Welcome to TTU K-12!

Dear Students and Parents:

Welcome and thank you for choosing Texas Tech University K-12 (TTU K-12) for your educational needs. You are now a part of a long-standing tradition as Texas Tech University has been offering distance learning courses for over 70 years.

It is our pleasure to welcome new and returning students to TTU K-12. Our sincere hope that this will be a productive and satisfying school year for each of you.

The degree of individual success that you attain has a direct relationship with your attitude and effort. We hope that you make the most of this opportunity as you tackle your coursework this year. Your desire to learn and your motivation to complete your education with us are highly commended.

We extend our very best wishes to you as you strive for academic and personal success!

Respectfully,

TTU K-12 Full-Time Programs Administrative Staff

Jim Taliaferro, Ed.D., TTU K-12 Superintendent
Cari Moye, M.Ed., M.A., TTU K-12 Full-Time Diploma Program Principal
Jeff Oldham, M.Ed., TTU K-12 Full-Time Elementary and Middle School Principal
Acknowledgment Form

This document is to be signed and returned by email to ttuk12@ttu.edu or by fax to (806) 742-7288 before the student enrolls in TTU K-12 courses.

**STUDENT OATH.** My academic success and future in the TTU K-12 Full-Time Programs are contingent on how well I follow the policies and procedures within and referred to in this TTU K-12 Full-Time Programs Student Handbook. I understand that they are meant to guide me towards meeting my academic goals and establish parameters to achieve my goals in a timely manner.

I have read and understand the information within and referred to in this TTU K-12 Full-Time Programs Student Handbook.

Therefore, I am aware that it is my responsibility to follow all TTU K-12 policies and procedures. I further understand that if I choose to ignore any of the policies or procedures within or referred to in this TTU K-12 Full-Time Programs Student Handbook, I may be subject to removal from the TTU K-12 Full-Time Programs.

Student Name (print): ____________________________________________

Student Signature: ____________________________________________

Date: ____________________________________________

**PARENT OATH.** As the parent or guardian of a student enrolled in a TTU K-12 Full-Time Program, I have read and understand the policies and procedures within and referred to in this TTU K-12 Full-Time Programs Handbook. I know that it is my responsibility to support my student during the course of this academic program.

