exam.

#### *Semester Final Exam Retake Policy*

Students may NOT retake the final exam if their overall semester course grade average is passing (70% or higher).

If the student fails to score high enough on the semester final exam to earn an overall passing semester course grade average (70% or higher), the student may retake the final exam **one time** to try to raise their overall semester grade average to a passing grade. The exam retake will display as *Final B* in the grade book and average with the *Final A* and other course grades to make up the overall semester course grade average.

### Grade Posting

Students in the UTHS Diploma Programs may view their final course grades in Skyward after the end of each semester. Students and parents use their Skyward username and password to login to view grades. Communication will be sent to students and parents after grades are posted, typically within 10 calendar days of the last day of the

semester.

### **Course Drops, Schedule Changes, and Incompletes**

Students in the *UTHS Diploma Programs* follow the schedule change request process during the first two weeks of each semester for approval to drop a course and add another. Dropped courses during the schedule change window will not have a grade associated with the dropped course or be recorded on the student's transcript.

### **Failure to Complete the Final Exam**

***Diploma Program students who do not take or complete the final exam by the semester deadlines will receive a grade of "0" on the final which is calculated into their final semester course grade.***

### **Course Withdrawals**

Students who withdraw from the course prior to the end of the semester or summer session without completing the course will not receive a grade for the course. See UTHS policies regarding course schedule change requests for additional information. Students who withdraw from the UTHS Diploma Programs prior to the semester end dates without completing one or more courses and final exams will receive no grade and no credit for their incomplete courses on their transcripts.

## **Exam Policies**

UTHS Diploma Program students take their exams using a secure online exam proctoring system, Proctorio, from home on their personal computer.

### **Secure Exams**

UTHS final exams and credit by exams remain secure and are not published or made publicly available.

### **Student Identification**

Students must present a government or school-issued ID, such as a driver's license, a school photo ID, a state-issued photo ID, or a passport, at the time of testing.

### **Examination Testing Period**

Once a student begins taking a final or credit by exam, the exam must be completed within that testing period. If the student fails to complete their exam before the online testing window closes, the exam will be scored as is, without adjustments to the scoring process. Exam timelines are set to allow more time than required to complete a final or six-weeks exam.

### **Exam Administration**

Six-week exams, final exams and credit by exams must be taken using the **Proctorio** secure, online proctoring system on a home computer.

### **Proctorio Requirements**

***Students must adhere to all of the required policies and expectations to successfully complete an exam and receive a valid score using the secure, online Proctorio system on their home computer.*** Students must follow all requirements, such as showing their ID, maintaining a secure testing environment throughout the exam testing period, holding up their blank scratch paper (if allowed for the particular exam), showing their cleared approved calculator (if allowed for the particular exam), and remaining in view of the camera throughout the testing window. This is not an inclusive list of all requirements and directions, which differ per exam subject and are communicated to the student prior to beginning their exam.

See the UTHS website at [https://highschool.utexas.edu/final\\_exams](https://highschool.utexas.edu/final_exams) and

[https://highschool.utexas.edu/credit\\_by\\_exam](https://highschool.utexas.edu/credit_by_exam) for details to prepare to take exams successfully utilizing Proctorio. Additional directions specific to each exam are provided to the student during the exam administration. ***Students who fail to adhere to all required policies and directions during the online exam administration will result in an invalidated exam with a score of "0" posted in the UTHS exam records.*** Students whose initial final exam was invalidated may retake a final exam one additional time for a course subject to earn a valid score on a second form of the exam. The valid score will replace the prior grade of "0". If the student's second exam attempt results in a second invalidated exam, the score of "0" on the second exam will be final and posted in the UTHS exam records. Students will receive a maximum of two exam attempts for any course subject.

### **Accommodations**

Eligible students with 504 or special education testing accommodations on file with UTHS will be provided the testing accommodations outlined on their current, signed 504 or Individualized Education Plan (IEP) as determined by the ARD committee. Refer to the UTHS website for more information regarding *Resources for People with Disabilities* <https://highschool.utexas.edu/services-students-disabilities>.

### **Grade Posting**

Proctorio exam reviews and grading may add additional time due to delays during peak time periods at the end of the semester or during the summer.

### **Exam Inquiry Requests**

Students or parents may submit the *Credit by Exam/ Final Exam Inquiry* form located on the UTHS website under Courses and Exams to request more information about the exam after the exam has been graded. Secure exams are not published or made publicly available. Students or parents may request grade verification or a list of TEKS objectives aligned to the missed questions. See the UTHS website and forms to view information about this service.

### **Proctor Agreement (Required ONLY for Students with Special Permission to Take a Print Exam)**

Requests for students to take print exams are approved ONLY under special circumstances as determined by the UTHS administration. UTHS must approve proctors and testing locations in advance. Approved school district proctors typically include: public or private school administrators, counselors, certified teachers, certified substitute teachers, campus librarians, education officers, or registrars. Trained staff at college, university, or private testing centers may also meet approval.

### **Six-Week Exams**

UTHS Diploma Program students must complete a first six-weeks exam and a second six-weeks exam during each of their semester courses. Each of the six-weeks exams includes information learned during an entire six weeks of lessons and is designed to ensure students review each six-weeks of content to encourage mastery along the way as preparation for the comprehensive final exam taken at the end of each semester course.

Each of the [UTHS Course Pacing Guides](#) defines the timelines when each of the six-week exams should be completed to stay on-track to complete their courses by the end of each semester. Students may not retake a six-weeks exam.

### **Final Exams**

UTHS Diploma Program students must complete a semester final exam for each course, which is a cumulative exam that covers all course content learned during the semester course.

### **Submit Assignments Prior to Final Exam**

Students should submit all assignments in the course before taking the final exam. ***Assignments not submitted***

***before taking the final exam will receive a grade of “0” and factor into the semester course average.*** Instructors are only required to ***grade a maximum of THREE assignments per week***, so it is essential for students to submit assignments consistently during the course rather than waiting until close to their deadline to complete the course assignments and final exam. Students will not be able to submit assignments in the course after the final exam.

### **Re-Exam Policy**

Students may ***retake a final exam a maximum of one time*** if they earn a semester course average below 70%. Students may not retake final exams if they earn a semester course average higher than 70%.

### **Final Exam Request Process**

After students complete all of their assignments in an online course, the instructions for requesting the final exam and preparing for the online exam are viewable. After students complete these steps and acknowledge the testing environment rules, the final exam is available. To resolve any questions, contact [edservices@austin.utexas.edu](mailto:edservices@austin.utexas.edu) or (512) 232-5000 prior to the student beginning the exam.

### **Planning to Meet Semester Course Deadlines**

Students should use the Course Syllabus, [UTHS Calendar](#), and [Course Pacing Guides](#) to plan their course assignment submission deadlines, six-week exam deadlines, and final exam deadlines to stay on track to complete their courses each semester within the required timelines.

### Final Exam Deadlines

The final exam testing deadlines are published in the [UTHS Calendar](#) and communicated to students and parents. The final exam schedule requires students to complete final exams prior to the end of each semester. These deadlines allow time for online Proctorio access, instructor reviews of online proctoring, and instructor grading.

### Final Re-Exam Deadlines

Students may take one final re-exam for each semester course if they fail to earn a passing semester course average (70% or higher). The final re-exam testing deadlines are published in the [UTHS Calendar](#) and communicated to students and parents. If a student fails to successfully complete and pass their final re-exam to earn a passing semester course average (70% or higher) the student will receive the failing course grade average, which is recorded on their transcript.

### **Scholastic Honesty**

UTHS requires students to adhere to the ***UTHS Scholastic Honesty Policy*** located in the last section of the UTHS Student and Parent Handbook. Failure to follow the policy expectations will result in disciplinary action.



### Eligibility Requirements

Any student who is not a Texas resident who wishes to pursue a Texas high school diploma and either successfully completed 8<sup>th</sup> grade through an accredited school or program or earned passing scores on the 8<sup>th</sup> grade Credit by Exam (CBE) for each of the four core areas (English Language Arts, Math, Science, and Social Studies) may enroll in the UT High School for Non-Texas residents and pay tuition if they meet all eligibility requirements.

- Maintain permanent residency outside of Texas in another state or country
- Be under age 21 years as of September 1 of the school year
- Completed 8<sup>th</sup> grade coursework (or equivalent credit by exams with passing scores)
- Has not graduated from high school

### Out-of-State Transcripts

We encourage students who recently moved to Texas from out-of-state or international locations to send transcripts to be evaluated by a [Foreign Credential Evaluation Service approved by the Texas Education Agency](#) prior to enrollment at UTHS to expedite the enrollment process. We recommend requesting transcripts from [ValidateMe!](#).

### Full-Time Requirement

Students must complete the UTHS registration process and remain active in a full course schedule during the fall and spring semesters to be considered a full-time UTHS student. Administrator approval is required for student graduation plans/semester schedules with fewer than seven courses, which are only permitted for special circumstances.

UTHS students are not considered college students of The University of Texas. For information about applying to undergraduate studies at The University of Texas, view [admissions.utexas.edu](https://admissions.utexas.edu).

### Special Program Services

UTHS provides special program services to students such as special education, 504 services, Career and Technology Education (CTE), bilingual/ESL education, and Gifted and Talented (G/T) education. The determination of whether the UTHS program meets the needs of a student with a disability will be made by that student's Admission, Review, and Dismissal (ARD) committee in a manner consistent with state and federal law. UTHS offers a remote, virtual, asynchronous, instructional model which may not be the best fit or provide the least restrictive environment for every student's particular needs.

### Eligibility for Special Program Services

UTHS reviews students for eligibility for special program services throughout the school year. Details about eligibility and services are available on the UTHS website at <https://highschool.utexas.edu/>.

### Special Education, 504 Services, Bilingual/ESL, and CTE

UTHS adheres to state and federal policies regarding eligibility and enrollment for special program services. UTHS accepts documentation of enrollment for these services provided by an accredited public or private school upon student enrollment at UTHS. Documentation must be current and aligned to state and federal program practices.

Please see the section on [UTHS Policies for All Programs and Students – Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services](#) for more details.

## Gifted/Talented

UTHS accepts documentation of G/T program enrollment provided by an accredited public or private school upon student enrollment at UTHS. Documentation must be current and aligned to state and federal program practices. UTHS also reviews students during the school year to admit students for G/T services.

## **Registration Enrollment Process**

To register to enroll in the UT High School full-time diploma program as a Texas resident, complete the following steps.

### **1. Complete the UTHS Online Learning Orientation in Canvas**

- Both the student and parent must complete the online orientation (approx. 45 min) then upload the certificates of completion during the online enrollment process. To access the online orientation, visit: <https://utexas.box.com/v/orientation-course>

### **2. Complete the online enrollment process in Skyward**

- **Families new to UTHS:** Click here to [request Skyward account access](#) and register your child
- **Families with existing UTHS Skyward Accounts:** Use your existing [Skyward Family Access](#) portal to register your child for a UTHS program
- Complete all required forms within the Skyward enrollment system
- Upload copies of all required documents, including transcripts showing that the student is eligible for high school enrollment

### **3. Pay Registration Fee in Skyward**

- Pay the non-refundable registration fee of \$150 for U.S. students and \$350 for international students.

If any of the information, documents, or fees required during the NSOE registration process are missing, the registration application will require resubmission prior to approval.

## **Required Registration Information**

### Student, Family, and Emergency Information

Parents will provide their student's date of birth, home language, ethnicity and race, permanent address, emergency contacts and medical information, qualification for any special services, residency information, and guardian's contact information.

### Required Documents

- **Parent/Guardian Photo IDs** must be government or school-issued. Passports are acceptable.
- **Student Photo IDs** should also be government or school-issued. Passports are acceptable.  
*We will accept a parent submitted photo of the student to assist with identification only if a school or government ID is not available due to COVID-19.*
- **Student Social Security Card** (optional)
- **Birth Certificate**
- **Relevant Legal Paperwork** (optional) should contain any legal paperwork specific to the student's educational decision making (e.g. divorce decrees, etc.)
- **Prior School Records (Transcripts and Accommodations)** including transcripts which show official final course grades for high school credits and, for entering 9<sup>th</sup> graders, 8<sup>th</sup> grade transcripts demonstrating successful completion of 8<sup>th</sup> grade, and school paperwork showing admission for special services such as special education or 504 with accommodations noted.

\*Knowingly falsifying information on a form required for enrollment of a student in a school district will result in consequences as defined in the [Texas Education Code §25.001](#) and the [Texas Penal Code §37.10](#).

### Annual Verification of Enrollment

Annually prior to the start of the new school year, continuing UTHS students must confirm registration in the UTHS Diploma Program, verify their address and contact information, and submit their *Career Plan*. UTHS notifies students and parents of forms, which are due on or before the first day of the fall semester.

### Annual Career Plan (Personal Graduation Plan) and Choice Sheet

Students are required to complete, sign, and submit a *Career Plan (Personal Graduation Plan)* and indicate their course preferences to UTHS every year to be scheduled into their courses. Students seek administrator approval if they request to enroll in fewer than seven courses each semester during the annual career planning and course selection process. Information to guide student course selections is provided via UTHS webinars and online resources throughout the year. See the UTHS website [https://highschool.utexas.edu/student\\_parent\\_resources](https://highschool.utexas.edu/student_parent_resources) for student and parent resources.

## **Annual Enrollment Cap**

UTHS may determine an annual enrollment cap for the UTHS Diploma Program for Non-Texas residents to ensure that students who enroll can receive the appropriate support in the program. There is currently no enrollment cap for the 2021-22 school year. UTHS reserves the right to change the enrollment cap during a school year and/or for future school years..

## **Course Schedule and Career Plan (Personal Graduation Plan)**

Upon registration, a UTHS counselor reviews the student's transcripts and enrolls the student into their course schedule. During the school year, a UTHS counselor communicates with the student and parent to complete a Career Plan (Personal Graduation Plan) and select course preferences aligned to the student's preferred graduation plan, which aligns to Texas state requirements.

A UTHS registrar reviews the student's transcripts including any transferred credits to determine alignment to UTHS transfer credit policies.

## **Tuition and Parent-Provided Materials**

Once registered as a UTHS Diploma Program student, students pay tuition for each semester of coursework. The total cost of completing the program depends upon how many courses are needed to graduate, typically seven courses per semester. Parents are also required to purchase course materials, such as textbooks, lab materials, and calculators.

### **Tuition**

Tuition payments for each semester of coursework may be divided into two payments according to the schedules listed below. Students must complete coursework according to their *Career Plan* and stay on track for graduation. Non-payment of tuition will result in removal of the student from the Diploma Program and online courses for which payment was not received.

2021-22 UTHS Course Fees: \$260-275 per semester course

#### Fall 2021 Tuition

- 1st payment of \$1,040 (4 courses) due 8/23/2021
- 2nd/final payment of remaining balance (\$780 for students taking 7 courses) due 10/3/2021

### Spring 2022 Tuition

- 1st payment of \$1,040 (4 courses) due 1/7/2022
- 2nd/final payment of remaining balance (\$780 for students taking 7 courses) due 2/4/2022

\*Some UTHS courses, such as World Language (e.g., Spanish) and Art require include slightly higher fees to cover the cost of the embedded online textbook resources.

### **Parent-Provided Materials**

Parents are responsible for providing essential course materials listed on each course syllabus and viewable on the UTHS website at <https://highschool.utexas.edu/courses>.

Parent Provides:

- student computer with recent operating system, camera, and microphone
- reliable, high-speed internet access
- online or print textbooks required for some courses
- lab kit supplies for science courses
- graphing calculator for math courses
- general school supplies, including spiral notebooks, pens, pencils, and highlighters
- commonly available supplies for specialty courses, such as Art

### **School Calendar**

Students in the UTHS full-time Diploma Program are scheduled into courses that align to a two-semester calendar (spring and fall semesters), and they also have the option to complete additional coursework during the summer session to catch up or get ahead. The [UTHS Calendar](#) is posted online annually to define the semester start and end dates. Diploma Program students are required to complete all assignments, the six-week exams, and the final exam for each course by the end of each semester. Students may complete coursework and exams on an accelerated schedule each semester if they choose.

