



The University of Texas at Austin UT High School

Parent and Student Handbook



CONTACT INFORMATION

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Welcome to The University of Texas High School!

About Us

In 1998, the Texas State Board of Education authorized UTHS to provide high school curriculum and award Texas high school diplomas. UTHS students must meet the same graduation requirements as all Texas public school students: four years of academic courses and passing scores on the state's exit-level exams.

UTHS courses are aligned with the Texas Essential Knowledge and Skills (TEKS). They are rigorous, research-based, and college preparatory. Our science courses contain the TEA-required laboratory component.

UTHS instructors have classroom experience and hold Texas teaching credentials. All are certified in the content area in which they teach.

UTHS students must meet or exceed Texas graduation requirements. With award-winning online courses, flexible scheduling, the chance to accelerate, and the opportunity to complete college-level courses, UTHS offers a unique program to help you meet these requirements. These courses are largely structured as *independent learning courses*. Therefore, to be successful, it is essential to be a self-starter who is highly motivated and able to learn independently.

UTHS graduates have been accepted to many private and public institutions, including American University of Paris, Baylor University, Colorado State University, Johns Hopkins University, New York University, Pennsylvania State University, Smith College, Southern Methodist University, Southwestern University, Texas A&M University, University of California at 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.

Contact Us

By Phone:

(866) 361-UTHS

(512) 232-5000

By Email:

edservices@austin.utexas.edu

School Leadership

Beth Cooper, Director III/ Principal

Judith Berrean, Assistant Director/ Assistant Principal

Diane York, School Counselor

Summer Alcauter, Partnerships & Student Services Coordinator

Heather Vaughn, Advanced Academics Coordinator

Pathway to Graduation

Eligibility Requirements

Enrollment into UT High School is available to anyone who wishes to pursue a high school diploma who has either successfully completed 8th grade through an accredited school or program or who has earned passing scores (80%) on the 8th grade Credit by Exam for the four core areas (Language Arts, Math, Science, and Social Studies). You do not have to be admitted to the University of Texas or UT High School to take UTHS courses. Enrollment in online courses does not constitute admission to The University of Texas at Austin or to UT High School.

University of Texas Electronic ID (UT EID)

Upon enrollment, students will be issued a University of Texas at Austin electronic identification code (UT EID). This UT EID is used to access a student's courses. The UT EID and instructions about where and how to set up a password are emailed to the student with the enrollment welcome email. Call the Educational Services department at 512-232-5000 for questions about the password claim process or resetting a password.

Change of Name

University policy is to maintain educational records under each student's full, legal name. If your name is legally changed while you are currently enrolled in UTHS, you can change the name on your permanent school record. To do so, you must complete the Change of Name or Address form, have that request notarized, and supply a copy of the signed court order showing your new legal name.

It is important that you take responsibility for keeping your school record up to date. If you move and fail to provide us with your new the address, you may not receive official notices. We are not responsible for returned materials. You can update your address by phone if you provide your PIN and EID to a Customer Service representative, or you can mail or fax a Change of Name or Address form to our offices. You can access this form here: <https://utexas.box.com/uths-change-name> .

Upon **enrollment**, you will receive a:

- **Transcript analysis**
- **Personal Graduation Plan (PGP)** shows your credits earned, your courses taken, and your courses needed to satisfy diploma requirements. A **Recommended Course Sequence** (page three of the PGP) shows a logical progression of the courses you still need to complete. Refer to this sheet each time you are ready to begin another course. In selecting courses, be careful to complete the first level of the course before advancing to a higher level. If you need additional assistance in selecting courses, call or email the UTHS counselor.

We will send you a welcome packet and a personal academic folder for the PGP and all other UTHS-related documents so that you can chart your progress toward fulfilling graduation requirements. You will be required to sign a PGP Selection Form at the beginning of each new school year.

Course selection and registration

To be considered a full-time student at UTHS, you must maintain enrollment in a minimum of four courses. UTHS staff cannot sign documents for Social Security benefits, work permits, or provide Verification of Enrollment (VOE) for a driver's license if you are not attending full-time. You can start and end courses when you wish. However, keep in mind that to graduate on a typical schedule (four years), it is necessary to complete six or seven courses within the time frame of a typical semester.