Parent Name (print): ____________________________________________

Parent Signature: ____________________________________________

Date: ____________________________________________
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About TTU K-12</td>
<td>6</td>
</tr>
<tr>
<td>TTU K-12 MISSION STATEMENT</td>
<td>6</td>
</tr>
<tr>
<td>TTU K-12 HISTORY</td>
<td>6</td>
</tr>
<tr>
<td>TTU K-12 ACCREDITATION</td>
<td>6</td>
</tr>
<tr>
<td>TTU K-12 Full-Time Elementary Program</td>
<td>7</td>
</tr>
<tr>
<td>CURRICULUM DESIGN</td>
<td>7</td>
</tr>
<tr>
<td>GRADE LEVEL PLACEMENT</td>
<td>7</td>
</tr>
<tr>
<td>COURSE ASSESSMENT AND GRADING</td>
<td>7</td>
</tr>
<tr>
<td>TTU K-12 Full-Time Middle School Program</td>
<td>8</td>
</tr>
<tr>
<td>CURRICULUM DESIGN</td>
<td>8</td>
</tr>
<tr>
<td>GRADE LEVEL PLACEMENT</td>
<td>8</td>
</tr>
<tr>
<td>COURSE ASSESSMENT AND GRADING</td>
<td>8</td>
</tr>
<tr>
<td>HIGH SCHOOL CREDIT COURSES</td>
<td>8</td>
</tr>
<tr>
<td>TTU K-12 Full-Time Diploma Program</td>
<td>9</td>
</tr>
<tr>
<td>HB 5 PERSONAL GRADUATION PLAN</td>
<td>9</td>
</tr>
<tr>
<td>DISTINGUISHED LEVEL OF ACHIEVEMENT</td>
<td>9</td>
</tr>
<tr>
<td>FOUNDATION GRADUATION PLAN</td>
<td>10</td>
</tr>
<tr>
<td>ENDORSEMENTS</td>
<td>10</td>
</tr>
<tr>
<td>NONTRADITIONAL HIGH SCHOOL STUDENTS</td>
<td>10</td>
</tr>
<tr>
<td>PERSONAL GRADUATION PLAN CHECKLIST</td>
<td>11</td>
</tr>
<tr>
<td>State and National Assessments</td>
<td>12</td>
</tr>
<tr>
<td>STAAR GRADE LEVEL ASSESSMENTS</td>
<td>12</td>
</tr>
<tr>
<td>STAAR EOC EXAMS</td>
<td>12</td>
</tr>
<tr>
<td>TAKS AND TAAS EXAMS</td>
<td>12</td>
</tr>
<tr>
<td>PSAT</td>
<td>12</td>
</tr>
<tr>
<td>SAT AND ACT</td>
<td>13</td>
</tr>
<tr>
<td>Full-Time Programs Benefits and Eligibility</td>
<td>14</td>
</tr>
<tr>
<td>VERIFICATION OF ENROLLMENT AND ATTENDANCE (VOE)</td>
<td>14</td>
</tr>
<tr>
<td>STUDENT ID CARDS</td>
<td>14</td>
</tr>
<tr>
<td>TTU K-12 Policies on Student Responsibilities</td>
<td>15</td>
</tr>
<tr>
<td>POLICY ON STUDENT CONDUCT</td>
<td>15</td>
</tr>
<tr>
<td>POLICY ON ACADEMIC INTEGRITY</td>
<td>16</td>
</tr>
<tr>
<td>Enrollment and Course Completion</td>
<td>18</td>
</tr>
<tr>
<td>ENROLLMENT SCHEDULE</td>
<td>18</td>
</tr>
<tr>
<td>PACING AND TIME MANAGEMENT</td>
<td>18</td>
</tr>
<tr>
<td>YEARLY COMMERCE</td>
<td>18</td>
</tr>
<tr>
<td>TTU K-12 Teachers and Staff Contact</td>
<td>19</td>
</tr>
<tr>
<td>TEACHERS CONTACT</td>
<td>19</td>
</tr>
<tr>
<td>COURSE MESSAGING SYSTEM</td>
<td>19</td>
</tr>
<tr>
<td>ACADEMIC ADVISORS</td>
<td>19</td>
</tr>
<tr>
<td>STUDENT SUPPORT TEAM</td>
<td>19</td>
</tr>
<tr>
<td>TEACHERS AND STAFF SCHEDULE</td>
<td>19</td>
</tr>
<tr>
<td>TTU K-12 Course Enrollment</td>
<td>20</td>
</tr>
<tr>
<td>COURSE MANAGEMENT</td>
<td>20</td>
</tr>
<tr>
<td>ASSIGNMENT SUBMISSION</td>
<td>21</td>
</tr>
<tr>
<td>RESUBMISSION OF ASSIGNMENTS</td>
<td>21</td>
</tr>
<tr>
<td>FINAL EXAMS</td>
<td>22</td>
</tr>
<tr>
<td>RETAKING FINAL EXAMS</td>
<td>22</td>
</tr>
<tr>
<td>COURSE EXTENSIONS</td>
<td>22</td>
</tr>
<tr>
<td>TTU K-12 Course Procedures</td>
<td>21</td>
</tr>
<tr>
<td>COURSE GRADES</td>
<td>23</td>
</tr>
<tr>
<td>TRANSFER GRADES</td>
<td>23</td>
</tr>
<tr>
<td>GRADE REPLACEMENT</td>
<td>24</td>
</tr>
<tr>
<td>GRADE DISPUTE</td>
<td>24</td>
</tr>
<tr>
<td>TTU K-12 Grading Policies</td>
<td>23</td>
</tr>
<tr>
<td>REQUESTING A TRANSCRIPT</td>
<td>25</td>
</tr>
<tr>
<td>GRADE POINT CALCULATION</td>
<td>25</td>
</tr>
<tr>
<td>CLASS RANK</td>
<td>26</td>
</tr>
<tr>
<td>TTU K-12 Transcripts</td>
<td>25</td>
</tr>
<tr>
<td>ADDITIONAL FULL-TIME PROGRAM POLICIES</td>
<td>27</td>
</tr>
<tr>
<td>POLICIES ON APPROVED PROCTORS</td>
<td>27</td>
</tr>
<tr>
<td>POLICIES ON CREDIT BY EXAMS (CBES)</td>
<td>27</td>
</tr>
<tr>
<td>CBSE PREPARATION</td>
<td>27</td>
</tr>
<tr>
<td>FOR VALIDATION, ACCELERATION AND RECOVERY</td>
<td>28</td>
</tr>
<tr>
<td>TRANSCRIPTION PROCESS</td>
<td>29</td>
</tr>
<tr>
<td>POLICIES ON DUAL-CREDIT COURSES</td>
<td>29</td>
</tr>
<tr>
<td>DUAL-CREDIT APPROVAL PROCESS</td>
<td>29</td>
</tr>
<tr>
<td>TRANSCRIPTION PROCESS</td>
<td>30</td>
</tr>
<tr>
<td>Hardware and Software Requirements</td>
<td>31</td>
</tr>
<tr>
<td>ADDENDA</td>
<td>32</td>
</tr>
<tr>
<td>TEXTBOOKS</td>
<td>33</td>
</tr>
<tr>
<td>DOCUMENTS</td>
<td>33</td>
</tr>
<tr>
<td>TTU K-12 POLICY GUIDE</td>
<td>33</td>
</tr>
<tr>
<td>(<a href="http://WWW.DEPTS.TTU.EDU/K12/CURRENT-STUDENTS/FORMS/PDFS/POLICIES.PDF">WWW.DEPTS.TTU.EDU/K12/CURRENT-STUDENTS/FORMS/PDFS/POLICIES.PDF</a>)</td>
<td>33</td>
</tr>
</tbody>
</table>