### **Full-Time Enrollment Status**

To be considered a full-time student at UTHS, students must maintain enrollment in a full course schedule throughout the school year, which typically requires completion of seven course credits (14 semester courses) annually to stay on track for four-year graduation (26 credits). UTHS staff cannot sign documents for Social Security benefits, work permits, or provide Verification of Enrollment (VOE) for a driver's license if the student is not attending UTHS full-time. Any requests for exceptions to the full-time course enrollment must be approved by a UTHS administrator in advance and include signed documentation.

### Requests to Take Courses from Other Accredited Institutions

All full-time students must maintain enrollment in a minimum of seven courses, including at least four UTHS courses during the fall and spring semesters to remain eligible for a UTHS diploma upon meeting graduation requirements. The other courses required for a full seven-course schedule may include enrollment in pre-approved dual credit courses or specialty courses not available at UTHS and offered by other accredited institutions. Forms must be submitted and signed by an administrator prior to enrolling in courses at other accredited institutions and must align to the student's *Career Plan*.

Students access the form to submit their request to take courses outside of UTHS through the Skyward student portal. Outside courses must be completed within UTHS semester timelines to receive approval and count for

course credit. Students must submit transcripts to UTHS within 30 days after completing a course from another institution to be reviewed for addition to the student's UTHS transcript. Transfer credits must meet Texas graduation requirements in order to be included on the student's transcript and count toward required credits for the UTHS Diploma.

#### Senior Reduced Schedule Requests

Seniors who have fewer than seven course credits remaining to graduate may be approved for a reduced course schedule during their senior year if an administrator approves of the *Career Plan* and the student remains on track for four-year graduation. Forms must be submitted and signed by an administrator in advance.

This policy does not supersede the policies for maintaining enrollment in the minimum number of UTHS courses during the fall and spring semesters.

## Graduation Programs and Requirements

### Diploma Eligibility

To earn a University of Texas at Austin High School (UTHS) diploma, a student must:

- complete the required credits for graduation as mandated by the Texas Education Code when the student first enters the ninth grade.
- pass the State of Texas Assessments of Academic Readiness (STAAR) End-of-Course (EOC) Exams.
- complete a minimum of four courses (2.0 credits) through UTHS while registered as a UTHS Diploma Program student. *Neither Credit by Exams (CBEs) nor dual-credit courses may be substituted for the minimum four-course requirement.*
- maintain active enrollment in UTHS courses during their senior year until graduation.

### Students Returning to UTHS

Students enrolled at UTHS who withdraw to enroll in another institution, home school, or part-time in the UTHS Independent Learner Program, are eligible to re-enroll at UTHS if they meet all registration requirements.

Returning students must complete the *New Student Online Enrollment (NSOE)* process in Skyward, complete a minimum of four additional courses at UTHS after their return, and maintain active enrollment in UTHS courses during each fall and spring semester while following their approved *Career Plan* in order to be eligible for a UTHS Diploma upon meeting Texas graduation requirements.

### STAAR End-of-Course Exams

Students who entered ninth grade during or after the 2011-12 school year must pass STAAR End-of-Course (EOC) exams as a Texas graduation requirement. The exams are administered three times per year according to the state defined timelines. There are five tests that students must pass:

- English I
- Algebra I
- Biology
- English II
- U.S. History

Students are required to take the STAAR EOCs when they are enrolled in each of the STAAR EOC courses. Typically students take the exams during the spring administration period (March through May) and have an opportunity to retake the exams (if they fail the initial exam) during the summer (June to July) and winter (November to December) testing periods if needed.

Released test questions can be found at <http://www.tea.state.tx.us/student.assessment/staar/testquestions/>.

Residents of Texas can register online at <http://texasassessment.com/>. The UTHS Testing Coordinator will post reminders for students and parents regarding test administrations.

## Texas Graduation Program

UTHS is a Texas public school that offers the Foundation High School Program with endorsements and enhancements aligned to Texas graduation requirements.

### Foundation High School Program

The Foundation High School Program with endorsements requires students to complete 26 credits in the following categories:

English:	4 credits
Mathematics:	3 credits
Science:	3 credits
Social Studies:	3 credits
Languages Other Than English:	2 credits
Physical Education:	1 credit
Speech: Demonstrated Proficiency	0.5 credit
Endorsements:	4 credits

### Endorsements

UTHS students may select an endorsement: (1) **Multidisciplinary Studies**, (2) **Science, Technology, Engineering, and Mathematics (STEM)**, or (3) **\*Arts and Humanities** endorsement. The Arts and Humanities endorsement may require dual credit courses and incur course fees.

### Enhancements

Additionally, a student may earn the **Distinguished Level of Achievement** and/or a **Performance Acknowledgement** for outstanding performance. The Distinguished Level of Achievement must be earned to be admitted to a Texas public university under the Top 10 percent automatic admission law.

The UTHS counselors offer webinars throughout the year to provide guidance to students and parents regarding graduation requirements. To learn more about the Texas Graduation Program requirements, view the information on the UTHS website at [https://highschool.utexas.edu/pathway\\_to\\_graduation](https://highschool.utexas.edu/pathway_to_graduation) and the State Graduation Requirements policies on the Texas Education Agency website at <https://tea.texas.gov/academics/graduation-information/state-graduation-requirements>.

## Dual Credit Enrollment

UTHS full-time Diploma Program students who want to take dual-credit courses at a community college, junior college, or university must meet the following criteria:

- **Receive pre-approval from a UTHS counselor or administrator** prior to enrolling in courses by submitting the [Outside Course Credit Request](#) form to [UTHScounselor@austin.utexas.edu](mailto:UTHScounselor@austin.utexas.edu). All requests for dual credit courses must be submitted with the form from the community college or university where the student plans to attend. Students must submit the dual credit pre-approval form to a UTHS counselor and receive a signature from a UTHS counselor or administrator to document pre-approval and note the course on the student's Career Plan.
- **Maintain enrollment in at least four UTHS courses during the fall and spring semesters**, in addition to any dual credit. A CBE does not count as a course.
- **Meet eligibility requirements required by the college** to enroll in a course as a high school student.

**UTHS requires students to pay their course fees for dual credit course enrollment and submit those fees directly to the community college or university where they plan to take a course.**

Students are required to submit the transcript for the dual credit course grades within 30 days of the end of the semester the course was completed to receive transfer credit on their UTHS transcript. Pre-approved dual credit coursework transfers to the UTHS transcript according to the *UTHS Transfer Grades and Conversion Chart* with credit awarded on the high school transcript for the aligned Texas high school course, based on the TEKS.

Students that earn credit for a dual credit course for a subject that requires a Texas End-of-Course (EOC) exam must also take and pass the corresponding EOC exam. Students should plan to take the EOC during the end of the semester when they complete their dual credit course (e.g., May, June, or December).

### **Credit by Exams**

UTHS students may request to take a credit by exam for acceleration or credit recovery to earn course credit. Students email their [UTHScounselor@austin.utexas.edu](mailto:UTHScounselor@austin.utexas.edu) to request a CBE during one of the four posted testing windows. Students who wish to take a CBE re-exam or take the CBE outside of the UTHS testing timelines may request the exam directly from the [UTHSrequestCBE@austin.utexas.edu](mailto:UTHSrequestCBE@austin.utexas.edu) and pay the required fees. For more information about credit by exams, go to [https://highschool.utexas.edu/credit\\_by\\_exam](https://highschool.utexas.edu/credit_by_exam).

***Student athletes required to maintain NCAA eligibility may not take credit by exams for acceleration or credit recovery due to NCAA policies.***

### **Physical Education Equivalent (PEEQ)**

If a full-time UTHS student is involved in an organized physical education program, such as a diving team or gymnastics team, the student can apply for a Physical Education Equivalent credit to be applied on the transcript. Details are noted on the UTHS website at ([https://highschool.utexas.edu/pathway\\_to\\_graduation](https://highschool.utexas.edu/pathway_to_graduation)). Students must submit the [Offsite PE Approval](#) form prior to the first day of the semester in which they will participate in the off-site program. The programs must be of high quality and must be supervised by a trained instructor. A UTHS administrator must approve these programs in advance. PE credit cannot be earned retroactive. The student must complete the hours/activity after approval has been granted and submit documentation on the [Offsite PE Activity Log](#) to the UTHS administrator for approval and credit. A maximum of one-half credit (0.5) per semester can be earned. UTHS policy permits students in grades 9-12 to earn a maximum of four PEEQ credits to count toward graduation requirements.

### **Driver's Education**

Students must submit the [Outside Course Credit](#) form prior to enrolling in a Driver's Education course to request approval to complete the course for credit. After the student completes an approved, certified Driver's Education course, they must submit their certificate of completion to [UTHScounselor@austin.utexas.edu](mailto:UTHScounselor@austin.utexas.edu), then UTHS will review the certificate to award .5 elective credit on the student's transcript if the course meets all eligibility requirements to earn the course credit.

### **Required Grade Level Advisory Courses**

The Texas Education Code requires all secondary students to participate in a variety of specific learning activities beyond the core curriculum in an effort to create well rounded, thoughtful, and healthy learners. The UTHS Diploma Program offers a variety of mini-courses, which students take as part of their Grade Level Advisory Course, which include these required learning experiences in order for students to meet the state curriculum expectations. Students are **enrolled** into the UTHS Grade Level Advisory Course, which **can be completed in a short amount of time**. The CPR training, which is a component of the senior graduation requirement mini-course requires a **small fee of approximately \$15-30** to be paid directly to the organization that provides the training (not UTHS).

The mini-courses during students' Grade Level Advisory Course include one annual mini-course for all students to complete every year and one additional mini-course for seniors to complete during their senior year.



- Mini-Course REQ YR: Annual Requirement (69051)
  - **All** UTHS Diploma Program students are required to complete this mini-course every year.
  - Course Topics:
    - *Celebrate Freedom Week* – (TEC 29.907) – These activities will be completed every year and focus on celebrating our country’s origins with an emphasis on the founding documents. Resources include references to the Declaration of Independence, the Constitution, and our Bill of Rights, and require students to create and upload an audio or video file explaining what these documents mean to the student.
    - *Fitness Gram* – (TEC 38.101) – This is a yearly snapshot of a student’s ability to perform certain exercises, and teaches students different ways to focus on their health. The activities include a link and account information to complete activities on the “My Healthy Zone” website, and require uploading a certificate to verify completion. (An exemption waiver is included within the unit activities and may be submitted by students who have medical conditions that prevent them from performing certain exercises.)
  - Students are required to earn **at least 70% on both** the Celebrate Freedom Week and Fitness Gram units to pass the course.
- Mini-Course GRAD: Senior Graduation Requirement (69050)
  - This mini-course is required for all UTHS Diploma Program **seniors**, which includes students with at least 19.5 credits completed before the first day of the fall semester of their senior year.
  - Course Topics:
    - *Cardiopulmonary Resuscitation (CPR)* – (TEC 74.38) – These learning activities teach students life saving practices and include resources for CPR training. Assignments require uploading a certificate of completion, or linking to a site to verify CPR training completion. The CPR training requires a **small fee of approximately \$15-30** to be paid directly to the organization that provides the training. No fees need to be paid to UTHS.
    - *Interactions with Peace Officers* – (TEC 74.39) – These learning activities are new for all Texas students beginning with the 2018-19 school year and focus on appropriate and safe responses when interacting with Peace Officers.
  - Students are required to earn **at least 70% on both** the CPR and Interactions with Peace Officers units to pass the course.

Additional Grade Level Advisory Course (and Mini-Course) Information:

- Eligible students will be automatically enrolled in the Grade Level Advisory Courses during the Spring and Fall semesters.
- Any new UTHS Diploma Program students who register after April 1 will be required to meet the annual mini-course requirements starting with the following academic year.
- Students are required to complete the Grade Level Advisory Course activities by the assignment due dates established each year by the UTHS administrative team. Students who do not complete the mini-courses and assignments within their Grade Level Advisory Course by the due dates may be required to retake the course and be charged an associated course fee for the extended services.
- Students who do not complete the course may be withdrawn from the UTHS Diploma Program due to failure to participate in state required activities. Once withdrawn, students may return to the UTHS Diploma Program by completing the registration process and paying the registration fee.

- **Reminder:** UTHS staff cannot sign documents for Social Security benefits, work permits, or provide Verification of Enrollment (VOE) for a driver's license if the student is **not enrolled as a full-time student** in the UTHS Diploma Program, which requires annual participation in the Grade Level Advisory Course.

### Transfer Credits

Students who earned and completed one credit (both semesters) of an EOC subject course from an approved out of state, out of country, or Texas non-public school are not required to take the EOC for the corresponding course. Local course credits with passing grades on a student's transcript from other schools are posted on the transcript, but are not factored into the UTHS Grade Point Average (GPA). For information regarding grade average calculations for transfer credits, refer to the *UTHS Grade Conversion Chart*.

### PSAT/ NMSQT

Each October, the PSAT/ NMSQT is taken by high school students. It is recommended that students with six high school credits take the PSAT/ NMSQT in preparation for the SAT. Students trying to qualify as National Merit Finalists and other scholarships should take the test no later than their junior year of high school. Typically, these are students with a minimum of 14 high school credits. Students should contact their local high school in advance to register for the October test date. Complete the form using the UTHS CEEB code 440344. For more information and help preparing for the PSAT/ NMSQT, visit [www.collegeboard.com](http://www.collegeboard.com) and [nationalmerit.org](http://nationalmerit.org).

### ACT / SAT

A student with at least 12 credits should prepare to take the ACT or SAT. Visit [www.collegeboard.com](http://www.collegeboard.com) to register for the SAT or [www.act.org](http://www.act.org) to register for the ACT. Complete the form using the UTHS CEEB code 440344.

### Graduation

UTHS students graduate throughout the year, not only at the end of the spring semester. Students must complete the [UTHS Graduation Application](#) during their final semester of courses: [https://highschool.utexas.edu/pathway\\_to\\_graduation.php](https://highschool.utexas.edu/pathway_to_graduation.php). When the last course and final exam are completed with a passing grade and the Graduation Application is received, the UTHS staff will create a final transcript and order the UTHS diploma. The UTHS staff sends each student three copies of the official transcript (two sealed and one unsealed) and a signed diploma. It typically takes a few weeks for the diploma to be sent to students because it requires multiple signatures from the UTHS and University leadership. Contact the UTHS counselor at [UTHScounselor@austin.utexas.edu](mailto:UTHScounselor@austin.utexas.edu) to check the status of these items. UTHS holds its graduation ceremony in June on the main campus and invitations are sent to students and families in May.

### Grading Policies and Class Rank

The following policies for grading scale, transfer credits, and class rank apply to the UTHS Diploma Programs for students with residency in Texas.

### Transfer Grades and Grade Conversion Chart

A student's transferred course grades, which UTHS determines align to Texas approved course requirements, shall be weighted according to the *UTHS Grading Scale*. The transferred grades may include course credits earned in other accredited schools including dual credits earned for approved college courses, such as UT's University Extension courses. All transfer credits require UTHS review and approval. Letter grades shall be converted as follows:

#### Grade Conversion Chart

A+ = 98	B+ = 88	C+ = 78	D+ = 68	F = 55
A = 95	B = 85	C = 75	D = 65	

A- = 90

B- = 80

C- = 70

D- = 60

### **Grade Level Designation**

Students in the UTHS Diploma Programs achieve grade level designations after earning the following number of credits.

- Sophomore – 6.5 credits
- Junior – 13 credits
- Senior – 19.5 credits

### **Grading Scales**

UTHS course and exam grades are reported as numerical grades. The following scales are used to determine *Grade Point Average (GPA)*. The end of semester grade is recorded on the student's transcript and permanent record.

UTHS does not course average when awarding credit. A student must pass each semester course to earn credit for that semester.