As mentioned earlier, it is important to consult your PGP or contact your UTHS counselor before you enroll in a course. When you are certain the courses you wish to take are appropriate for your graduation plan, you can register for courses online at: <https://highschool.utexas.edu/enroll.php> .

Diploma Information

To earn a University of Texas High School (UTHS) diploma, the following requirements must be satisfied:

- Complete the required credits for graduation as mandated by the Texas Education Agency when you first entered the ninth grade;
- Pass the exit-level assessment as mandated by the TEA when first entered the ninth grade: TAKS (Math, English-Language Arts, Science, and Social Studies) **OR** STAAR End-of-Course Exams (English 1, Algebra 1, English 2, Biology, and U.S. History)
- Earn at least 2.0 credits (four courses) through UTHS courses. (*Credit by Exams (CBEs) cannot be substituted for the minimum 2.0 credits.*)
- Earn a minimum of 26 credits

STANDARDIZED TESTS

TAKS Exit-Level Exams

Students who started high school before or in school year 2010-2011 must pass the four TAKS exit-level tests: English-Language Arts, Math, Science, and Social Studies. The TAKS is administered three times a year: spring, summer, and fall. Residents of Texas that have not taken or passed the exit-level TAKS can register online at www.pearsonaccess.com. Click on Texas and out of school TAKS registration. Students are only required to take and pass the remaining sections (if they already passed certain sections). Residents outside of Texas should contact our staff to assist in testing arrangements. Released TAKS test questions can be found at <http://www.tea.state.tx.us/student.assessment/taks/>.

STAAR End-of-Course Exams

Students who started high school in or after school year 2011-2012 must pass STAAR End-of-Course (EOC) exams, which are administered three times per year. There are five tests that students must take after completing the courses:

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

Released test questions can be found at

<http://www.tea.state.tx.us/student.assessment/staar/testquestions/>

*Students who earned the complete credit (both semesters) in any of the STAAR EOC courses in another state are not required to take the EOC. The student must have completed and earned credit for both semesters before this exception applies. Residents of Texas can register online at <http://texasassessment.com/>. Residents outside of Texas should contact our staff to assist in testing arrangements.

ACT / SAT

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

PSAT

If a student has six high school credits, the PSAT National Merit Qualifying Test can be taken for practice each October. To qualify for a spot as a National Merit finalist and a possible scholarship, a student must be classified as

a junior (14 credits). To participate in this test, contact the school counselor for registration materials. It is strongly recommended that a student make initial contact in June to secure a spot for the October test date. Complete the form using the UTHS code 440344. For help preparing for the PSAT, check bookstores for preparation materials.

Graduation: You Made It!

UTHS students graduate throughout the year, not just in the spring. You need to complete the Graduation Application https://highschool.utexas.edu/pathway_to_graduation.php. When your final credit is recorded and application is received, the UTHS registrar will create your final transcript and order your UTHS diploma. You will receive three official copies of your transcript (two sealed) and your diploma about two weeks after your final grade is recorded. If you believe you have met all the UTHS graduation requirements and have not yet received copies of your final transcript or diploma, please contact UTHS (uthscounselor@austin.utexas.edu) to check on 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.

Course Enrollment

How to enroll in Courses

- 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
- Pay at time of enrollment by credit card online or by mail-in enrollment form by credit card, money order, or check

Enrollment in UTHS

There is an initial non-refundable fee of **\$150.00** to enroll in UTHS. Once enrolled as a UTHS student, each course (each course is one semester) costs \$195.00 and must be paid at the time of enrollment. The total cost of completing the program depends upon how many courses are needed to graduate.

Courses

The current cost of a single course is **\$195** per semester or half-credit. This does not include the cost of textbooks (if a textbook is required), lab kits, or proctor fees for the final exam. Most of our courses have the textbook embedded in the course and do not require purchase of an outside text. Students may submit a proctor agreement form to request to take an exam at a variety of sites, but the site and proctor must be approved by the UT High School in advance. The UT DEV Testing Center proctor fee per semester exam is \$30; proctor fees vary among testing centers. Make sure you know all of your testing center’s fees and policies.