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An EEO/Affirmative Action Institution
About TTU K-12

**TTU K-12 MISSION STATEMENT.** To promote student success – anytime, anywhere – utilizing rigorous and reputable curriculum, excellent instruction, quality customer service, and innovative technologies.

**TTU K-12 HISTORY.** The Texas Tech University High School Program was established by legislative and state board action in 1993 as a “Special Purpose District” designed to educate students with special situations whose educational needs are not adequately met by traditional school districts. In 1998, the Commissioner of Education granted expansion of the program to include kindergarten through 8th grade. Texas Tech University K-12 (TTU K-12) now serves students in kindergarten through 12th grade.

**TTU K-12 ACCREDITATION.** TTU K-12 is accredited by the Texas Education Agency and National Commission for Certifying Agencies (NCCA). All courses and Credit by Exams are aligned with the Texas Essential Knowledge and Skills. TTU K-12 also follows the International Association for K-12 Online Learning standards.

The Texas Essential Knowledge and Skills (TEKS) are state-mandated assessment standards that the TEA has determined to be important for the student to learn and apply throughout a course. All courses and CBEs offered by TTU K-12 are written to the TEKS as established by the TEA. View how courses/CBEs meet the TEKS by looking at the TEKS Tracker next to the course description in the online catalog.

### Contact Information

<table>
<thead>
<tr>
<th>Physical Address</th>
<th>Drane Hall, Texas Tech University 2515 15th Street Lubbock, TX 79409</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td>PO Box 42191 Lubbock, TX 79409</td>
</tr>
<tr>
<td>Phone</td>
<td>1-(800) 692-6877 Monday-Friday, 8 a.m.-5 p.m. CST</td>
</tr>
<tr>
<td>Fax</td>
<td>(806) 742-7288</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:ttuk12@ttu.edu">ttuk12@ttu.edu</a></td>
</tr>
</tbody>
</table>
**TTU K-12 Full-Time Elementary Program**

**CURRICULUM DESIGN.** TTU K-12 elementary courses are designed for parents or tutors working with elementary students in a home environment. The comprehensive, easy-to-follow lesson plans are written by experienced, Texas-certified teachers and do not require a teaching background to use. The comprehensive course guides include clearly written daily assignments as well as worksheets, answer keys, and tests to accompany the assignments. Assignments are written to appeal to students with different learning styles and include application activities that emphasize higher-level thinking skills. All of the Texas Essential Knowledge and Skills (TEKS) are addressed in each of the courses.

The TTU K-12 Full-Time Elementary Program focuses on four disciplines: language arts (reading, grammar, composition, spelling/phonics, and handwriting), science, social studies, and math. Each course consists of two semesters. Each semester offers 75 days of instruction and may be purchased as a grade-level set or as a combination of grade levels to accommodate the needs of multi-level students. All courses have required textbooks which may be purchased at our preferred bookstore, MBS Direct. The required textbooks will be found online. All required course materials are listed in the individual course description.

Beginning in Fall 2017, TTU K-12 will offer its first online elementary courses starting with 4th and 5th grade math. Each course will utilize an electronic textbook and an asynchronous, online format with a proctored exam for each semester.

**GRADE LEVEL PLACEMENT.** Students transferring to the TTU K-12 Full-Time Elementary Program from an accredited public or private school will be placed using the grade level indicated by their previous school. An official transcript or report card will be required for placement.