### *Changes for Students Entering 9<sup>th</sup> Grade Beginning August 2021*

The grading scale for students entering 9<sup>th</sup> grade prior to August 2021 differs from the grading scale for students entering 9<sup>th</sup> grade in August 2021 or later. The new grading scale for students entering as freshmen in 2021 corresponds with new honors courses offered by UTHS starting with the freshmen class and continuing with future incoming classes.

### Students Entering 9<sup>th</sup> Grade Prior to August 2021

5.0 Scale: Dual Credit, Adv. Placement (AP), and Intl. Baccalaureate (IB) receive additional 1.0 weight

4.0 Scale: Honors, Pre-Advanced Placement, general education courses, and articulated courses receive no weight

3.0 Scale: Locally-developed, modified TEKS courses

Letter Grade Equivalent (Transfer use only)	Numerical Grade	5.0 Scale (Dual Credit, AP, IB)	4.0 Scale (General Education Courses)	3.0 Scale (Modified TEKS Courses)
	100	5	4	3
	99	4.9	3.9	2.9
A+	98	4.8	3.8	2.8
	97	4.7	3.7	2.7
	96	4.6	3.6	2.6
A	95	4.5	3.5	2.5
	94	4.4	3.4	2.4
	93	4.3	3.3	2.3
	92	4.2	3.2	2.2
	91	4.1	3.1	2.1
A-	90	4	3	2
	89	3.9	2.9	1.9
B+	88	3.8	2.8	1.8
	87	3.7	2.7	1.7
	86	3.6	2.6	1.6
B	85	3.5	2.5	1.5
	84	3.4	2.4	1.4
	83	3.3	2.3	1.3
	82	3.2	2.2	1.2
	81	3.1	2.1	1.1
B-	80	3	2	1
	79	2.9	1.9	0.9
C+	78	2.8	1.8	0.8
	77	2.7	1.7	0.7
	76	2.6	1.6	0.6
C	75	2.5	1.5	0.5
	74	2.4	1.4	0.4
	73	2.3	1.3	0.3
	72	2.2	1.2	0.2
	71	2.1	1.1	0.1
C-	70	2	1	0
	69	1	0	0
D+	68	0.9	0	0
	67	0.8	0	0
	66	0.7	0	0
D	65	0.6	0	0
	64	0.5	0	0
	63	0.4	0	0
	62	0.3	0	0
	61	0.2	0	0
D-	60	0.1	0	0
	59 or Below	0	0	0

### Students Entering 9<sup>th</sup> Grade Beginning August 2021

5.0 Scale Tier I: Dual Credit, Adv. Placement (AP), and Intl. Baccalaureate (IB) receive additional 1.0 weight

4.5 Scale Tier II: Pre-AP and Honors courses receive additional 0.5 weight

4.0 Scale Tier III: General education and articulated courses

3.0 Scale Tier IV: Locally-developed, modified TEKS courses

Letter Grade Equivalent (Transfer use only)	Numerical Grade	Tier I: 5.0 Scale (Dual Credit, AP, and IB)	Tier II: 4.5 Scale (Pre-AP and Honors)	Tier III: 4.0 Scale (General Education and Articulated)	Tier IV: 3.0 Scale (Modified TEKS)
	100	5	4.5	4	3
	99	4.9	4.4	3.9	2.9
A+	98	4.8	4.3	3.8	2.8
	97	4.7	4.2	3.7	2.7
	96	4.6	4.1	3.6	2.6
A	95	4.5	4	3.5	2.5
	94	4.4	3.9	3.4	2.4
	93	4.3	3.8	3.3	2.3
	92	4.2	3.7	3.2	2.2
	91	4.1	3.6	3.1	2.1
A-	90	4	3.5	3	2
	89	3.9	3.4	2.9	1.9
B+	88	3.8	3.3	2.8	1.8
	87	3.7	3.2	2.7	1.7
	86	3.6	3.1	2.6	1.6
B	85	3.5	3	2.5	1.5
	84	3.4	2.9	2.4	1.4
	83	3.3	2.8	2.3	1.3
	82	3.2	2.7	2.2	1.2
	81	3.1	2.6	2.1	1.1
B-	80	3	2.5	2	1
	79	2.9	2.4	1.9	0.9
C+	78	2.8	2.3	1.8	0.8
	77	2.7	2.2	1.7	0.7
	76	2.6	2.1	1.6	0.6
C	75	2.5	2	1.5	0.5
	74	2.4	1.9	1.4	0.4
	73	2.3	1.8	1.3	0.3
	72	2.2	1.7	1.2	0.2
	71	2.1	1.6	1.1	0.1
C-	70	2	1.5	1	0
	69	1	0.5	0	0
D+	68	0.9	0.4	0	0
	67	0.8	0.3	0	0
	66	0.7	0.2	0	0
D	65	0.6	0.1	0	0
	64	0.5	0	0	0
	63	0.4	0	0	0
	62	0.3	0	0	0
	61	0.2	0	0	0
D-	60	0.1	0	0	0

#### Ineligibility for Texas Rank

Students participating in the UT International High School Diploma Program are not ranked and are not eligible for the top 10% Texas College Automatic Admission program since they are not permanent Texas residents.

## Student Records and Transcripts

### Transcripts

For an official, sealed UTHS transcript, submit a *Transcript Request* form found on the UTHS website under Parent and Student Resources at [https://highschool.utexas.edu/pathway\\_to\\_graduation](https://highschool.utexas.edu/pathway_to_graduation). Allow two weeks for requests to be processed. Many colleges and universities require student transcripts or other records to be sent directly to the admissions office from the high school.

### Dual Credit Course Transcripts

*UTHS Diploma Program* students must receive counselor or administrator approval in advance to enroll in dual credit courses. For dual credit courses, the high school credit is applied to the diploma student's UTHS transcript while the college grade is posted to the student's college transcript. For college courses to be posted to a student's UTHS transcript, an official transcript from the college must be submitted to UTHS. This includes courses taken through the University of Texas at Austin University Extension (UEX). After receipt of the college transcript, allow at least two weeks for the course to be recorded on the UTHS transcript.

### Credit by Exam (CBE) on Transcripts

A failing grade on a CBE will NOT be applied to a UTHS student's transcript or affect their GPA. Any passing grade on a CBE will be applied to the UTHS transcript and affect the GPA in the same manner as a course grade.

NOTE: The NCAA does not accept CBE credits for eligibility.

### Change of Name, Address, Email, or Phone

If a student's name is legally changed or the student's or parent's email, phone, or physical address changes while enrolled in UTHS, it is their responsibility to submit a change request to UTHS. *Change of Name* forms require a notarized request form and copy of the signed court order showing the new legal name. To update an address, email, and phone number submit the *Change of Name or Address Form* (<https://utexas.box.com/uths-change-name>) to a UTHS student services representative by email ([edservices@austin.utexas.edu](mailto:edservices@austin.utexas.edu)), mail, or fax. It is the responsibility of the student and parent to notify UTHS of contact information changes in order to receive official notifications from UTHS, which are sent via mail, email, or phone.

## Attendance and Withdrawal

### Active Enrollment

The full-time UTHS Diploma Program operates as a fully remote, asynchronous virtual school. Students are not required to attend UTHS classes on-campus. Instead, UTHS requires students to maintain active enrollment during each semester, which they demonstrate through consistent course activity and progress. UTHS requires students to make consistent progress in their coursework by logging into the Canvas learning management system, submitting assignments, and taking six weeks exams and final exams according to the [UTHS Course Pacing Guide](#) timelines and each school year's [UTHS Diploma Program Calendar](#). Each semester course requires a total of five to seven hours of coursework each week of the semester, including learning activities, assignments, and study for exams.

UTHS monitors students' active enrollment in each course by reviewing reports from the Canvas LMS and Skyward SIS which document students' assignment and exam grades during each six weeks. Each semester course requires students to submit approximately 12-18 graded assignments, a first six weeks exam, a second six weeks exam, and a semester final exam. Students complete their six weeks and semester final exams using the secure, online remote Proctorio exam system.

### Program Withdrawal

## **Parent and Student Withdrawal**

Parents and students submit the UTHS Diploma Program *Withdrawal Form* located at <https://highschool.utexas.edu/enroll> to notify the UTHS staff of intent to withdraw the student from the UTHS Diploma Program. This form and Texas state policy requires Texas public schools to obtain information regarding the reason for withdrawal and future school plans (e.g., transferring to another Texas public school, home schooling, etc.). It is critical to submit the form in advance of the intended withdrawal date to notify the UTHS administration of plans so school records can be sent to the student's next school.

### Withdrawal Prior to Successful Course Completion

If a student withdraws prior to the end of the semester without completing all course assignments and the final exam, the student will not earn a course grade or course credit. If the student withdraws before the semester final exam window without completing a semester course final exam, the student will not earn course credit. If the student withdraws after the final exam deadline for the semester course without taking the final exam, the student will earn a grade of "0" for the final exam (25% of the course grade) and the score will be calculated into the semester course grade. The semester course grade will be documented on the transcript. Credit is earned if the overall semester course grade average equals 70% or higher. Semester course deadlines are posted on the UTHS website at <https://highschool.utexas.edu/policies-and-notifications>.

## **Administrator Withdrawal**

The UTHS may withdraw a student who fails to maintain active course participation. Upon withdrawal of the student, the parent must enroll the student in their local school district or another full time school program to remain in compliance with their local compulsory attendance policies.

### Inactive Course Participation

If a student fails to complete and submit at least one assignment in a minimum of four courses for three consecutive weeks, a designated UTHS administrator may withdraw the student from the UTHS Diploma Program. See the UTHS website for district policies and updates at <https://highschool.utexas.edu/policies-and-notifications>. Prior to withdrawal, a UTHS administrator will notify the parent and student of the student's failure to maintain active course enrollment, which requires submission of completed course assignments on a consistent basis as a measure of participation. The student will receive no grade and no credit for the courses, which were not completed.

### Failure to Complete Final Exams

If a student fails to complete final exams for at least four courses by the semester re-exam deadlines, a designated UTHS administrator may withdraw the student from the UTHS Diploma Program. The final exam deadlines are posted on the UTHS website at <https://highschool.utexas.edu/> and on the [UTHS Diploma Program Calendar](#). Prior to withdrawal, a UTHS administrator will notify the parent and student of the student's failure to maintain active course enrollment, which requires completion of a final exam for each course by the semester course deadlines. The student will earn a grade of "0" for any final exams that are incomplete by the semester deadlines (25% of the course grade) and the score will be calculated into the semester course grade. The semester course grade will be documented on the transcript. Credit is earned if the overall semester course grade average equals 70% or higher.

### Tuition Non-payment

UTHS requires non-Texas residents enrolled in fall, spring, and summer courses to pay tuition fees. If the student's course tuition fees are not paid in full by semester final payment deadline, a designated UTHS administrator will withdraw the student from the semester courses. See the UTHS website for district policies and updates at <https://highschool.utexas.edu/policies-and-notifications>. The student will receive no grade and no credit for the incomplete courses. The student will not be eligible for a refund of prior fees paid toward summer course tuition. A UTHS administrator will notify the student and parent of the semester course and UTHS Diploma Program withdrawal.

## UTHS Calendar and Course Deadlines

UTHS establishes and posts the school year calendar annually to define the fall, spring, and summer sessions for the *UTHS Diploma Program* students to stay on track for completing courses to meet their graduation plan. Students must complete coursework by the end of each semester and earn a passing grade on their overall semester course average to avoid retaking a course.

### Final Exam Deadlines

Final exam deadlines are established for each semester and communicated to students and parents and posted on the UTHS website at <https://highschool.utexas.edu/>. The student will earn a grade of “0” for any final exams that are incomplete by the semester deadlines (25% of the course grade) and the score will be calculated into the semester course grade. The semester course grade will be posted on the transcript.

### Assignment Deadlines

Course assignment deadlines are established for each semester and communicated to students and parents and posted on the UTHS website at <https://highschool.utexas.edu/>. The student will earn a grade of “0” for any course assignments that are not submitted by the semester deadlines and the “0s” will be calculated into the semester course grade. The semester course grade will be posted on the transcript.

### Fall, Spring, and Summer Session Deadlines

Students must complete their courses each semester during the fall, spring, and summer session deadlines defined by the [UTHS Calendar](#). Course grades are recorded on the student’s transcript after each fall, spring, and summer session.

### UTHS Calendar Intersession

UTHS establishes short intersession periods during the school year when students are not enrolled in courses. During this period, the UTHS staff finalizes all course and exam grades for the semester or end of year transcript.

## Courses

### Course Materials and Communication

Parents of Non-Texas residents must purchase course materials, such as textbooks, lab kits, and arts supplies.

### Textbooks and Course Materials

Most courses, with the exception of a few such as English, Art, and AP courses, include the reference content embedded in the online course and do not require a textbook. Most science courses require lab materials. Each course syllabus describes the materials needed for the particular course and is found on the UTHS website at <https://highschool.utexas.edu/courses>. Specialty courses, such as Art may require parents to purchase supplies such as art pencils, or other items, which are commonly available online or in local stores.

### Computers and Graphing Calculators

UTHS does not provide students with computers, Internet access, or graphing calculators. Parents must provide these materials for the student to participate in the UTHS Diploma Program. The required UTHS Online Learning Orientation Course provides detailed information regarding specific requirements. The computer requirements are listed on the UTHS website at [https://highschool.utexas.edu/computer\\_requirements](https://highschool.utexas.edu/computer_requirements) and the Calculator Policy is located at <https://utexas.app.box.com/file/100174060493?v=uths-calculator>.

### Communication with Instructors



Because UTHS provides an asynchronous, online virtual school program, students communicate with their course instructors within the Canvas course email messaging inbox. UTHS administrators, course specialists, counselors, technology help-desk and support staff remain available from 8:00 a.m. – 4:30 p.m. (CST) Monday through Friday to assist students and parents with any questions.

## Course Change Requests

### Course Schedule Change Request

Requests to transfer from one course to another course must be submitted by emailing the [UTHS Diploma Program Schedule Change Request](#) form to [UTHSCounselor@austin.utexas.edu](mailto:UTHSCounselor@austin.utexas.edu) by the end of the posted deadlines for each semester or summer session. Students may not drop a course, which would result in dropping below full-time course enrollment status and/or deviating from their UTHS approved Career Plan required to stay on-track for four-year graduation. When students receive an approved schedule change, they must complete all coursework for the new course by the posted semester deadlines. Coursework completed in a prior course, which was changed will not transfer as assignments completed in the new course. No fees will be assessed for Diploma Program students' course schedule change requests, which are submitted and approved by the posted deadlines.

### Requests to Extend or Retake a Course

***Students in the UTHS Diploma Programs are required to complete their coursework and exams by the end of each semester according to the [UTHS Diploma Program Calendar](#) deadlines*** in order to stay on track for four-year graduation. Students must adhere to the posted deadlines for the fall, spring, and summer calendars, which are communicated to students and parents in advance. Course extensions are not allowed.

Courses may be retaken, or approved substitute courses taken, to earn credit to meet graduation requirements. The UTHS counselors will work with students to determine the best path forward to recover credits.

## Course Grading Policy

UTHS course and exam grades are reported as numerical grades, on a scale from 0-100% with a overall semester course grade of 70% or higher required to pass a course and earn credit. Refer to the *UTHS Grading Scale*.

### Semester Course Grades

Final semester course grades are determined by weighting the graded assignment average as 50% of the overall course grade and the exams as 50% of the overall course grade. ***The lowest possible passing grade for a course is 70%.***

Grade Weights	Course Tasks
50%	Assignments
50%	Exams

### Graded Assignments

For each semester course, a student completes an average of 12-18 course graded assignments which include a variety of formats for the student to demonstrate mastery of concepts, including multiple choice exams, short-answer assignments, essays, lab reports, completed math problems, project uploads, etc. The grades on these assignments combine to make up 50% of the overall semester course grade.

#### Assignment Re-submissions

Students may be allowed opportunities to re-do assignments after earning a failing score on a graded assignment. Re-do assignments are allowed at the discretion of the teacher. Re-do assignments are due at the time specified by the teacher. Students will earn a ***maximum grade of 70% on re-do assignments*** which replace the corresponding failing assignment grade.