Textbooks

Textbook requirements for each course are listed in the course syllabi, which are found on the website under “high school courses.” UTHS does not provide textbooks, and some courses do not require textbooks. When textbooks are required, you can choose where to purchase them. You should refer to the listed ISBN to confirm the correct textbook.

Communication with Instructors

Speedway Courses:

- a. Go to highschool.utexas.edu
- b. Click on **COURSE LOGIN** in the upper right corner.
- c. Click on **Access Your Online Course(s)**.
- d. Click on **Login with your UT EID** (bookmark this for future use).
- e. Enter your UT EID and password.
- f. Speedway will display a complete list of all the Speedway courses in which you are enrolled.

Message Center:

- a. Log into Speedway.
- b. Under each course heading is a link to the Message Center. Click **Message Center** to access your inbox.
- c. You will be able to see any message your instructor has sent to you in the Inbox. All of your messages sent to your instructor will be listed in the Outbox. You can access the Outbox by using the Jump to folder dropdown menu located in the upper right corner.

CBEs

Please see our website for Credit by Exam fees.

Drop Fee

If you drop a course within the first 30 days of enrollment, you will receive a partial refund. Please see our website for current drop fees. If you drop a course after the first 30 days of enrollment, there is no refund.

Course Transfer

Within the first 30 days of enrollment in a course, you are allowed one transfer from one course into another course for a nonrefundable fee. Your original enrollment and deadline will stay the same. See website for fees.

Course Extension Fee

Please see our website for current fees for a 30-day course extension. **Course extensions must be purchased BEFORE the course expires.**

Additional Feedback Request

A student can request additional feedback about a question(s) on the exam and/ or re-grading by filling out the Inquiry Form. Students will be provided Areas of Focus guidance (as it pertains to the questions or topics submitted).

Final Exams

You must visit an official testing center to take your final exams in a proctored setting. This applies to both online and paper versions of the final exams. For more details about the UTHS curriculum—including course syllabi—visit our website: <http://highschool.utexas.edu>, click on Courses and Exams. A review sheet for the final is included in the course.

Policies: Time restrictions

Final Exams **must be taken within 30 days of the date that an exam request is processed.** In addition, the exam must be taken before the end of the course enrollment time period. (That is, on or before the deadline date of the course.) The exam must be requested in time for either the paper exam or the online password to be sent to your testing center and for you to complete the exam. If you do not request the exam with enough time, your course may expire, and you would need to purchase a reinstatement of the course. Use the [student portal](#) to keep track of deadlines. If you have questions, contact the Testing Department at edservices@austin.utexas.edu.

Policies: Dropping a course

If you have NOT taken the final examination, you may drop a course without academic penalty (the course will not appear on your official transcript). If your proctor opens the exam envelope, you may no longer drop the course and a grade will be assigned. If you drop a course more than 30 days after the date that the enrollment was processed, you will not receive a refund.

Procedures: Requesting Final Exams

Students can request a final examination when **ALL course assignments have been turned in and 70% of the assignments have been graded.**

Requesting a final exam:

1. Once all assignments have been completed, the option to Request Exam opens in the course. Click on this.*
2. Download a Proctor Agreement Form if you will not be testing at the UT Testing Center in the Development Building (DEV).
3. Have the proctor at the chosen testing center complete this form and submit it to UTHSrequestFinal@austin.utexas.edu.
4. Schedule the exam. Be sure to do this at least two weeks prior to the expiration date of your course.

*For the following courses, please send an email directly to UTHSrequestFinal@austin.utexas.edu to request the final exam: Fundamentals of Art History, Introduction to Psychology, Journalism A, Journalism B, Music Theory A, Music Theory B, World Geography A, World Geography B, World History A, World History B.

Proctors must be approved by UTHS administrators or staff **before** an exam can be sent. Possible proctors include:

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

Requesting a proctor other than those mentioned above may delay your exam application. Most testing centers require a fee for proctoring an exam. The fees for UT Testing Center DEV in Austin are posted on the website. Fees at other centers vary. You can download the proctor form here: <https://utexas.box.com/uths-proctor-doc>.