Students wishing to start kindergarten in the TTU K-12 Full-Time Elementary Program must be five-years-old on or before the day they apply to the program. Students may begin first grade courses after successful completion of an accredited kindergarten program (including TTU K-12 Validation CBEs) or following their sixth birthday.

**COURSE ASSESSMENT AND GRADING.** Students enrolled in TTU K-12 Full-Time Elementary Program will be required to complete and submit written assessments (unit tests) and projects throughout their coursework and submit them for grading through mail or email. Online assignments will be submitted according to the course instructions. They are evaluated and graded by an experienced, Texas-certified elementary teacher and returned to the student with feedback; the grades are recorded at TTU K-12.

Each print subject area includes one proctored exam at the conclusion of the “B semester” course, and each online course (one semester) includes one proctored exam at the conclusion of the course. (Please see section entitled Policies on Approved Proctors.) This exam is NOT a comprehensive final; it is a test over the knowledge and skills the student acquired in the last unit of each subject area. The student must successfully complete the proctored exam(s) to pass the course.

Students in the TTU K-12 Full-Time Elementary Program will receive a report card at the conclusion of each semester. A student in the TTU K-12 Full-Time Elementary Program will receive a report card once they have completed both 1st (A) and 2nd (B) semesters of all four core subjects areas, in their grade level. Upon successful completion of these courses, the student will then be promoted to the next grade level.
TTU K-12 Full-Time Middle School Program

**CURRICULUM DESIGN.** TTU K-12 Middle School Courses are structured as asynchronous, online or print-based courses. (The format of the course is determined by the subject area. Please check the online TTU K-12 Course Catalog for a complete description of each course.) Parents and tutors are strongly encouraged to monitor their student’s progress and course interactions. Students enrolled in the TTU K-12 Full-Time Middle School Program should complete four to five subject areas (eight to ten TTU K-12 courses) per calendar year.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Language Arts, Math, Science, Social Studies</td>
</tr>
<tr>
<td>7</td>
<td>Language Arts, Math, Science, Social Studies, Fine Art*</td>
</tr>
<tr>
<td>8</td>
<td>Language Arts, Math, Science, Social Studies, Fine Art*</td>
</tr>
</tbody>
</table>

(*Students must complete one fine art subject in either seventh or eighth grade.)

**GRADE LEVEL PLACEMENT.** Students transferring to the TTU K-12 Full-Time Middle School Program from an accredited public or private school will be placed using the grade level indicated by their previous school. An official transcript or report card will be required for placement.

**COURSE ASSESSMENT AND GRADING.** Students in the TTU K-12 Full-Time Middle School Program begin asynchronous and online courses in the 6th grade. Each one-semester course requires that the student pass the proctored final exam to pass the course.

Students who are successful in the TTU K-12 Full-Time Middle School Program set aside specific hours each day for their coursework. They set their own deadlines and stay in contact with their teachers (via the course messaging system) and TTU K-12 academic advisor (via phone or email). They are self-motivated and ask questions when they have them. Parents or their representatives MUST log in regularly with their student and guide their learning so that they will begin to develop the study skills and self-discipline necessary for successfully completing online courses.

**HIGH SCHOOL CREDIT COURSES.** Students may enroll in TTU K-12 High School courses upon successful completion of their middle school program of study, which includes the fine arts requirement (re: Texas Administrative Code §74.3). Enrollment into the TTU K-12 High School courses is approved at the discretion of the TTU K-12 high school principal and academic advisor.

Students who are approved to earn high school credits in the TTU K-12 Full-Time Middle School Program will be required to successfully complete the appropriate STAAR EOC Exams. Please refer to STAAR EOC Exams in the State and National Assessments section for more information.
TTU K-12 Full-Time Diploma Program

TTU K-12 students come from different backgrounds, but they all share the common goal of pursuing academic success. The TTU K-12 Full-Time Diploma Program offers a state-accredited alternative to students who need or desire the flexibility of distance education to complete their course work and earn their high school diplomas.

Students may apply and enroll in the TTU K-12 Full-Time Diploma Program at any time throughout the year, and students graduate as soon as all of the requirements are met. Each summer, a commencement ceremony is hosted on the Texas Tech University campus to honor that school year's graduates. Although attending the graduation ceremony is not a requirement, we encourage students to attend when possible.

TTU K-12 academic advisors will make every effort to transfer credits from accredited public or private school as allowed by Texas Education Agency (TEA) policies and the Texas Essential Knowledge and Skills (TEKS). An official transcript or report card will be required for credit transfer.