### Course Exams

For each semester course, a student takes a 1<sup>st</sup> Six Weeks Exam, a 2<sup>nd</sup> Six Weeks Exam, and a Semester Final Exam. The grades for these exams combine to make up 50% of the overall semester course grade. The final exam counts as 25% and each six weeks exam counts as 12.5% of the overall semester course grade.

#### Six Weeks Exams

For each semester course, a student completes a 1<sup>st</sup> Six Weeks Exam and a 2<sup>nd</sup> Six Weeks Exam using the secure, online remote proctoring system. Each six weeks exam covers the TEKS objectives learned during that particular six weeks of lessons.

#### Semester Final Exams

For each semester course, a student complete a semester final exam, which is a cumulative exam, which covers all of the TEKS objectives learned during the semester course. The semester final exam receives double the weight of each of the six weeks exams when calculating the final semester course grade. Students submit their assignments for the course prior to taking the semester final exam.

#### *Semester Final Exam Retake Policy*

Students may NOT retake the final exam if their overall semester course grade average is passing (70% or higher).

If the student fails to score high enough on the semester final exam to earn an overall passing semester course grade average (70% or higher), the student may retake the final exam **one time** to try to raise their overall semester grade average to a passing grade. The exam retake will display as *Final B* in the grade book and average with the *Final A* and other course grades to make up the overall semester course grade

average.

### **Grade Posting**

Students in the UTHS Diploma Programs may view their final course grades in Skyward after the end of each semester. Students and parents use their Skyward username and password to login to view grades. Communication will be sent to students and parents after grades are posted, typically within 10 calendar days of the last day of the semester.

### **Course Drops, Schedule Changes, and Incompletes**

Students in the *UTHS Diploma Programs* follow the schedule change request process during the first two weeks of each semester for approval to drop a course and add another. Dropped courses during the schedule change window will not have a grade associated with the dropped course or be recorded on the student's transcript.

### **Failure to Complete the Final Exam**

***Diploma Program students who do not take or complete the final exam by the semester deadlines will receive a grade of "0" on the final which is calculated into their final semester course grade.***

### **Course Withdrawals**

Students who withdraw from the course prior to the end of the semester or summer session without completing the course will not receive a grade for the course. See UTHS policies regarding course schedule change requests for additional information. Students who withdraw from the UTHS Diploma Programs prior to the semester end dates without completing one or more courses and final exams will receive no grade and no credit for their incomplete courses on their transcripts.

## **Exam Policies**

UTHS Diploma Program students take their exams using a secure online exam proctoring system, Proctorio, from home on their personal computer.

### **Secure Exams**

UTHS final exams and credit by exams remain secure and are not published or made publicly available.

### **Student Identification**

Students must present a government or school-issued ID, such as a driver's license, a school photo ID, a state-issued photo ID, or a passport, at the time of testing.

### **Examination Testing Period**

Once a student begins taking a final or credit by exam, the exam must be completed within that testing period. If the student fails to complete their exam before the online testing window closes, the exam will be scored as is, without adjustments to the scoring process. Exam timelines are set to allow more time than required to complete a final or six-weeks exam.

### **Exam Administration**

Six-week exams, final exams and credit by exams must be taken using the **Proctorio** secure, online proctoring system on a home computer.

### **Proctorio Requirements**

***Students must adhere to all of the required policies and expectations to successfully complete an exam and receive a valid score using the secure, online Proctorio system on their home computer.*** Students must follow all requirements, such as showing their ID, maintaining a secure testing environment throughout the exam testing

period, holding up their blank scratch paper (if allowed for the particular exam), showing their cleared approved calculator (if allowed for the particular exam), and remaining in view of the camera throughout the testing window. This is not an inclusive list of all requirements and directions, which differ per exam subject and are communicated to the student prior to beginning their exam.

See the UTHS website at [https://highschool.utexas.edu/final\\_exams](https://highschool.utexas.edu/final_exams) and [https://highschool.utexas.edu/credit\\_by\\_exam](https://highschool.utexas.edu/credit_by_exam) for details to prepare to take exams successfully utilizing Proctorio. Additional directions specific to each exam are provided to the student during the exam administration. ***Students who fail to adhere to all required policies and directions during the online exam administration will result in an invalidated exam with a score of "0" posted in the UTHS exam records.*** Students whose initial final exam was invalidated may retake a final exam one additional time for a course subject to earn a valid score on a second form of the exam. The valid score will replace the prior grade of "0". If the student's second exam attempt results in a second invalidated exam, the score of "0" on the second exam will be final and posted in the UTHS exam records. Students will receive a maximum of two exam attempts for any course subject.

### **Accommodations**

Eligible students with 504 or special education testing accommodations on file with UTHS will be provided the testing accommodations outlined on their current, signed 504 or Individualized Education Plan (IEP) as determined by the ARD committee. Refer to the UTHS website for more information regarding *Resources for People with Disabilities* <https://highschool.utexas.edu/services-students-disabilities>.

### **Grade Posting**

Proctorio exam reviews and grading may add additional time due to delays during peak time periods at the end of the semester or during the summer.

### **Exam Inquiry Requests**

Students or parents may submit the *Credit by Exam/ Final Exam Inquiry* form located on the UTHS website under Courses and Exams to request more information about the exam after the exam has been graded. Secure exams are not published or made publicly available. Students or parents may request grade verification or a list of TEKS objectives aligned to the missed questions. See the UTHS website and forms to view information about this service.

### **Proctor Agreement (Required ONLY for Students with Special Permission to Take a Print Exam)**

Requests for students to take print exams are approved ONLY under special circumstances as determined by the UTHS administration. UTHS must approve proctors and testing locations in advance. Approved school district proctors typically include: public or private school administrators, counselors, certified teachers, certified substitute teachers, campus librarians, education officers, or registrars. Trained staff at college, university, or private testing centers may also meet approval.

### **Six-Week Exams**

UTHS Diploma Program students must complete a first six-weeks exam and a second six-weeks exam during each of their semester courses. Each of the six-weeks exams includes information learned during an entire six weeks of lessons and is designed to ensure students review each six-weeks of content to encourage mastery along the way as preparation for the comprehensive final exam taken at the end of each semester course.

Each of the [UTHS Course Pacing Guides](#) defines the timelines when each of the six-week exams should be completed to stay on-track to complete their courses by the end of each semester. Students may not retake a six-weeks exam.

## Final Exams

UTHS Diploma Program students must complete a semester final exam for each course, which is a cumulative exam that covers all course content learned during the semester course.

### Submit Assignments Prior to Final Exam

Students should submit all assignments in the course before taking the final exam. ***Assignments not submitted before taking the final exam will receive a grade of "0" and factor into the semester course average.*** Instructors are only required to ***grade a maximum of THREE assignments per week***, so it is essential for students to submit assignments consistently during the course rather than waiting until close to their deadline to complete the course assignments and final exam. Students will not be able to submit assignments in the course after the final exam.

### Re-Exam Policy

Students may ***retake a final exam a maximum of one time*** if they earn a semester course average below 70%. Students may not retake final exams if they earn a semester course average higher than 70%.

### Final Exam Request Process

After students complete all of their assignments in an online course, the instructions for requesting the final exam and preparing for the online exam are viewable. After students complete these steps and acknowledge the testing environment rules, the final exam is available. To resolve any questions, contact [edservices@austin.utexas.edu](mailto:edservices@austin.utexas.edu) or (512) 232-5000 prior to the student beginning the exam.

### Planning to Meet Semester Course Deadlines

Students should use the Course Syllabus, [UTHS Calendar](#), and [Course Pacing Guides](#) to plan their course assignment submission deadlines, six-week exam deadlines, and final exam deadlines to stay on track to complete their courses each semester within the required timelines.

### Final Exam Deadlines

The final exam testing deadlines are published in the [UTHS Calendar](#) and communicated to students and parents. The final exam schedule requires students to complete final exams prior to the end of each semester. These deadlines allow time for online Proctorio access, instructor reviews of online proctoring, and instructor grading.

### Final Re-Exam Deadlines

Students may take one final re-exam for each semester course if they fail to earn a passing semester course average (70% or higher). The final re-exam testing deadlines are published in the [UTHS Calendar](#) and communicated to students and parents. If a student fails to successfully complete and pass their final re-exam to earn a passing semester course average (70% or higher) the student will receive the failing course grade average, which is recorded on their transcript.

## Scholastic Honesty

UTHS requires students to adhere to the ***UTHS Scholastic Honesty Policy*** located in the last section of the UTHS Student and Parent Handbook. Failure to follow the policy expectations will result in disciplinary action.

### Eligibility Requirements

Any student who is not a Texas resident who wishes to pursue a Texas high school diploma and either successfully completed 8<sup>th</sup> grade through an accredited school or program or earned passing scores on the 8<sup>th</sup> grade Credit by Exam (CBE) for each of the four core areas (English Language Arts, Math, Science, and Social Studies) may enroll in the UT High School for Non-Texas residents and pay tuition if they meet all eligibility requirements.

- Be age 21 years or older as of September 1 of the school year
- Completed 8<sup>th</sup> grade coursework (or equivalent credit by exams with passing scores)
- Has not graduated from high school

### Out-of-State Transcripts

We encourage students who recently moved to Texas from out-of-state or international locations to send transcripts to be evaluated by a [Foreign Credential Evaluation Service approved by the Texas Education Agency](#) prior to enrollment at UTHS to expedite the enrollment process. We recommend requesting transcripts from [ValidateMe!](#).

### Full-Time Requirement

Students must complete the UTHS registration process and remain active in a full course schedule during the fall and spring semesters to be considered a full-time UTHS student. Administrator approval is required for student graduation plans/semester schedules with fewer than seven courses, which are only permitted for special circumstances.

UTHS students are not considered college students of The University of Texas. For information about applying to undergraduate studies at The University of Texas, view [admissions.utexas.edu](https://admissions.utexas.edu).

### Special Program Services

UTHS provides special program services to students such as special education, 504 services, Career and Technology Education (CTE), bilingual/ESL education, and Gifted and Talented (G/T) education. The determination of whether the UTHS program meets the needs of a student with a disability will be made by that student's Admission, Review, and Dismissal (ARD) committee in a manner consistent with state and federal law. UTHS offers a remote, virtual, asynchronous, instructional model which may not be the best fit or provide the least restrictive environment for every student's particular needs.

### Eligibility for Special Program Services

UTHS reviews students for eligibility for special program services throughout the school year. Details about eligibility and services are available on the UTHS website at <https://highschool.utexas.edu/>.

#### Special Education, 504 Services, Bilingual/ESL, and CTE

UTHS adheres to state and federal policies regarding eligibility and enrollment for special program services. UTHS accepts documentation of enrollment for these services provided by an accredited public or private school upon student enrollment at UTHS. Documentation must be current and aligned to state and federal program practices.

#### Gifted/Talented

UTHS accepts documentation of G/T program enrollment provided by an accredited public or private school upon student enrollment at UTHS. Documentation must be current and aligned to state and federal program practices. UTHS also reviews students during the school year to admit students for G/T services.

## Registration Enrollment Process

To register to enroll in the UT High School full-time diploma program as a Texas resident, complete the following steps.

### 1. Complete the UTHS Online Learning Orientation in Canvas

- The student must complete the online orientation (approx. 45 min) then upload the certificates of completion during the online enrollment process. To access the online orientation, visit: <https://utexas.box.com/v/orientation-course>

### 2. Complete the online enrollment process in Skyward

- **Students new to UTHS:** Click here to [request Skyward account access](#) and register
- **Students with existing UTHS Skyward Accounts:** Use your existing [Skyward Family Access](#) portal to register for the UTHS program
- Complete all required forms within the Skyward enrollment system
- Upload copies of all required documents, including transcripts showing that you are eligible for high school enrollment

### 3. Pay Registration Fee in Skyward

- Pay the non-refundable registration fee of \$150 for U.S. students and \$350 for international students.

If any of the information, documents, or fees required during the NSOE registration process are missing, the registration application will require resubmission prior to approval.

## Required Registration Information

### Student, Family, and Emergency Information

Students will provide their date of birth, home language, ethnicity and race, permanent address, emergency contacts and medical information, qualification for any special services, residency information, and guardian's contact information.

### Required Documents

- **Student Photo IDs** should also be government or school-issued. Passports are acceptable. *We will accept a parent submitted photo of the student to assist with identification only if a school or government ID is not available due to COVID-19.*
- **Student Social Security Card** (optional)
- **Birth Certificate**
- **Relevant Legal Paperwork** (optional) should contain any legal paperwork specific to the student's educational decision making (e.g. divorce decrees, etc.)
- **Prior School Records (Transcripts and Accommodations)** including transcripts which show official final course grades for high school credits and, for entering 9<sup>th</sup> graders, 8<sup>th</sup> grade transcripts demonstrating successful completion of 8<sup>th</sup> grade, and school paperwork showing admission for special services such as special education or 504 with accommodations noted.

\*Knowingly falsifying information on a form required for enrollment of a student in a school district will result in consequences as defined in the [Texas Education Code §25.001](#) and the [Texas Penal Code §37.10](#).

### Annual Verification of Enrollment

Annually prior to the start of the new school year, continuing UTHS students must confirm registration in the UTHS Diploma Program, verify their address and contact information, and submit their *Career Plan*. UTHS notifies students and parents of forms, which are due on or before the first day of the fall semester.



### Annual Career Plan (Personal Graduation Plan) and Choice Sheet

Students are required to complete, sign, and submit a *Career Plan (Personal Graduation Plan)* and indicate their course preferences to UTHS every year to be scheduled into their courses. Students seek administrator approval if they request to enroll in fewer than seven courses each semester during the annual career planning and course selection process. Information to guide student course selections is provided via UTHS webinars and online resources throughout the year. See the UTHS website [https://highschool.utexas.edu/student\\_parent\\_resources](https://highschool.utexas.edu/student_parent_resources) for student and parent resources.

## **Annual Enrollment Cap**

UTHS may determine an annual enrollment cap for the UTHS Diploma Program for Non-Texas residents to ensure that students who enroll can receive the appropriate support in the program. There is currently no enrollment cap for the 2021-22 school year. UTHS reserves the right to change the enrollment cap during a school year and/or for future school years..

## **Course Schedule and Career Plan (Personal Graduation Plan)**

Upon registration, a UTHS counselor reviews the student's transcripts and enrolls the student into their course schedule. During the school year, a UTHS counselor communicates with the student and parent to complete a Career Plan (Personal Graduation Plan) and select course preferences aligned to the student's preferred graduation plan, which aligns to Texas state requirements.

A UTHS registrar reviews the student's transcripts including any transferred credits to determine alignment to UTHS transfer credit policies.

## **Tuition and Parent-Provided Materials**

Once registered as a UTHS Diploma Program student, students pay tuition for each semester of coursework. The total cost of completing the program depends upon how many courses are needed to graduate, typically seven courses per semester. Parents are also required to purchase course materials, such as textbooks, lab materials, and calculators.

### **Tuition**

Tuition payments for each semester of coursework may be divided into two payments according to the schedules listed below. Students must complete coursework according to their *Career Plan* and stay on track for graduation. Non-payment of tuition will result in removal of the student from the Diploma Program and online courses for which payment was not received.

#### 2021-22 UTHS Course Fees: \$260-275 per semester course

##### Fall 2021 Tuition

- 1st payment of \$1,040 (4 courses) due 8/23/2021
- 2nd/final payment of remaining balance (\$780 for students taking 7 courses) due 10/3/2021

##### Spring 2022 Tuition

- 1st payment of \$1,040 (4 courses) due 1/7/2022
- 2nd/final payment of remaining balance (\$780 for students taking 7 courses) due 2/4/2022

\*Some UTHS courses, such as World Language (e.g., Spanish) and Art require include slightly higher fees to cover the cost of the embedded online textbook resources.



## Student-Provided Materials

Students are responsible for purchasing essential course materials listed on each course syllabus and viewable on the UTHS website at <https://highschool.utexas.edu/courses>.