UT DEV Testing Center

512.232.5000, option 1 or 888.232.4723

UTHSrequestFinal@austin.utexas.edu

2901 North IH-35, Room 1.400

Austin, TX 78722

(Located by the northeast corner of I-35 and Dean Keaton)

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. These are the UT testing center's guidelines and also apply to most other testing centers in the state. Please check with your testing center about their rules and regulations.

Austin Community College testing centers

- Highland Testing Center
512.22.7400
hlctest@austincc.edu
- Round Rock Testing Center
512.223.0142
rrctest@austincc.edu
- South Austin Testing Center
512.223.9240
satest@austincc.edu

Final Exam Checklist

- Students must complete all assignments before requesting an exam and 70% of the assignments must be graded.
- All final exams must be proctored. This is required for paper AND online finals. The proctor agreement form must be submitted before a test will be provided. Submit proctor agreement forms at least 2 weeks prior to course deadline to ensure the exam can be received and taken before the course expires.
- Students can use an approved proctor in their area. For help, students may contact UTHS at edservices@austin.utexas.edu or 512-232-5000.
- Students must pass a proctored final exam with a minimum score of 70% to earn credit in all UTHS courses. The final exam accounts for 25% of the final course grade.
- Students have two chances to pass the final exam with a minimum grade of 70%. Check our website for associated fees.
- If a student plans to take the final exam at the UT Testing Center, the courses* include a link to request a final exam when the student is eligible for the exam. If a student plans to use another proctoring service, s/he must submit the proctor agreement form. Students must take it before the course expires. The exam is valid up to 30 days from the date of request or the course expiration date, whichever is sooner.

*For the following courses: Fundamentals of Art History, Introduction to Psychology, Journalism A, Journalism B, Music Theory A, Music Theory B, World Geography A, World Geography B, World History A, and World History B email or mail the proctor agreement form directly to the testing center staff as notice that you are planning to take the final exam.

- Each course expires 150 days after purchase. If a student will not have time to complete all assignments and/ or request and complete the final exam before the expiration date, s/he should purchase a 30-day extension. Students can keep track of course deadlines using the student portal on the course login page.

CREDIT BY EXAM (CBE)

Credit by Exam (CBE)

Students who have failed a course or not received credit for a course in which they had previous instruction may recover credit for that course by making a 70% or higher on a **Credit by Exam (CBE)**. A failing grade on a CBE will NOT be applied to a student's transcript or affect the student's GPA. Any passing grades on a CBE will post to the transcript and affect the GPA in the same manner as a course grade. NOTE: The NCAA does not accept CBE credits for eligibility.

Students may attempt to test out of a course for which they do not have prior classroom instruction by taking a **Credit by Exam (CBE)**. To earn credit for the course, a student must score 80% or higher. A failing grade on a CBE will not be applied to a student's transcript or affect his or her academic standing. However, a passing grade will be posted on the student's transcript, and affect his or her GPA in the same manner as a course grade.

A CBE must be taken within 60 days of the enrollment date. If the exam is requested again within the original enrollment period, a nonrefundable fee will be charged (see the Fees section on our website).

COURSE and CBE Extensions

Each course has a time limit of 150 days (completion of assignments and taking the final exam. If more time is needed beyond the initial five-month enrollment to complete a course, a 30-day course extension can be requested. To remain active in the course, the request for the extension must be made BEFORE the original 150-day enrollment period expires. **It is the student's/ parent's responsibility to keep up with each course's expiration date.** The expiration date can be found on the enrollment receipt, on the welcome email, and on the student portal.

Reinstatement and Extension

If a course is incomplete and the request for an extension is not communicated within the deadline (within the 150 days of the course), a "Request to be Reinstated" form can be submitted under the following conditions:

- The course has not been changed;
- The course is still open for enrollment; and
- Payment of a \$100 fee (\$45 reinstatement + \$55 extension)

CBE Extension

If a student is unable to take the exam within 60 days of the enrollment date, a 60-day extension can be requested at https://utdirect.utexas.edu/cee/k16/courseextension/k16_login.WBX

Physical Education Equivalent (PEEQ)

If a 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. The student must be a full-time UTHS student. PE credit cannot be retroactive. The programs must be of high quality and must be supervised by a trained instructor. The UTHS Assistant Principal must approve these programs in advance.