TTU K-12 Full-Time Diploma Program students generally complete a total of six to seven credits per year (12-14 courses). To maintain an active status in the program, students are required to remain enrolled in at least four courses at all times and regularly submit assignments. At a minimum, students are expected to stay with the proper grade level for their age. Please refer to the Pacing and Time Management section for more information.

All students graduating from the TTU K-12 Full-Time Diploma Program must earn their last 2.5 credits through successful completion of five TTU K-12 courses. Credit by Exams (CBEs) and dual-credit courses are not considered TTU K-12 courses.

Students in the TTU K-12 Full-Time Diploma Program wishing to earn high school credit for courses successfully completed at a local college or university should discuss their interest in dual-credit with the TTU K-12 academic advisor at least one traditional semester in advance of the college enrollment date.

Credit by Exams are available to students in the TTU K-12 Full-Time Diploma Program for credit recovery or acceleration. Please refer to the Credit by Exams section for more information about district and state policies. Students interested in earning credit through successful completion of CBEs should contact their TTU K-12 academic advisor to discuss the student’s eligibility.

Please refer to the section on State and National Assessments for additional graduation requirements.

HB 5 PERSONAL GRADUATION PLAN. House Bill 5 (HB 5), passed by the 83rd Texas Legislature and signed by the governor, provides for a new set of graduation plans for Texas students. These graduation plans consist of a Foundation Graduation Plan for every Texas student and five endorsements from which students may choose, depending on their interests.

Students in the TTU K-12 Full-Time Diploma Program who enrolled in ninth grade during the 2014-15 school year or after must complete the Foundation Graduation Plan, and college-bound students must complete an endorsement and the Distinguished Level of Achievement.

DISTINGUISHED LEVEL OF ACHIEVEMENT. All students graduating from the TTU K-12 Full-Time Diploma Program on the Foundation with Endorsement Graduation Plan will also earn the Distinguished Level of Achievement allowing them to compete for Top 10% automatic admissions at any Texas public university and positioning them to be among those first in line for a TEXAS Grant should they qualify financially.

Students admitted into the TTU K-12 Full-Time Diploma Program as a ninth grader will automatically be scheduled in courses to meet the Distinguished Level of Achievement. Students and parents should speak to their TTU K-12 academic advisor about any concerns regarding their graduation plan.
FOUNDATION GRADUATION PLAN. Students in the TTU K-12 Full-Time Diploma Program will complete four credits in English and three credits in each math, science, and social studies in addition to two credits of the same language other than English, one fine arts credit, one physical education credit, and at least five elective credits including one-half credit of communications and speech for a total of 22 credits.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
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<tr>
<td>Math</td>
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</tr>
<tr>
<td>Science</td>
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</tr>
<tr>
<td>Social Studies</td>
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</tr>
<tr>
<td>Same language other than English</td>
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</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Communications and Speech</td>
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</tr>
<tr>
<td>Elective</td>
<td>4.5</td>
</tr>
</tbody>
</table>

| TOTAL                                | 22      |

Students may not select the Foundation Plan without an endorsement without prior approval from their TTU K-12 academic advisor. All ninth and tenth graders MUST select an endorsement, but they may be allowed to opt for only the Foundation Plan after tenth grade with parental consent.

ENDORSEMENTS. In addition to the 22 credits earned on the Foundation Plan, college-bound students in the TTU K-12 Full-Time Diploma Program will complete one advanced course credit in each math and science and two credits of targeted electives. Each endorsement option offered by TTU K-12 has one to four required electives to meet the endorsement.

Currently, TTU K-12 offers the endorsements in STEM, business and industry, arts and humanities and multidisciplinary studies. Please refer to the TTU K-12 Personal Graduation Plan Checklist for specific courses required for each endorsement.

Because many online students transfer from other programs, TTU K-12 academic advisors guide students through the endorsement selection process and help them choose an endorsement that best fits their interests and existing credits. Students may change their endorsement at any time prior to graduation; however, students should be aware that changes to their endorsement could result in added required courses.

For more information on current Texas graduation requirements, please visit the Texas Education Agency (TEA) website at tea.texas.gov/graduation.aspx.

NONTRADITIONAL HIGH SCHOOL STUDENTS. Due to the asynchronous courses offered by TTU K-12, many adults are given the opportunity to complete their high school diploma through the TTU K-12 Full-Time Diploma Program. TTU K-12 academic advisors evaluate transcripts for nontraditional high school students based on the year they enrolled in ninth grade courses.