Student Provides:

- student computer with recent operating system, camera, and microphone
- reliable, high-speed internet access
- online or print textbooks required for some courses
- lab kit supplies for science courses
- graphing calculator for math courses
- general school supplies, including spiral notebooks, pens, pencils, and highlighters
- commonly available supplies for specialty courses, such as Art

## School Calendar

Students in the UTHS full-time Diploma Program are scheduled into courses that align to a two-semester calendar (spring and fall semesters), and they also have the option to complete additional coursework during the summer session to catch up or get ahead. The [UTHS Calendar](#) is posted online annually to define the semester start and end dates. Diploma Program students are required to complete all assignments, the six-week exams, and the final exam for each course by the end of each semester. Students may complete coursework and exams on an accelerated schedule each semester if they choose.

## Full-Time Enrollment Status

To be considered a full-time student at UTHS, students must maintain enrollment in a full course schedule throughout the school year, which typically requires completion of seven course credits (14 semester courses) annually to stay on track for four-year graduation (26 credits). UTHS staff cannot sign documents for Social Security benefits, work permits, or provide Verification of Enrollment (VOE) for a driver's license if the student is not attending UTHS full-time. Any requests for exceptions to the full-time course enrollment must be approved by a UTHS administrator in advance and include signed documentation.

### Requests to Take Courses from Other Accredited Institutions

All full-time students must maintain enrollment in a minimum of seven courses, including at least four UTHS courses during the fall and spring semesters to remain eligible for a UTHS diploma upon meeting graduation requirements. The other courses required for a full seven-course schedule may include enrollment in pre-approved dual credit courses or specialty courses not available at UTHS and offered by other accredited institutions. Forms must be submitted and signed by an administrator prior to enrolling in courses at other accredited institutions and must align to the student's *Career Plan*.

Students access the form to submit their request to take courses outside of UTHS through the Skyward student portal. Outside courses must be completed within UTHS semester timelines to receive approval and count for course credit. Students must submit transcripts to UTHS within 30 days after completing a course from another institution to be reviewed for addition to the student's UTHS transcript. Transfer credits must meet Texas graduation requirements in order to be included on the student's transcript and count toward required credits for the UTHS Diploma.

### Adult Learner Reduced Schedule Requests

Adult learners may request to be approved for a reduced course schedule due to job or personal responsibilities if an administrator approves of the Career Plan and the student remains on track to meet their Career Plan graduation timeline. Forms must be submitted and signed by an administrator in advance. This policy does not

supersede the policies for maintaining enrollment in the minimum number of UTHS courses during the fall and spring semesters.

## Graduation Programs and Requirements

### Diploma Eligibility

To earn a University of Texas at Austin High School (UTHS) diploma, a student must:

- complete the required credits for graduation as mandated by the Texas Education Code when the student first enters the ninth grade.
- pass the State of Texas Assessments of Academic Readiness (STAAR) End-of-Course (EOC) Exams.
- complete a minimum of four courses (2.0 credits) through UTHS while registered as a UTHS Diploma Program student. *Neither Credit by Exams (CBEs) nor dual-credit courses may be substituted for the minimum four-course requirement.*
- maintain active enrollment in UTHS courses during their senior year until graduation.

### Students Returning to UTHS

Students enrolled at UTHS who withdraw to enroll in another institution, home school, or part-time in the UTHS Independent Learner Program, are eligible to re-enroll at UTHS if they meet all registration requirements.

Returning students must complete the *New Student Online Enrollment (NSOE)* process in Skyward, complete a minimum of four additional courses at UTHS after their return, and maintain active enrollment in UTHS courses during each fall and spring semester while following their approved *Career Plan* in order to be eligible for a UTHS Diploma upon meeting Texas graduation requirements.

### STAAR End-of-Course Exams

Students who entered ninth grade during or after the 2011-12 school year must pass STAAR End-of-Course (EOC) exams as a Texas graduation requirement. The exams are administered three times per year according to the state defined timelines. There are five tests that students must pass:

- English I
- Algebra I
- Biology
- English II
- U.S. History

Students are required to take the STAAR EOCs when they are enrolled in each of the STAAR EOC courses. Typically students take the exams during the spring administration period (March through May) and have an opportunity to retake the exams (if they fail the initial exam) during the summer (June to July) and winter (November to December) testing periods if needed.

Released test questions can be found at <http://www.tea.state.tx.us/student.assessment/staar/testquestions/>. Residents of Texas can register online at <http://texasassessment.com/>. The UTHS Testing Coordinator will post reminders for students and parents regarding test administrations.

### Texas Graduation Program

UTHS is a Texas public school that offers the Foundation High School Program with endorsements and enhancements aligned to Texas graduation requirements.

### Foundation High School Program

The Foundation High School Program with endorsements requires students to complete 26 credits in the following

categories:

English:	4 credits
Mathematics:	3 credits
Science:	3 credits
Social Studies:	3 credits
Languages Other Than English:	2 credits
Physical Education:	1 credit
Speech: Demonstrated Proficiency	0.5 credit
Endorsements:	4 credits

### Endorsements

UTHS students may select an endorsement: (1) **Multidisciplinary Studies**, (2) **Science, Technology, Engineering, and Mathematics (STEM)**, or (3) **\*Arts and Humanities** endorsement. The Arts and Humanities endorsement may require dual credit courses and incur course fees.

### Enhancements

Additionally, a student may earn the **Distinguished Level of Achievement** and/or a **Performance Acknowledgement** for outstanding performance. The Distinguished Level of Achievement must be earned to be admitted to a Texas public university under the Top 10 percent automatic admission law.

The UTHS counselors offer webinars throughout the year to provide guidance to students and parents regarding graduation requirements. To learn more about the Texas Graduation Program requirements, view the information on the UTHS website at [https://highschool.utexas.edu/pathway\\_to\\_graduation](https://highschool.utexas.edu/pathway_to_graduation) and the State Graduation Requirements policies on the Texas Education Agency website at <https://tea.texas.gov/academics/graduation-information/state-graduation-requirements>.

### **Dual Credit Enrollment**

UTHS full-time Diploma Program students who want to take dual-credit courses at a community college, junior college, or university must meet the following criteria:

- **Receive pre-approval from a UTHS counselor or administrator** prior to enrolling in courses by submitting the [Outside Course Credit Request](#) form to [UTHS counselor@austin.utexas.edu](mailto:UTHS counselor@austin.utexas.edu). All requests for dual credit courses must be submitted with the form from the community college or university where the student plans to attend. Students must submit the dual credit pre-approval form to a UTHS counselor and receive a signature from a UTHS counselor or administrator to document pre-approval and note the course on the student's Career Plan.
- **Maintain enrollment in at least four UTHS courses during the fall and spring semesters**, in addition to any dual credit. A CBE does not count as a course.
- **Meet eligibility requirements required by the college** to enroll in a course as a high school student.

**UTHS requires students to pay their course fees for dual credit course enrollment and submit those fees directly to the community college or university where they plan to take a course.**

Students are required to submit the transcript for the dual credit course grades within 30 days of the end of the semester the course was completed to receive transfer credit on their UTHS transcript. Pre-approved dual credit coursework transfers to the UTHS transcript according to the *UTHS Transfer Grades and Conversion Chart* with credit awarded on the high school transcript for the aligned Texas high school course, based on the TEKS.

Students that earn credit for a dual credit course for a subject that requires a Texas End-of-Course (EOC) exam must also take and pass the corresponding EOC exam. Students should plan to take the EOC during the end of the semester when they complete their dual credit course (e.g., May, June, or December).

## Credit by Exams

UTHS students may request to take a credit by exam for acceleration or credit recovery to earn course credit. Students email their [UTHScounselor@austin.utexas.edu](mailto:UTHScounselor@austin.utexas.edu) to request a CBE during one of the four posted testing windows. Students who wish to take a CBE re-exam or take the CBE outside of the UTHS testing timelines may request the exam directly from the [UTHSrequestCBE@austin.utexas.edu](mailto:UTHSrequestCBE@austin.utexas.edu) and pay the required fees. For more information about credit by exams, go to [https://highschool.utexas.edu/credit\\_by\\_exam](https://highschool.utexas.edu/credit_by_exam).

***Student athletes required to maintain NCAA eligibility may not take credit by exams for acceleration or credit recovery due to NCAA policies.***

## Physical Education Equivalent (PEEQ)

If a full-time UTHS student is involved in an organized physical education program, such as a diving team or gymnastics team, the student can apply for a Physical Education Equivalent credit to be applied on the transcript. Details are noted on the UTHS website at ([https://highschool.utexas.edu/pathway\\_to\\_graduation](https://highschool.utexas.edu/pathway_to_graduation)). Students must submit the [Offsite PE Approval](#) form prior to the first day of the semester in which they will participate in the off-site program. The programs must be of high quality and must be supervised by a trained instructor. A UTHS administrator must approve these programs in advance. PE credit cannot be earned retroactive. The student must complete the hours/activity after approval has been granted and submit documentation on the [Offsite PE Activity Log](#) to the UTHS administrator for approval and credit. A maximum of one-half credit (0.5) per semester can be earned. UTHS policy permits students in grades 9-12 to earn a maximum of four PEEQ credits to count toward graduation requirements.

## Driver's Education

Students must submit the [Outside Course Credit](#) form prior to enrolling in a Driver's Education course to request approval to complete the course for credit. After the student completes an approved, certified Driver's Education course, they must submit their certificate of completion to [UTHScounselor@austin.utexas.edu](mailto:UTHScounselor@austin.utexas.edu), then UTHS will review the certificate to award .5 elective credit on the student's transcript if the course meets all eligibility requirements to earn the course credit.

## Required Grade Level Advisory Courses

The Texas Education Code requires all secondary students to participate in a variety of specific learning activities beyond the core curriculum in an effort to create well rounded, thoughtful, and healthy learners. The UTHS Diploma Program offers a variety of mini-courses, which students take as part of their Grade Level Advisory Course, which include these required learning experiences in order for students to meet the state curriculum expectations. Students are **enrolled** into the UTHS Grade Level Advisory Course, which **can be completed in a short amount of time**. The CPR training, which is a component of the senior graduation requirement mini-course requires a **small fee of approximately \$15-30** to be paid directly to the organization that provides the training (not UTHS).

The mini-courses during students' Grade Level Advisory Course include one annual mini-course for all students to complete every year and one additional mini-course for seniors to complete during their senior year.

- Mini-Course REQ YR: Annual Requirement (69051)
  - **All** UTHS Diploma Program students are required to complete this mini-course every year.
  - Course Topics:
    - *Celebrate Freedom Week* – (TEC 29.907) – These activities will be completed every year and focus on celebrating our country's origins with an emphasis on the founding documents. Resources include references to the Declaration of Independence, the Constitution, and our Bill of Rights, and require students to create and upload an audio or video file explaining what these documents mean to the student.

- *Fitness Gram* – (TEC 38.101) – This is a yearly snapshot of a student’s ability to perform certain exercises, and teaches students different ways to focus on their health. The activities include a link and account information to complete activities on the “My Healthy Zone” website, and require uploading a certificate to verify completion. (An exemption waiver is included within the unit activities and may be submitted by students who have medical conditions that prevent them from performing certain exercises.)
  - Students are required to earn **at least 70% on both** the Celebrate Freedom Week and Fitness Gram units to pass the course.
- Mini-Course GRAD: Senior Graduation Requirement (69050)
  - This mini-course is required for all UTHS Diploma Program **seniors**, which includes students with at least 19.5 credits completed before the first day of the fall semester of their senior year.
  - Course Topics:
    - *Cardiopulmonary Resuscitation (CPR)* – (TEC 74.38) – These learning activities teach students life saving practices and include resources for CPR training. Assignments require uploading a certificate of completion, or linking to a site to verify CPR training completion. The CPR training requires a **small fee of approximately \$15-30** to be paid directly to the organization that provides the training. No fees need to be paid to UTHS.
    - *Interactions with Peace Officers* – (TEC 74.39) – These learning activities are new for all Texas students beginning with the 2018-19 school year and focus on appropriate and safe responses when interacting with Peace Officers.
  - Students are required to earn **at least 70% on both** the CPR and Interactions with Peace Officers units to pass the course.

#### Additional Grade Level Advisory Course (and Mini-Course) Information:

- Eligible students will be automatically enrolled in the Grade Level Advisory Courses during the Spring and Fall semesters.
- Any new UTHS Diploma Program students who register after April 1 will be required to meet the annual mini-course requirements starting with the following academic year.
- Students are required to complete the Grade Level Advisory Course activities by the assignment due dates established each year by the UTHS administrative team. Students who do not complete the mini-courses and assignments within their Grade Level Advisory Course by the due dates may be required to retake the course and be charged an associated course fee for the extended services.
- Students who do not complete the course may be withdrawn from the UTHS Diploma Program due to failure to participate in state required activities. Once withdrawn, students may return to the UTHS Diploma Program by completing the registration process and paying the registration fee.
- *Reminder:* UTHS staff cannot sign documents for Social Security benefits, work permits, or provide Verification of Enrollment (VOE) for a driver’s license if the student is **not enrolled as a full-time student** in the UTHS Diploma Program, which requires annual participation in the Grade Level Advisory Course.

#### Transfer Credits

Students who earned and completed one credit (both semesters) of an EOC subject course from an approved out of state, out of country, or Texas non-public school are not required to take the EOC for the corresponding course. Local course credits with passing grades on a student’s transcript from other schools are posted on the transcript,

but are not factored into the UTHS Grade Point Average (GPA). For information regarding grade average calculations for transfer credits, refer to the *UTHS Grade Conversion Chart*.

### **PSAT/ NMSQT**

Each October, the PSAT/ NMSQT is taken by high school students. It is recommended that students with six high school credits take the PSAT/ NMSQT in preparation for the SAT. Students trying to qualify as National Merit Finalists and other scholarships should take the test no later than their junior year of high school. Typically, these are students with a minimum of 14 high school credits. Students should contact their local high school in advance to register for the October test date. Complete the form using the UTHS CEEB code 440344. For more information and help preparing for the PSAT/ NMSQT, visit [www.collegeboard.com](http://www.collegeboard.com) and [nationalmerit.org](http://nationalmerit.org).

### **ACT / SAT**

A student with at least 12 credits should prepare to take the ACT or SAT. Visit [www.collegeboard.com](http://www.collegeboard.com) to register for the SAT or [www.act.org](http://www.act.org) to register for the ACT. Complete the form using the UTHS CEEB code 440344.

### **Graduation**

UTHS students graduate throughout the year, not only at the end of the spring semester. Students must complete the [UTHS Graduation Application](#) during their final semester of courses: [https://highschool.utexas.edu/pathway\\_to\\_graduation.php](https://highschool.utexas.edu/pathway_to_graduation.php). When the last course and final exam are completed with a passing grade and the Graduation Application is received, the UTHS staff will create a final transcript and order the UTHS diploma. The UTHS staff sends each student three copies of the official transcript (two sealed and one unsealed) and a signed diploma. It typically takes a few weeks for the diploma to be sent to students because it requires multiple signatures from the UTHS and University leadership. Contact the UTHS counselor at [UTHScounselor@austin.utexas.edu](mailto:UTHScounselor@austin.utexas.edu) to check the status of these items. UTHS holds its graduation ceremony in June on the main campus and invitations are sent to students and families in May.

### **Grading Policies and Class Rank**

The following policies for grading scale and transfer credits apply to Diploma Program students.

## Transfer Grades and Grade Conversion Chart

A student's transferred course grades, which UTHS determines align to Texas approved course requirements, shall be weighted according to the *UTHS Grading Scale*. The transferred grades may include course credits earned in other accredited schools including dual credits earned for approved college courses, such as UT's University Extension courses. All transfer credits require UTHS review and approval. Letter grades shall be converted as follows:

### Grade Conversion Chart

A+ = 98	B+ = 88	C+ = 78	D+ = 68	F = 55
A = 95	B = 85	C = 75	D = 65	
A- = 90	B- = 80	C- = 70	D- = 60	

## Grade Level Designation

Students in the UTHS Diploma Programs achieve grade level designations after earning the following number of credits.