The student must complete the hours/activity after approval has been granted. Only one-half credit per semester can be earned. UTHS policy permits students in grades 9-12 to earn a maximum of two PEEQ credits for graduation.

Grading Policies

Grade Weights	Course Tasks
75%	Assignments
25%	Final Exam

In order to pass a course, a grade of 70% or better must be earned on the final exam. Final exam grades will be posted, even if they are lower than 70%. The lowest possible passing grade for a course is 70%. **Credit will not be given for a course if the final exam score is a failing grade.**

If the first attempt of an exam results in a failing score, re-examination may be an option. A re-examination application will be included with the first notification of a failing grade. A re-exam must be completed before the course expires.

Note: If the re-exam score is passing, the re-exam grade and assignment grades will be averaged to determine the final course grade. If the re-exam score is passing and the assignment grade average is failing, the final course grade will be a maximum of 70% regardless of the final exam 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 (no assignment grades are averaged in).

Grade Reporting

Grade reports are automatically sent to the student when a course grade is posted. On UTHS grade reports, a “Q” indicates that a course has been dropped at the student’s request or that the course was incomplete within the specified time limit. No academic penalty is attached to a “Q.” If all the assignments in a course are complete but the final exam is incomplete, a “Q” will be listed for the course.

UT High School Grading Scale

The following scale is used to compute numerical grades into the mathematically computed score that is used to determine Grade Point Average. The end of semester grade is recorded on the student's transcript, the student's permanent record.

*UT High School does not rank students. Dual Credit, Advanced Placement (AP), and International Baccalaureate (IB) courses are weighted.

Numerical Grade	4.0 Scale (General Education Courses)	5.0 Scale (Advanced Level Courses: dual credit, AP, IB)
100	4	5
99	3.9	4.9
98	3.8	4.8
97	3.7	4.7
96	3.6	4.6
95	3.5	4.5
94	3.4	4.4
93	3.3	4.3
92	3.2	4.2
91	3.1	4.1
90	3	4
89	2.9	3.9
88	2.8	3.8
87	2.7	3.7
86	2.6	3.6
85	2.5	3.5
84	2.4	3.4
83	2.3	3.3
82	2.2	3.2
81	2.1	3.1
80	2	3
79	1.9	2.9
78	1.8	2.8
77	1.7	2.7
76	1.6	2.6
75	1.5	2.5
74	1.4	2.4
73	1.3	2.3
72	1.2	2.2
71	1.1	2.1
70	1	2
69-60	0	1
59 or Below	0	0

Transcript Requests

College applications

Many colleges and universities require student transcripts or other records to be sent directly to their admissions offices from the high school. They will not accept a transcript from the student. If this is the case, contact the UTHS registrar (rocampo@austin.utexas.edu) to request a direct submission of your transcripts to the college(s). When applying to colleges, apply as a student enrolled in a Texas high school, not as a home-schooled student.

Transcripts

For an official, sealed transcript, please email UT High School at edservices@austin.utexas.edu.

Dual Credit Courses Transcripts

For dual-credit courses, the high school credit is applied to your transcript while the college grade is posted to the college or community college transcript. You must request a copy of your college transcript from the registrar's office of the college or community college that you attended (this includes UEX). You should allow enough time (at least one week after receipt of your final grade) for the course to be recorded on your transcript.

Dual Credit Enrollment

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

- You must have approval from the UTHS advisor prior to enrolling in courses. All requests for dual credit courses must be on a form from the community college or university you plan to attend.
- You must be enrolled in at least four UTHS courses at all times. A CBE does not count as a course.

SCHOLASTIC HONESTY

UT High School students are expected to work independently, without direct supervision, and to conduct themselves responsibly in accordance with that freedom. To obtain the greatest benefit from their 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 course work 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.

There are consequences for scholastic dishonesty.

1. First Offense: results in a warning from the instructor and loss of points for the particular portion of the assignment.
2. Second Offense: results in disciplinary action from administrator, contact of parents, and loss of credit for the particular assignment.
3. Third Offense: results in failure of the course (a **grade of 0 on the examination and a 0 for the course grade**).