Students who enrolled in ninth grade after 2007-08 school year and before the 2014-15 school year must complete the 26 credit Recommended High School Program (RHSP) or the 22 credit Minimum High School Program (MHSP), and they will be required to meet the state testing requirements for their graduation plan. In some cases, these students may be permitted to graduate on the Foundation Graduation Plan or the Foundation with Endorsement Graduation Plan and earn a Distinguished Level of Achievement.

Please contact a TTU K-12 Senior academic advisor at ttuk12@ttu.edu for information on graduation plans, and refer to the section on State and National Assessments for additional graduation requirements.
## Personal Graduation Plan Checklist

### Foundation Plan
- **22 Credits**
  - **English Language Arts (4 credits)**
    - English 1 (Semesters A and B)
    - English 2 (Semesters A and B)
    - English 3 (Semesters A and B)
    - English 4 (Semesters A and B)
    - Or approved alternatives
  - **Mathematics (3 credits)**
    - Algebra 1 (Semesters A and B)
    - Geometry (Semesters A and B)
    - Advanced Math (Semesters A and B)
    - (Algebra 2 required for STEM endorsement)
  - **Science (3 credits)**
    - Biology (Semesters A and B)
    - IPC or Advanced Science (Semesters A and B)
    - Advanced Science (Semesters A and B)
    - (Chemistry and Physics required for STEM endorsement)
  - **Social Studies (3 credits)**
    - World Geography OR World History (Semesters A and B)
    - U.S. History (Semesters A and B)
    - Government (0.5)
    - Economics (0.5)
  - **Language Other Than English (2 credits)**
    - Level 1 (Semesters A and B)
    - Level 2 (Semesters A and B)
  - **Fine Arts (1 credit)**
    - Fine Art (Semesters A and B)
  - **Physical Education (1 credit)**
    - Physical Education (Semesters A and B)
  - **Electives (5 credits)**
    - Communication Applications (0.5)
    - Elective (0.5)
    - Elective
    - Elective
    - Elective

### Required Endorsements
- **Minimum of 26 Credits**
  - Students must choose one or more endorsements. A sample of the required courses for each endorsement is outlined below. Students should contact their advisor for a customized graduation plan.
  - **MULTIDISCIPLINARY STUDIES**
    - Mathematics (+1 credit)
      - Advanced Math (Algebra 2 required)
    - Science (+1 credit)
      - Advanced Science
        - (Physics and Chemistry recommended)
    - Social Studies (+1 credit)
      - World Geography OR World History
      - Elective (+1 credit)
        - Elective
  - **ARTS AND HUMANITIES (OPTION A)**
    - Mathematics (+1 credit)
      - Advanced Math (Algebra 2 required)
    - Science (+1 credit)
      - Advanced Science
        - (Physics and Chemistry recommended)
    - Social Studies (+2 credit)
      - World Geography OR World History
      - Psychology (0.5)
      - Sociology (0.5)
  - **ARTS AND HUMANITIES (OPTION C)**
    - Mathematics (+1 credit)
      - Advanced Math (Algebra 2 required)
    - Science (+1 credit)
      - Advanced Science
        - (Physics and Chemistry recommended)
    - Language Other Than English (+2 credits)
      - Level 1 of Second Language
      - Level 2 of Second Language
  - **STEM (SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS)**
    - Mathematics (+1 credit)
      - (Algebra 2 required prerequisite)
    - Science (+2 credits)
      - (Chemistry and Physics required)
    - Environmental Systems
    - Astronomy
    - Electives (+1 credit)
      - Elective
  - **BUSINESS AND INDUSTRY**
    - Mathematics (+1 credit)
      - Advanced Math (Algebra 2 required)
    - Science (+1 credit)
      - Advanced Science (Physics and Chemistry recommended)
    - Electives (+2 credit)
      - Principles of Information Technology
        - (replaces one elective choice of the Foundation Plan)
      - Digital and Interactive Media
      - Web Design

### STAAR EOC Exams Required for Graduation:
- English 1 • English 2 • Algebra 1 • U.S. History • Biology
State and National Assessments

**STAAR Grade Level Assessments.** It is recommended that students enrolled in the TTU K-12 Full-Time Elementary and Middle School Programs take the appropriate grade level STAAR assessments in the spring at a local, Texas public or charter school. For grades 3 through 8, the STARR will assess the following:

<table>
<thead>
<tr>
<th>Grade 3</th>
<th>Grade 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading, Math</td>
<td>Reading, Math</td>
</tr>
<tr>
<td>Grade 4</td>
<td>Grade 7</td>
</tr>
<tr>
<td>Reading, Math, Writing</td>
<td>Reading, Math, Writing</td>
</tr>
<tr>
<td>Grade 5</td>
<td>Grade 8</td>
</tr>
<tr>
<td>Reading, Math, Science</td>
<td>Reading, Math, Science, Social Studies</td>
</tr>
</tbody>
</table>

Retest opportunities for Grade 5 Reading and Math and Grade 8 Reading and Math are available in May and June.