- Sophomore – 6.5 credits
- Junior – 13 credits
- Senior – 19.5 credits

## Grading Scales

UTHS course and exam grades are reported as numerical grades. The following scales are used to determine *Grade Point Average (GPA)*. The end of semester grade is recorded on the student's transcript and permanent record. UTHS does not course average when awarding credit. A student must pass each semester course to earn credit for that semester.

### *Changes for Students Entering 9<sup>th</sup> Grade Beginning August 2021*

The grading scale for students entering 9<sup>th</sup> grade prior to August 2021 differs from the grading scale for students entering 9<sup>th</sup> grade in August 2021 or later. The new grading scale for students entering as freshmen in 2021 corresponds with new honors courses offered by UTHS starting with the freshmen class and continuing with future incoming classes.

### Students Entering 9<sup>th</sup> Grade Prior to August 2021

5.0 Scale: Dual Credit, Adv. Placement (AP), and Intl. Baccalaureate (IB) receive additional 1.0 weight

4.0 Scale: Honors, Pre-Advanced Placement, general education courses, and articulated courses receive no weight

3.0 Scale: Locally-developed, modified TEKS courses

Letter Grade Equivalent (Transfer use only)	Numerical Grade	5.0 Scale (Dual Credit, AP, IB)	4.0 Scale (General Education Courses)	3.0 Scale (Modified TEKS Courses)
	100	5	4	3
	99	4.9	3.9	2.9
A+	98	4.8	3.8	2.8
	97	4.7	3.7	2.7
	96	4.6	3.6	2.6
A	95	4.5	3.5	2.5
	94	4.4	3.4	2.4
	93	4.3	3.3	2.3
	92	4.2	3.2	2.2
	91	4.1	3.1	2.1
A-	90	4	3	2
	89	3.9	2.9	1.9
B+	88	3.8	2.8	1.8
	87	3.7	2.7	1.7
	86	3.6	2.6	1.6
B	85	3.5	2.5	1.5
	84	3.4	2.4	1.4
	83	3.3	2.3	1.3
	82	3.2	2.2	1.2
	81	3.1	2.1	1.1
B-	80	3	2	1
	79	2.9	1.9	0.9
C+	78	2.8	1.8	0.8
	77	2.7	1.7	0.7
	76	2.6	1.6	0.6
C	75	2.5	1.5	0.5
	74	2.4	1.4	0.4
	73	2.3	1.3	0.3
	72	2.2	1.2	0.2
	71	2.1	1.1	0.1
C-	70	2	1	0
	69	1	0	0
D+	68	0.9	0	0
	67	0.8	0	0
	66	0.7	0	0
D	65	0.6	0	0
	64	0.5	0	0
	63	0.4	0	0
	62	0.3	0	0
	61	0.2	0	0
D-	60	0.1	0	0
	59 or Below	0	0	0

### Students Entering 9<sup>th</sup> Grade Beginning August 2021



5.0 Scale Tier I: Dual Credit, Adv. Placement (AP), and Intl. Baccalaureate (IB) receive additional 1.0 weight

4.5 Scale Tier II: Pre-AP and Honors courses receive additional 0.5 weight

4.0 Scale Tier III: General education and articulated courses

3.0 Scale Tier IV: Locally-developed, modified TEKS courses

Letter Grade Equivalent (Transfer use only)	Numerical Grade	Tier I: 5.0 Scale (Dual Credit, AP, and IB)	Tier II: 4.5 Scale (Pre-AP and Honors)	Tier III: 4.0 Scale (General Education and Articulated)	Tier IV: 3.0 Scale (Modified TEKS)
	100	5	4.5	4	3
	99	4.9	4.4	3.9	2.9
A+	98	4.8	4.3	3.8	2.8
	97	4.7	4.2	3.7	2.7
	96	4.6	4.1	3.6	2.6
A	95	4.5	4	3.5	2.5
	94	4.4	3.9	3.4	2.4
	93	4.3	3.8	3.3	2.3
	92	4.2	3.7	3.2	2.2
	91	4.1	3.6	3.1	2.1
A-	90	4	3.5	3	2
	89	3.9	3.4	2.9	1.9
B+	88	3.8	3.3	2.8	1.8
	87	3.7	3.2	2.7	1.7
	86	3.6	3.1	2.6	1.6
B	85	3.5	3	2.5	1.5
	84	3.4	2.9	2.4	1.4
	83	3.3	2.8	2.3	1.3
	82	3.2	2.7	2.2	1.2
	81	3.1	2.6	2.1	1.1
B-	80	3	2.5	2	1
	79	2.9	2.4	1.9	0.9
C+	78	2.8	2.3	1.8	0.8
	77	2.7	2.2	1.7	0.7
	76	2.6	2.1	1.6	0.6
C	75	2.5	2	1.5	0.5
	74	2.4	1.9	1.4	0.4
	73	2.3	1.8	1.3	0.3
	72	2.2	1.7	1.2	0.2
	71	2.1	1.6	1.1	0.1
C-	70	2	1.5	1	0
	69	1	0.5	0	0
D+	68	0.9	0.4	0	0
	67	0.8	0.3	0	0
	66	0.7	0.2	0	0
D	65	0.6	0.1	0	0
	64	0.5	0	0	0
	63	0.4	0	0	0
	62	0.3	0	0	0
	61	0.2	0	0	0
D-	60	0.1	0	0	0

#### Ineligibility for Texas Rank

Students participating in the UT Continuum High School Diploma Program are not ranked and are not eligible for the top 10% Texas College Automatic Admission program.

## Student Records and Transcripts

### Transcripts

For an official, sealed UTHS transcript, submit a *Transcript Request* form found on the UTHS website under Parent and Student Resources at [https://highschool.utexas.edu/pathway\\_to\\_graduation](https://highschool.utexas.edu/pathway_to_graduation). Allow two weeks for requests to be processed. Many colleges and universities require student transcripts or other records to be sent directly to the admissions office from the high school.

### Dual Credit Course Transcripts

*UTHS Diploma Program* students must receive counselor or administrator approval in advance to enroll in dual credit courses. For dual credit courses, the high school credit is applied to the diploma student's UTHS transcript while the college grade is posted to the student's college transcript. For college courses to be posted to a student's UTHS transcript, an official transcript from the college must be submitted to UTHS. This includes courses taken through the University of Texas at Austin University Extension (UEX). After receipt of the college transcript, allow at least two weeks for the course to be recorded on the UTHS transcript.

### Credit by Exam (CBE) on Transcripts

A failing grade on a CBE will NOT be applied to a UTHS student's transcript or affect their GPA. Any passing grade on a CBE will be applied to the UTHS transcript and affect the GPA in the same manner as a course grade.

NOTE: The NCAA does not accept CBE credits for eligibility.

### Change of Name, Address, Email, or Phone

If a student's name is legally changed or the student's or parent's email, phone, or physical address changes while enrolled in UTHS, it is their responsibility to submit a change request to UTHS. *Change of Name* forms require a notarized request form and copy of the signed court order showing the new legal name. To update an address, email, and phone number submit the *Change of Name or Address Form* (<https://utexas.box.com/uths-change-name>) to a UTHS student services representative by email ([edservices@austin.utexas.edu](mailto:edservices@austin.utexas.edu)), mail, or fax. It is the responsibility of the student and parent to notify UTHS of contact information changes in order to receive official notifications from UTHS, which are sent via mail, email, or phone.

## Attendance and Withdrawal

### Active Enrollment

The full-time UTHS Diploma Program operates as a fully remote, asynchronous virtual school. Students are not required to attend UTHS classes on-campus. Instead, UTHS requires students to maintain active enrollment during each semester, which they demonstrate through consistent course activity and progress. UTHS requires students to make consistent progress in their coursework by logging into the Canvas learning management system, submitting assignments, and taking six weeks exams and final exams according to the [UTHS Course Pacing Guide](#) timelines and each school year's [UTHS Diploma Program Calendar](#). Each semester course requires a total of five to seven hours of coursework each week of the semester, including learning activities, assignments, and study for exams.

UTHS monitors students' active enrollment in each course by reviewing reports from the Canvas LMS and Skyward SIS which document students' assignment and exam grades during each six weeks. Each semester course requires students to submit approximately 12-18 graded assignments, a first six weeks exam, a second six weeks exam, and a semester final exam. Students complete their six weeks and semester final exams using the secure, online remote Proctorio exam system.

### Program Withdrawal

## **Student Withdrawal**

Students submit the UTHS Diploma Program *Withdrawal Form* located at <https://highschool.utexas.edu/enroll> to notify the UTHS staff of intent to withdraw the student from the UTHS Diploma Program. This form and Texas state policy requires Texas public schools to obtain information regarding the reason for withdrawal and future school plans (e.g., transferring to another Texas public school, home schooling, etc.). It is critical to submit the form in advance of the intended withdrawal date to notify the UTHS administration of plans so school records can be sent to the student's next school.

### Withdrawal Prior to Successful Course Completion

If a student withdraws prior to the end of the semester without completing all course assignments and the final exam, the student will not earn a course grade or course credit. If the student withdraws before the semester final exam window without completing a semester course final exam, the student will not earn course credit. If the student withdraws after the final exam deadline for the semester course without taking the final exam, the student will earn a grade of "0" for the final exam (25% of the course grade) and the score will be calculated into the semester course grade. The semester course grade will be documented on the transcript. Credit is earned if the overall semester course grade average equals 70% or higher. Semester course deadlines are posted on the UTHS website at <https://highschool.utexas.edu/policies-and-notifications>.

## **Administrator Withdrawal**

The UTHS may withdraw a student who fails to maintain active course participation.

### Inactive Course Participation

If a student fails to complete and submit at least one assignment in a minimum of four courses for three consecutive weeks, a designated UTHS administrator may withdraw the student from the UTHS Diploma Program. See the UTHS website for district policies and updates at <https://highschool.utexas.edu/policies-and-notifications>. Prior to withdrawal, a UTHS administrator will notify the student of their failure to maintain active course enrollment, which requires submission of completed course assignments on a consistent basis as a measure of participation. The student will receive no grade and no credit for the courses, which were not completed.

### Failure to Complete Final Exams

If a student fails to complete final exams for at least four courses by the semester re-exam deadlines, a designated UTHS administrator may withdraw the student from the UTHS Diploma Program. The final exam deadlines are posted on the UTHS website at <https://highschool.utexas.edu/> and on the [UTHS Diploma Program Calendar](#). Prior to withdrawal, a UTHS administrator will notify the parent and student of the student's failure to maintain active course enrollment, which requires completion of a final exam for each course by the semester course deadlines. The student will earn a grade of "0" for any final exams that are incomplete by the semester deadlines (25% of the course grade) and the score will be calculated into the semester course grade. The semester course grade will be documented on the transcript. Credit is earned if the overall semester course grade average equals 70% or higher.

### Tuition Non-payment

UTHS requires adult learners enrolled in fall, spring, and summer courses to pay tuition fees. If the student's course tuition fees are not paid in full by semester final payment deadline, a designated UTHS administrator will withdraw the student from the semester courses. See the UTHS website for district policies and updates at <https://highschool.utexas.edu/policies-and-notifications>. The student will receive no grade and no credit for the incomplete courses. The student will not be eligible for a refund of prior fees paid toward summer course tuition. A UTHS administrator will notify the student and parent of the semester course and UTHS Diploma Program withdrawal.

## UTHS Calendar and Course Deadlines

UTHS establishes and posts the school year calendar annually to define the fall, spring, and summer sessions for the *UTHS Diploma Program* students to stay on track for completing courses to meet their graduation plan. Students must complete coursework by the end of each semester and earn a passing grade on their overall semester course average to avoid retaking a course.

### Final Exam Deadlines

Final exam deadlines are established for each semester and communicated to students and parents and posted on the UTHS website at <https://highschool.utexas.edu/>. The student will earn a grade of “0” for any final exams that are incomplete by the semester deadlines (25% of the course grade) and the score will be calculated into the semester course grade. The semester course grade will be posted on the transcript.

### Assignment Deadlines

Course assignment deadlines are established for each semester and communicated to students and parents and posted on the UTHS website at <https://highschool.utexas.edu/>. The student will earn a grade of “0” for any course assignments that are not submitted by the semester deadlines and the “0s” will be calculated into the semester course grade. The semester course grade will be posted on the transcript.

### Fall, Spring, and Summer Session Deadlines

Students must complete their courses each semester during the fall, spring, and summer session deadlines defined by the [UTHS Calendar](#). Course grades are recorded on the student’s transcript after each fall, spring, and summer session.

### UTHS Calendar Intersession

UTHS establishes short intersession periods during the school year when students are not enrolled in courses. During this period, the UTHS staff finalizes all course and exam grades for the semester or end of year transcript.

## Courses

### Course Materials and Communication

Adult learners must purchase course materials, such as textbooks, lab kits, and arts supplies.

### Textbooks and Course Materials

Most courses, with the exception of a few such as English, Art, and AP courses, include the reference content embedded in the online course and do not require a textbook. Most science courses require lab materials. Each course syllabus describes the materials needed for the particular course and is found on the UTHS website at <https://highschool.utexas.edu/courses>. Specialty courses, such as Art may require parents to purchase supplies such as art pencils, or other items, which are commonly available online or in local stores.

### Computers and Graphing Calculators

UTHS does not provide students with computers, Internet access, or graphing calculators. Parents must provide these materials for the student to participate in the UTHS Diploma Program. The required UTHS Online Learning Orientation Course provides detailed information regarding specific requirements. The computer requirements are listed on the UTHS website at [https://highschool.utexas.edu/computer\\_requirements](https://highschool.utexas.edu/computer_requirements) and the Calculator Policy is located at <https://utexas.app.box.com/file/100174060493?v=uths-calculator>.

### Communication with Instructors

Because UTHS provides an asynchronous, online virtual school program, students communicate with their course instructors within the Canvas course email messaging inbox. UTHS administrators, course specialists, counselors,

technology help-desk and support staff remain available from 8:00 a.m. – 4:30 p.m. (CST) Monday through Friday to assist students and parents with any questions.

## Course Change Requests

### Course Schedule Change Request

Requests to transfer from one course to another course must be submitted by emailing the [UTHS Diploma Program Schedule Change Request](#) form to [UTHSCounselor@austin.utexas.edu](mailto:UTHSCounselor@austin.utexas.edu) by the end of the posted deadlines for each semester or summer session. Students may not drop a course, which would result in dropping below full-time course enrollment status and/or deviating from their UTHS approved Career Plan required to stay on-track for four-year graduation. When students receive an approved schedule change, they must complete all coursework for the new course by the posted semester deadlines. Coursework completed in a prior course, which was changed will not transfer as assignments completed in the new course. No fees will be assessed for Diploma Program students' course schedule change requests, which are submitted and approved by the posted deadlines.

### Requests to Extend or Retake a Course

***Students in the UTHS Diploma Programs are required to complete their coursework and exams by the end of each semester according to the [UTHS Diploma Program Calendar deadlines](#) in order to stay on track for four-year graduation. Students must adhere to the posted deadlines for the fall, spring, and summer calendars, which are communicated to students and parents in advance. Course extensions are not allowed.***

Courses may be retaken, or approved substitute courses taken, to earn credit to meet graduation requirements. The UTHS counselors will work with students to determine the best path forward to recover credits.

## Course Grading Policy

UTHS course and exam grades are reported as numerical grades, on a scale from 0-100% with a overall semester course grade of 70% or higher required to pass a course and earn credit. Refer to the *UTHS Grading Scale*.

### Semester Course Grades

Final semester course grades are determined by weighting the graded assignment average as 50% of the overall course grade and the exams as 50% of the overall course grade. ***The lowest possible passing grade for a course is 70%.***

Grade Weights	Course Tasks
50%	Assignments
50%	Exams

### Graded Assignments

For each semester course, a student completes an average of 12-18 course graded assignments which include a variety of formats for the student to demonstrate mastery of concepts, including multiple choice exams, short-answer assignments, essays, lab reports, completed math problems, project uploads, etc. The grades on these assignments combine to make up 50% of the overall semester course grade.