Please contact the TTU K-12 testing coordinator at ttuk12@ttu.edu for student specific requirements and assistance registering.

**STAAR EOC Exams.** Students are required to pass five State of Texas Assessments of Academic Readiness (STAAR®) End-of-Course (EOC) exams to meet graduation requirements. Exceptions may apply.

- Algebra I
- English I (Reading/Writing)
- English II (Reading/Writing)
- Biology
- US History

Please contact the TTU K-12 testing coordinator at ttuk12@ttu.edu for student specific requirements and assistance registering.

Students may register online by visiting www.TexasAssessment.com and selecting “STAAR OOD/OOS Registration Form”. The registration form will include a location and test date and time for each exam. Texas Tech University High School Diploma Program MUST be listed as your Home District.

**TAKS and TAAS Exams.** Nontraditional high school students in the TTU K-12 Full-Time Diploma Program may be required to successfully complete the Texas standardized test required for their graduation plan. Visit tea.texas.gov/graduation.aspx for more information.

Please contact the TTU K-12 testing coordinator at ttuk12@ttu.edu for student specific requirements.

**PSAT.** For students who have earned 6.0 high school credits, the PSAT National Merit Qualifying Test may be taken for practice each October. To qualify for a spot as a National Merit Finalist and a possible scholarship, you must be classified as a junior in the TTU K-12 Full-Time Diploma Program (13.0 high school credits).

To participate in this test, students should contact the TTU K-12 testing coordinator at ttuk12@ttu.edu for more information and registration materials. Contact is recommended in June, well in advance of the mid-October test date. PSAT can be taken in 10th and 11th grades. Information regarding this process can be found at www.collegeboard.org.
**SAT AND ACT.** Students classified as a junior in the TTU K-12 Full-Time Diploma Program should prepare to take the SAT and/or ACT. Contact the TTU K-12 testing coordinator at ttuk12@ttu.edu for more information and registration materials.

SAT and ACT scores sent to Texas Tech University do not come to the offices of TTU K-12. Students should notify their TTU K-12 academic advisor and testing coordinator of their intent to take the exam and send an official score report to the TTU K-12 registrar's office.

**SAT Registration** - [www.collegeboard.org](http://www.collegeboard.org)
Use Texas Tech University High School code 444357.

**ACT Registration** - [www.act.org](http://www.act.org)
Use Texas Tech University High School code 444357.
Full-Time Programs Benefits and Eligibility

TTU K-12 offers a unique experience by offering asynchronous courses to students who are unable or do not wish to attend the traditional classroom setting. For this reason, TTU K-12 uses course progress to assess attendance for VOE (Verification of Enrollment) and other required documentation. While it is understood that our students work on a personalized schedule, they are expected to maintain grade level and make progress toward a high school diploma.

To complete and retain admission as a student in a TTU K-12 Full-Time Program, students must be enrolled in a minimum of four TTU K-12 courses (dual-credit and CBEs excluded), adhere to student responsibilities and conduct, and maintain adequate progress to stay on grade level.

<table>
<thead>
<tr>
<th>TTU K-12 Courses per Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades K-5</td>
</tr>
<tr>
<td>Grades 6-8</td>
</tr>
<tr>
<td>Grades 9-12</td>
</tr>
</tbody>
</table>

**VERIFICATION OF ENROLLMENT AND ATTENDANCE.** Students and parents wishing to receive a Verification of Enrollment and Attendance (VOE) for any purpose including requesting a driver’s permit, receiving Social Security benefits or child support, avoiding truancy in their local district, or legal documentation that the student is enrolled and attending a TTU K-12 Full-Time Program, MUST meet the benefit eligibility requirements as outlined above. In addition, they must be submitting coursework weekly in at least four courses.