#### Assignment Re-submissions

Students may be allowed opportunities to re-do assignments after earning a failing score on a graded assignment. Re-do assignments are allowed at the discretion of the teacher. Re-do assignments are due at the time specified by the teacher. Students will earn a ***maximum grade of 70% on re-do assignments*** which replace the corresponding failing assignment grade.

### Course Exams

For each semester course, a student takes a 1<sup>st</sup> Six Weeks Exam, a 2<sup>nd</sup> Six Weeks Exam, and a Semester Final Exam. The grades for these exams combine to make up 50% of the overall semester course grade. The final exam counts as 25% and each six weeks exam counts as 12.5% of the overall semester course grade.

#### Six Weeks Exams

For each semester course, a student completes a 1<sup>st</sup> Six Weeks Exam and a 2<sup>nd</sup> Six Weeks Exam using the secure, online remote proctoring system. Each six weeks exam covers the TEKS objectives learned during that particular six weeks of lessons.

#### Semester Final Exams

For each semester course, a student complete a semester final exam, which is a cumulative exam, which covers all of the TEKS objectives learned during the semester course. The semester final exam receives double the weight of each of the six weeks exams when calculating the final semester course grade. Students submit their assignments for the course prior to taking the semester final exam.

#### *Semester Final Exam Retake Policy*

Students may NOT retake the final exam if their overall semester course grade average is passing (70% or higher).

If the student fails to score high enough on the semester final exam to earn an overall passing semester course grade average (70% or higher), the student may retake the final exam **one time** to try to raise their overall semester grade average to a passing grade. The exam retake will display as *Final B* in the grade book and average with the *Final A* and other course grades to make up the overall semester course grade

average.

### **Grade Posting**

Students in the UTHS Diploma Programs may view their final course grades in Skyward after the end of each semester. Students and parents use their Skyward username and password to login to view grades. Communication will be sent to students and parents after grades are posted, typically within 10 calendar days of the last day of the semester.

### **Course Drops, Schedule Changes, and Incompletes**

Students in the *UTHS Diploma Programs* follow the schedule change request process during the first two weeks of each semester for approval to drop a course and add another. Dropped courses during the schedule change window will not have a grade associated with the dropped course or be recorded on the student's transcript.

### **Failure to Complete the Final Exam**

***Diploma Program students who do not take or complete the final exam by the semester deadlines will receive a grade of "0" on the final which is calculated into their final semester course grade.***

### **Course Withdrawals**

Students who withdraw from the course prior to the end of the semester or summer session without completing the course will not receive a grade for the course. See UTHS policies regarding course schedule change requests for additional information. Students who withdraw from the UTHS Diploma Programs prior to the semester end dates without completing one or more courses and final exams will receive no grade and no credit for their incomplete courses on their transcripts.

## **Exam Policies**

UTHS Diploma Program students take their exams using a secure online exam proctoring system, Proctorio, from home on their personal computer.

### **Secure Exams**

UTHS final exams and credit by exams remain secure and are not published or made publicly available.

### **Student Identification**

Students must present a government or school-issued ID, such as a driver's license, a school photo ID, a state-issued photo ID, or a passport, at the time of testing.

### **Examination Testing Period**

Once a student begins taking a final or credit by exam, the exam must be completed within that testing period. If the student fails to complete their exam before the online testing window closes, the exam will be scored as is, without adjustments to the scoring process. Exam timelines are set to allow more time than required to complete a final or six-weeks exam.

### **Exam Administration**

Six-week exams, final exams and credit by exams must be taken using the **Proctorio** secure, online proctoring system on a home computer.

### **Proctorio Requirements**

***Students must adhere to all of the required policies and expectations to successfully complete an exam and receive a valid score using the secure, online Proctorio system on their home computer.*** Students must follow all requirements, such as showing their ID, maintaining a secure testing environment throughout the exam testing

period, holding up their blank scratch paper (if allowed for the particular exam), showing their cleared approved calculator (if allowed for the particular exam), and remaining in view of the camera throughout the testing window. This is not an inclusive list of all requirements and directions, which differ per exam subject and are communicated to the student prior to beginning their exam.

See the UTHS website at [https://highschool.utexas.edu/final\\_exams](https://highschool.utexas.edu/final_exams) and [https://highschool.utexas.edu/credit\\_by\\_exam](https://highschool.utexas.edu/credit_by_exam) for details to prepare to take exams successfully utilizing Proctorio. Additional directions specific to each exam are provided to the student during the exam administration. ***Students who fail to adhere to all required policies and directions during the online exam administration will result in an invalidated exam with a score of "0" posted in the UTHS exam records.*** Students whose initial final exam was invalidated may retake a final exam one additional time for a course subject to earn a valid score on a second form of the exam. The valid score will replace the prior grade of "0". If the student's second exam attempt results in a second invalidated exam, the score of "0" on the second exam will be final and posted in the UTHS exam records. Students will receive a maximum of two exam attempts for any course subject.

### **Accommodations**

Eligible students with 504 or special education testing accommodations on file with UTHS will be provided the testing accommodations outlined on their current, signed 504 or Individualized Education Plan (IEP) as determined by the ARD committee. Refer to the UTHS website for more information regarding *Resources for People with Disabilities* <https://highschool.utexas.edu/services-students-disabilities>.

### **Grade Posting**

Proctorio exam reviews and grading may add additional time due to delays during peak time periods at the end of the semester or during the summer.

### **Exam Inquiry Requests**

Students or parents may submit the *Credit by Exam/ Final Exam Inquiry* form located on the UTHS website under Courses and Exams to request more information about the exam after the exam has been graded. Secure exams are not published or made publicly available. Students or parents may request grade verification or a list of TEKS objectives aligned to the missed questions. See the UTHS website and forms to view information about this service.

### **Proctor Agreement (Required ONLY for Students with Special Permission to Take a Print Exam)**

Requests for students to take print exams are approved ONLY under special circumstances as determined by the UTHS administration. UTHS must approve proctors and testing locations in advance. Approved school district proctors typically include: public or private school administrators, counselors, certified teachers, certified substitute teachers, campus librarians, education officers, or registrars. Trained staff at college, university, or private testing centers may also meet approval.

### **Six-Week Exams**

UTHS Diploma Program students must complete a first six-weeks exam and a second six-weeks exam during each of their semester courses. Each of the six-weeks exams includes information learned during an entire six weeks of lessons and is designed to ensure students review each six-weeks of content to encourage mastery along the way as preparation for the comprehensive final exam taken at the end of each semester course.

Each of the [UTHS Course Pacing Guides](#) defines the timelines when each of the six-week exams should be completed to stay on-track to complete their courses by the end of each semester. Students may not retake a six-weeks exam.



## Final Exams

UTHS Diploma Program students must complete a semester final exam for each course, which is a cumulative exam that covers all course content learned during the semester course.

### Submit Assignments Prior to Final Exam

Students should submit all assignments in the course before taking the final exam. ***Assignments not submitted before taking the final exam will receive a grade of "0" and factor into the semester course average.*** Instructors are only required to ***grade a maximum of THREE assignments per week***, so it is essential for students to submit assignments consistently during the course rather than waiting until close to their deadline to complete the course assignments and final exam. Students will not be able to submit assignments in the course after the final exam.

### Re-Exam Policy

Students may ***retake a final exam a maximum of one time*** if they earn a semester course average below 70%. Students may not retake final exams if they earn a semester course average higher than 70%.

### Final Exam Request Process

After students complete all of their assignments in an online course, the instructions for requesting the final exam and preparing for the online exam are viewable. After students complete these steps and acknowledge the testing environment rules, the final exam is available. To resolve any questions, contact [edservices@austin.utexas.edu](mailto:edservices@austin.utexas.edu) or (512) 232-5000 prior to the student beginning the exam.

### Planning to Meet Semester Course Deadlines

Students should use the Course Syllabus, [UTHS Calendar](#), and [Course Pacing Guides](#) to plan their course assignment submission deadlines, six-week exam deadlines, and final exam deadlines to stay on track to complete their courses each semester within the required timelines.

### Final Exam Deadlines

The final exam testing deadlines are published in the [UTHS Calendar](#) and communicated to students and parents. The final exam schedule requires students to complete final exams prior to the end of each semester. These deadlines allow time for online Proctorio access, instructor reviews of online proctoring, and instructor grading.

### Final Re-Exam Deadlines

Students may take one final re-exam for each semester course if they fail to earn a passing semester course average (70% or higher). The final re-exam testing deadlines are published in the [UTHS Calendar](#) and communicated to students and parents. If a student fails to successfully complete and pass their final re-exam to earn a passing semester course average (70% or higher) the student will receive the failing course grade average, which is recorded on their transcript.

## Scholastic Honesty

UTHS requires students to adhere to the ***UTHS Scholastic Honesty Policy*** located in the last section of the UTHS Student and Parent Handbook. Failure to follow the policy expectations will result in disciplinary action.

### Independent Learning Program

Students who enroll part-time in one or a few UTHS online courses as a part-time student include students from Texas, out-of-state, and international locations. The UTHS online courses meet Texas standards for the Texas Essential Knowledge and Skills (TEKS) and credits may be used to apply to high school diploma programs in other school districts, pending local district policies. Students enrolled in one or a few online courses with UTHS are not eligible for a diploma from UTHS without enrolling in the full-time Diploma Program.

### Courses

UTHS courses are open enrollment to students from any school if they meet the eligibility requirements to take a high school course, which includes passing any prerequisite courses.

### Eligibility

Part-time students from any school are eligible to enroll in UTHS core subject courses if they passed the 8<sup>th</sup> grade core subject courses (Math, Science, ELA, and Social Studies) or credit by exams (CBEs). CBEs for acceleration require an 80% passing score (TAC §74.24). Open enrollment in UTHS courses includes access for students enrolled in other high schools or home school.

### Middle School Students

Middle school students in grades 5 and up are eligible to enroll in high school core courses if they demonstrate passing scores in the corresponding middle school course subjects or credit by exams (80%) as a prerequisite to enroll in a high school subject course (e.g., Students must pass 6<sup>th</sup> grade math, 7<sup>th</sup> grade math, and 8<sup>th</sup> grade math courses or CBEs (80%) to enroll in Algebra I). Middle schools students in grades 5 and up are eligible to enroll in high school elective courses (e.g., Spanish I) if they passed the prerequisite course requirements. Students in grades 4 or below are not eligible to enroll in the UT High School courses.

### Documentation Required for Special Consideration

Students below grade 5 may submit a request to enroll in an online UTHS course. The request must include the student's documented performance scores and a signature from their local school district counselor or administrator indicating their approval for the student to enroll in an online UTHS course for high school credit.

### Enrollment

Students who are not pursuing a diploma from UTHS **may enroll themselves in courses through the UTHS website** (online) at [https://highschool.utexas.edu/hs\\_courses](https://highschool.utexas.edu/hs_courses) . It is the responsibility of *Independent Learning Program* students to communicate with their local school district (or home school) counselor to ensure courses selected align to their graduation requirements and adhere to all local school district policies.

Students in the *Independent Learning Program* **start courses at any time and have up to 150 calendar days (approximately one semester)** to complete each course. UTHS staff will not sign documents for Social Security benefits, work permits, or provide Verification of Enrollment (VOE) for a driver's license for students in the *Independent Learning Program* or students who are not attending full-time in the *UTHS Diploma Programs*.

*Independent Learners* enroll in courses on the UTHS website (online):

- Go to the [Course Listing](#)
- Click on the title of the course or “Add This Class”
- Check-out online through the shopping cart or send a paper enrollment form to [edservices@austin.utexas.edu](mailto:edservices@austin.utexas.edu)
- Pay by credit card at time of enrollment for online enrollment or by credit card, money order, or check when using a mail-in enrollment form

## UTHS Calendar and Course End Dates

UTHS *Independent Learning Program (non-Diploma Program)* students may spend up to 150 calendar days to complete their courses, which includes completion of the final exam (and one retake exam if necessary) within that time period. To request an extension and pay the associated fee, contact [edservices@austin.utexas.edu](mailto:edservices@austin.utexas.edu).

**All students must complete their courses each year by the last day of the summer session**, defined by the [UTHS Calendar](#) to finalize their transcript for the academic year. Students who do not finish courses by the end of the summer session during an academic year must re-enroll in the course for the next academic year and pay the full course costs again.

### UTHS Calendar Intersession (End of Summer)

At the end of the summer session, UTHS establishes a short Intersession period to finalize all course and exam grades for the end of the school year and prepare for the new school year.

## Course Change and Extension Requests

### Course Drop Request

A course may be dropped without academic penalty, if the final exam has not been accessed (viewed) or completed. After the student accesses the exam, the course may no longer be dropped and a grade will be assigned and reflected on the student’s transcript. Dropped courses will not appear on the student’s transcript. Courses dropped within the first 30 days of enrollment are eligible for a partial refund. Courses dropped more than 30 days after the processed date of enrollment are not eligible for a refund. The *Course Drop Request* form can be found on the UTHS website under courses and exams at [https://highschool.utexas.edu/hs\\_courses](https://highschool.utexas.edu/hs_courses).

### Course Transfer Request

Within the first 30 days of enrollment in a course, a student may request a single transfer from one course into another course for a nonrefundable fee. The original date of enrollment and course completion deadline will remain the same. The *Course Transfer Request* form can be found on the UTHS website under courses and exams at [https://highschool.utexas.edu/hs\\_courses](https://highschool.utexas.edu/hs_courses) and pricing information is listed on the website.

### Course Extensions

UTHS *Independent Learning Program* students **have up to 150 days** to complete each course and take the final exam (and re-exam if necessary). If a student does not complete any part of the course, including the final exam and re-exam (if necessary), a 30-day course extension may be purchased. Students submit the *Course Extension Request* form which is available on the UTHS website at [https://highschool.utexas.edu/hs\\_courses](https://highschool.utexas.edu/hs_courses).

Students are **limited to three extensions** per course. After the expiration of the third extension, the student must start over in a new enrollment of that course and pay the new course enrollment fee. **No courses will be extended beyond the end of the UTHS Summer session end date, which is established by the annual [UTHS Calendar](#).** Students may re-enroll to retake a course if they failed to complete it with a passing grade by the end of the school

year (summer session end date) or after three extensions. Occasionally, certain courses may have a final course closing date due to changes to the TEKS alignment or content changes, and extensions beyond the 150 days will not be allowed. Communication regarding course deadlines will be posted and distributed to students enrolled in any courses in which these circumstances apply.

## Courses

### Course Materials and Communication

Parents of Non-Texas residents must purchase course materials, such as textbooks, lab kits, and arts supplies.

#### Textbooks and Course Materials

Most courses, with the exception of a few such as English, Art, and AP courses, include the reference content embedded in the online course and do not require a textbook. Most science courses require lab materials. Each course syllabus describes the materials needed for the particular course and is found on the UTHS website at <https://highschool.utexas.edu/courses>. Specialty courses, such as Art may require parents to purchase supplies such as art pencils, or other items, which are commonly available online or in local stores.

#### Computers and Graphing Calculators

UTHS does not provide students with computers, Internet access, or graphing calculators. Parents must provide these materials for the student to participate in the UTHS Diploma Program. The required UTHS Online Learning Orientation Course provides detailed information regarding specific requirements. The computer requirements are listed on the UTHS website at [https://highschool.utexas.edu/computer\\_requirements](https://highschool.utexas.edu/computer_requirements) and the Calculator Policy is located at <https://utexas.app.box.com/file/100174060493?v=uths-calculator>.

#### Communication with Instructors

Because UTHS provides an asynchronous, online virtual school program, students communicate with their course instructors within the Canvas course email messaging inbox. UTHS administrators, course specialists, counselors, technology help-desk and support staff remain available from 8:00 a.m. – 4:30 p.m. (CST) Monday through Friday to assist students and parents with any questions.

## Exam Policies

UTHS students take their exams using a secure online exam proctoring system, Proctorio, from home on their personal computer.

#### Secure Exams

UTHS final exams and credit by exams remain secure and are not published or made publicly available.

#### Student Identification

Students must present a government or school-issued ID, such as a driver's license, a school photo ID, a state-issued photo ID, or a passport, at the time of testing.

#### Examination Testing Period

Once a student begins taking a final or credit by exam, the exam must be completed within that testing period. If the student fails to complete their exam before the online testing window closes, the exam will be scored as is, without adjustments to the scoring process. Exam timelines are set to allow more time than required to complete a final or six-weeks exam.

#### Exam Administration

Final Exams must be taken using the **Proctorio** secure, online proctoring system on a home computer.

## Proctorio Requirements

***Students must adhere to all of the required policies and expectations to successfully complete an exam and receive a valid score using the secure, online Proctorio system on their home computer.*** Students must follow all requirements, such as showing their ID, maintaining a secure testing environment throughout the exam testing period, holding up their blank scratch paper (if allowed for the particular exam), showing their cleared approved calculator (if allowed for the particular exam), and remaining in view of the camera throughout the testing window. This is not an inclusive list of all requirements and directions, which differ per exam subject and are communicated to the student prior to beginning their exam.

See the UTHS website at [https://highschool.utexas.edu/final\\_exams](https://highschool.utexas.edu/final_exams) and [https://highschool.utexas.edu/credit\\_by\\_exam](https://highschool.utexas.edu/credit_by_exam) for details to prepare to take exams successfully utilizing Proctorio. Additional directions specific to each exam are provided to the student during the exam administration. ***Students who fail to adhere to all required policies and directions during the online exam administration will result in an invalidated exam with a score of "0" posted in the UTHS exam records.*** Students whose initial final exam was invalidated may retake a final exam one additional time for a course subject to earn a valid score on a second form of the exam. The valid score will replace the prior grade of "0". If the student's second exam attempt results in a second invalidated exam, the score of "0" on the second exam will be final and posted in the UTHS exam records. Students will receive a maximum of two exam attempts for any course subject.

## Accommodations

Eligible students with 504 or special education testing accommodations on file with UTHS will be provided the testing accommodations outlined on their current, signed 504 or Individualized Education Plan (IEP) as determined by the ARD committee. Refer to the UTHS website for more information regarding *Resources for People with Disabilities* <https://highschool.utexas.edu/services-students-disabilities>.

## Grade Posting

Proctorio exam reviews and grading may add additional time due to delays during peak time periods at the end of the semester or during the summer.

## Exam Inquiry Requests

Students or parents may submit the *Credit by Exam/ Final Exam Inquiry* form located on the UTHS website under Courses and Exams to request more information about the exam after the exam has been graded. Secure exams are not published or made publicly available. Students or parents may request grade verification or a list of TEKS objectives aligned to the missed questions. See the UTHS website and forms to view information about this service.

## Proctor Agreement (Required ONLY for Students with Special Permission to Take a Print Exam)

Requests for students to take print exams are approved ONLY under special circumstances as determined by the UTHS administration. UTHS must approve proctors and testing locations in advance. Approved school district proctors typically include: public or private school administrators, counselors, certified teachers, certified substitute teachers, campus librarians, education officers, or registrars. Trained staff at college, university, or private testing centers may also meet approval.

## Final Exams

UTHS students must complete a semester final exam for each course, which is a cumulative exam that covers all course content learned during the semester course.

## Submit Assignments Prior to Final Exam

Students should submit all assignments in the course before taking the final exam. ***Assignments not submitted before taking the final exam will receive a grade of "0" and factor into the semester course average.*** Instructors

are only required to ***grade a maximum of THREE assignments per week***, so it is essential for students to submit assignments consistently during the course rather than waiting until close to their deadline to complete the course assignments and final exam. Students will not be able to submit assignments in the course after the final exam.

### **Final Exam Request Process**

After students complete all of their assignments in an online course, the instructions for requesting the final exam and preparing for the online exam are viewable. After students complete these steps and acknowledge the testing environment rules, the final exam is available. To resolve any questions, contact [edservices@austin.utexas.edu](mailto:edservices@austin.utexas.edu) or (512) 232-5000 prior to the student beginning the exam.

### **Final Exam and Re-Exam Deadlines**

Final exams and re-exams (if necessary) must be taken prior to the course end date. A maximum of three course extensions may be purchased. **Final exams must be taken within 60 days of the date that an exam request is processed.** The exam must be requested in time for the online access information to be sent to the student and for the student to complete the exam to meet their required deadlines.

When the student completes a final exam, the student will lose access to the online course content. Once the student submits the Re-Exam Request form and a Course Extension form (if the course has expired), the student will re-gain access to the online course content to study for the re-exam. The Re-Exam Request and Course Extension Request forms are available on the UTHS website at [https://highschool.utexas.edu/final\\_exams](https://highschool.utexas.edu/final_exams).

### **Re-Exam Policy**

Students may ***retake a final exam a maximum of one time*** if they earn a final exam grade below 70% on their first attempt. Students may not retake final exams if they earn a grade higher than 70% on the first attempt.

### **Extensions**

If the final exam or re-exam (if necessary) is not requested and completed within the 150-day course window, the course will expire. A course extension must be purchased to re-open the course. A maximum of three course extensions may be requested (some limitations apply). Students should use the [student portal](#) to keep track of their deadlines. The *Course Extension* form is located on the UTHS website at [https://highschool.utexas.edu/hs\\_courses](https://highschool.utexas.edu/hs_courses). Contact [edservices@austin.utexas.edu](mailto:edservices@austin.utexas.edu) with further questions.

## Course and Exam Grading Policies

UTHS course and exam grades are reported as numerical grades, on a scale from 0-100% with 70% required to pass a course. Refer to the *UTHS Grading Scale*.

Grade Weights	Course Tasks
75%	Assignments
25%	Final Exam

### Final Course Grades

Final course grades are determined by weighting the assignment average as 75% of the overall course grade and the final exam as 25% of the overall course grade, unless the student earns a failing grade on the final exam. ***The lowest possible passing grade for a course is 70%.***

### Final Exam Grades

***In order to pass a course, a grade of 70% or higher must be earned on the final exam.*** Students have two chances to pass the final exam with a minimum grade of 70%. If the re-exam score is passing, the re-exam grade will replace the first final exam grade and be used to calculate the final course grade. If the re-exam score is failing, the highest of the final exam grades will be posted as the final grade for the course without averaging any assignment grades. ***Credit will not be given for a course if the final exam score is a failing grade.***

### Assignment Re-submissions

Students may be allowed opportunities to re-do assignments after earning a failing score on a graded assignment. Re-do assignments are allowed at the discretion of the teacher. Re-do assignments are due at the time specified by the teacher. Students will earn a maximum grade of 70% on re-do assignments which replace the corresponding failing assignment grade.

### Grade Reporting

Final course grades are posted and communication sent to the student.

## Overall Semester Course Grades

Students participating in the *Independent Learning Program* may view their final course grades in the Student Portal on the UTHS website. Students login to the Student Portal to view their course grades using the link found at [https://highschool.utexas.edu/course\\_login](https://highschool.utexas.edu/course_login). Grade reports are sent to the student's home address provided in the registration process. It is the student's responsibility to provide a copy of the grade report to their local school district for transfer course credit. See local school district policies regarding transfer credits.

## Course Drops or Incompletes

For students in the *Independent Learning Program* who drop a course or fail to complete it within the 150 day deadline, the UTHS grade report will show a grade of "Q", or **no grade** which indicates that a course has been dropped at the student's request or that the course was incomplete within the specified time limit. If all the assignments in a course are complete but the final exam is incomplete, a "Q" or **no grade** will be listed for the course. No academic penalty is attached to a "Q" or incomplete course by UTHS for students in the *Independent Learning Program*, because they are not seeking a diploma from UTHS, or required to complete those courses. See your local school district policies as needed.

## Scholastic Honesty

UTHS requires students to adhere to the ***UTHS Scholastic Honesty Policy*** located in the last section of the UTHS

Student and Parent Handbook. Failure to follow the policy expectations will result in disciplinary action.



## K-12 Credit by Exam Program

### Credit by Exams (CBEs)

UTHS develops and administers credit by exams according to the Texas Administrative Code [TAC §74.249(c)(2)] policies.

Credit by exam must be taken in an official proctored setting at an approved university/college testing center or accredited school district. Students should request the CBE well in advance of the date they need to take their exam and receive their grade report. Allow additional time for sending and receiving exams near the beginning and end of semesters, during the beginning and end of summer, and over holidays.

Students with **prior classroom instruction** in a course may recover credit by scoring a **70% or higher** on a CBE. Students **without prior classroom instruction** may accelerate by scoring an **80% or higher on a CBE**. A failing grade on a CBE will NOT be applied to a UTHS diploma student's transcript or affect the GPA. Any passing grade on a CBE will be applied to the UTHS transcript and affect the GPA in the same manner as a course grade.

**NOTE: The NCAA does not accept CBE credits for eligibility.**

### Exam Administration

#### Exam Security

**UTHS credit by exams are the property of UTHS and all exam content is confidential.** Students, proctors, and others are not required to discuss, copy, retain, print, or share content or information about the questions on a credit by exam. Failure to adhere to these rules is a violation of the Scholastic Honesty policy. These rules apply to all testing situations, including individuals completing Proctorio exams online remotely.

State policy outlined in TAC §74.249(c)(2) requires UTHS to certify that the exams have not been published or made publicly available.

**CBEs may only be administered in a secure environment under standardized conditions by a school district or institution of higher education (TAC §74.24).** UTHS offers the online Proctorio exam administration, which allows students to complete their exams online in a secure environment at home using their own computer. Students may also coordinate with their local school district to take a CBE in print or online form in-district proctored by an approved district staff member. See your local school district's website to view their four CBE testing windows and review local district CBE policies.

As a result of restrictions to reduce the spread of COVID-19, some testing options may be limited or unavailable.

#### Grades 3-12 Subjects

Students may complete credit by exams for grades 3-12 subjects by (1) utilizing *Proctorio*, which is a secure, online proctoring system using the student's home computer or (2) coordinating with their local school district to complete exams in the district by an approved proctor using print or online exams.

#### Grades K-2 Subjects

Credit by exams for grades K-2 may require oral administration and can be proctored by (1) approved local school district staff using print or online exams or (2) an approved institution of higher education testing center. K-2 CBEs are typically administered using print forms or online exams with an in-person proctor.

Note: ONLY a school district testing coordinator may request an exception for the district to offer the K-2 CBEs administered using Proctorio without oral administration as needed.

## Exam Requests

Individuals request to take an exam using Proctorio or at an institution of higher education (for K-2 subjects only) by submitting the *CBE Request forms for Gr K-2 or Gr 3-12* available on the UTHS website at [https://highschool.utexas.edu/credit\\_by\\_exam](https://highschool.utexas.edu/credit_by_exam) . For K-2 CBEs administered at an Institution of Higher Education, proctor fees are required and paid directly to the institution's testing center.

## Exam Change Requests

Changes to exam requests require a \$25 fee and include the following situations:

- Requests to *change the exam type* require a minimum of 24 hours of notice and incur a change fee.
- Requests to *change the exam proctoring process (e.g., changing from Proctorio to in-district testing)* after the exam has been scheduled will delay the date when the exam is available for a student to test and incur a change fee.
- Requests to *change the exam proctor* will delay the date the exam is available for the student to test, requires UTHS approval of the new proctor, and incur a change fee.
- Requests to *change the exam subject or grade level* will delay the date the exam is available for a student to test and incur a change fee.

## Time Restrictions

All UTHS CBEs must be taken within 60 days of the enrollment/request date. The extension fee for CBEs not taken within 60 days is \$35.

## Proctorio Expectations

Students must follow required testing procedures when completing an online Proctorio exam. Students and parents may view the [UTHS Proctorio Q & A Guide](#) for more information. UTHS also provides a [Proctorio Troubleshooting Guide](#) for reference.

## Study Guides

UTHS provides [CBE Study Guides](#) for an overview of Texas Essential Knowledge and Skills (TEKS) objectives covered on each exam and a few sample questions. These are not comprehensive sets of exam questions.

## Calculator Policy

The UTHS Calculator Policy for credit by exams remains similar to the calculator requirements for STAAR exams for a particular grade level and subject. See [UTHS Calculator Policy](#) for details.

## Testing Accommodations

Submit requests for documented testing accommodations to the [UTHSrequestCBE@austin.utexas.edu](mailto:UTHSrequestCBE@austin.utexas.edu) for review and implementation. Requests must include current, signed documentation from an accredited school district and clearly indicate the testing accommodations. UTHS will coordinate with the exam proctor to deliver testing accommodations.

When valid and current student testing accommodations documented by an accredited institution require print exam administration, the documentation must be submitted along with the CBE request form. Individuals must also identify a University or College Testing Center to administer the print exam and submit the testing site request to UTHS for approval.

## Re-exam Requests

UTHS allows students to take a re-exam if they earn a failing score on their first credit by exam for a certain grade level and subject. According to [19 TAC §74.24 Credit by Exams \(c\)\(6\)](#), a student may not attempt to earn credit by

examination for a specific high school course more than two times. Please see your local school district policies regarding credit by exam administration, re-exam policies, and fees.

State policy [TAC §74.249(c)(2)] allows a student to take a specific exam only once during each district testing window. See your local school district testing policies to view their CBE testing windows.

### **Exam Grade Reports**

After a student completes the credit by exam and the grade has been finalized by the course instructor, UTHS mails a printed grade report to the student's address which they entered upon registration. If the student indicates their local school district's counselor contact information, the grade report is also sent to their school counselor.

### **Exam Invalidations**

If a student fails to follow the testing procedures during a print or online Proctorio exam, the exam may be invalidated, and receive a score of "0" by the instructor. Students may receive an opportunity to take a re-exam at the discretion of the UTHS administrator.

### **Exam Inquiries**

If a student experiences a technical or logistical difficulty during an exam, they should report this directly to their exam proctor during the exam. Students and parents may submit an [Exam Inquiry Form](#) to request grade verification or to learn the TEKS objectives aligned to the questions the student missed on the exam. Exam Inquiry Forms must be submitted within 60 days of the date the test was taken. Fees apply.

### **Exam Policy and Development**

UTHS develops and administers credit by exams aligned to policies specified in the Texas Administrative Code. State policy requires CBEs to be administered by approved staff at a school district or university testing center.

### **CBE Certification Reports**

Texas requires credit by exams providers to certify that their exams meet specific rule criteria and to report scores annually. UTHS posts reports of student scores on UTHS credit by exams annually on the UTHS website at [https://highschool.utexas.edu/credit\\_by\\_exam](https://highschool.utexas.edu/credit_by_exam).

### **Scholastic Honesty**

UTHS requires students to adhere to the **UTHS Scholastic Honesty Policy** located in the last section of the UTHS Student and Parent Handbook. Failure to follow the policy expectations will result in disciplinary action.

### Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

#### Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

### Contact Person for Special Education Referrals:

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The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

#### **Students with Last Names A-K**

Contact Person: Lisa Minck

Phone Number: 512-232-5836

#### **Students with Last Names L-Z**

Contact Person: Jessica Nickels, Ed.D.

Phone Number: 512-232-3527

### Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

### Contact Person for Section 504 Referrals:

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The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

#### **Students with Last Names A-K**

Contact Person: Lisa Minck

Phone Number: 512-232-5836

#### **Students with Last Names L-Z**

Contact Person: Jessica Nickels, Ed.D.

Phone Number: 512-232-3527

### Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

## Scholastic Honesty

UT High School students in all programs 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 coursework, 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 coursework and exams that students submit for course credit to be theirs and theirs 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.

### Scholastic Honesty Guidelines

Phase I: The student has committed their first career offense.

Consequence: Warning from the instructor and loss of points for the particular portion of the assignment with the opportunity to redo that portion of the assignment.

Phase II: The student has committed their second career offense in ANY course.

Consequence: Disciplinary action from administrator, contact of parents, and loss of credit for the particular assignment.

Phase III: The student has committed their second and third offense in the SAME course.

Consequence: Failure of the course (**a grade of 0 on the exam and a 0 for the course grade**).

\*If the second and third offenses are in different courses, see Phase II.