Students may request a Texas Department of Public Safety (DPS) VOE Form or an official letter verifying enrollment and attendance from their TTU K-12 academic advisor. TTU K-12 administration and staff reserve the right to deny verification of enrollment and attendance to any student who has not maintained adequate progress to stay on grade level. Students should request a verification of enrollment by emailing their TTU K-12 academic advisor and allow at least two working days for progress review.

If denied a Verification of Enrollment and Attendance, the student’s TTU K-12 academic advisor will work with them to outline a progress intervention plan to meet the requirements necessary to receive a VOE in the future.

**STUDENT ID CARDS.** TTU K-12 student ID cards are recommended for all students in TTU K-12 Full-Time Programs. The card benefits students by providing student authentication for state and national testing, final exam proctoring services, and school attendance verification. TTU K-12 students can proudly display their ID and identify themselves as part of the Red Raider family!

The TTU K-12 Identity Verification Form is available from the student’s TTU K-12 academic advisor and will require a passport-style photo and notarization. Students will receive their first, complimentary ID card from the Texas Tech University ID Office within a few weeks of submitting their completed form. There is a replacement card fee for any future cards; however, the replacement fee will be waived if the student is transitioning between TTU K-12 Full-Time Programs.
TTU K-12 Policies on Student Responsibilities

The degree of individual success that a student attains has a direct relationship with the attitude and effort they put forth. Students should carefully read all course materials, and it is particularly important to read each course introduction before beginning coursework. The course introduction contains information and expectations to assist students in obtaining academic success in each course.

Students should also:

- **Manage time** wisely – keep an academic calendar, be aware of deadlines, etc.
- Carefully read and make sure they understand all assignments.
- **Maintain contact with their teachers.**
- Complete assignments according to the specific directions given.
- Maintain satisfactory progress in all courses.

Students participating in TTU K-12 online courses are responsible for their own **time management**. They must complete assignments and final exams before deadlines expire and communicate with their teachers regularly. As a general rule, students should expect to spend a total of 90-120 hours per course enrollment.

Since TTU K-12 courses are asynchronous, the amount of time spent in a course depends on the student’s previous knowledge and skills (both in the course content area and in learning in general), interest in a subject, and level of self-discipline. Parents and tutors may need to teach and guide students regarding **time management** and study skills.

Students or their representative (a guardian, such as an aunt, uncle, foster parent, etc.) must have reliable Internet access and basic computer skills. Unfamiliarity with computers can have a detrimental impact on student performance in the online learning environment. Please refer to the section regarding minimum **hardware and software requirements**.

Students are required to inform TTU K-12 of any changes in contact information, including mailing address, phone number, and email address.

**POLICY ON STUDENT CONDUCT.** Students are responsible for their personal conduct and behavior. A distance education course, online or in print, carries the same expectations as a course in a traditional classroom. The teacher is tasked with monitoring and evaluating student conduct and behavior, and students will be held accountable for their words and actions.

Behavior or language not appropriate for a traditional classroom is likewise not appropriate in a TTU K-12 course. This includes, but is not limited to, the use of profanity and the refusal to complete assignments. By enrolling in a course or CBE, the student has entered into an agreement with TTU K-12 to refrain from the use of profanity, in both written and oral communication, and to behave in an appropriate and respectful manner at all times.

The use of profanity, refusal to complete assignments, or completion of assignments in a frivolous or belligerent manner may result in the student receiving a zero for the assignment(s) and could result in the student being dropped from the course without refund. Where appropriate, instances of abusive student behavior will be reported to the TTU K-12 Full-Time Program administration and may result in the student being removed from the TTU K-12 Full-Time Program.
POLICY ON ACADEMIC INTEGRITY. It is the aim of TTU K-12 to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present any work they have not honestly performed as their own is regarded by TTU K-12 as a serious offense and renders the offenders liable to serious consequences.

As a part of Texas Tech University (TTU), the TTU K-12 student conduct policy is aligned with the university’s student policy regarding academic integrity. The following policy statement regarding academic dishonesty is taken from the TTU student conduct policy:

Academic Dishonesty includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the teacher or the attempt to commit such an act).

Cheating includes, but is not limited to, the following:

1. Copying from another student’s coursework or test.
2. Using materials during a test that have not been authorized. These may include but not be limited to textbooks, the Internet, or class notes.
3. Failing to comply with instructions given by the proctor administering the test.
4. Possessing materials during a test that are not authorized, such as class notes or specifically designed “crib notes.” The presence of unauthorized textbooks or electronic devices (including but not limited to cell or smart phones) constitutes a violation.
5. Using, buying, stealing, transporting, or soliciting in whole or in part the contents of an un-administered test, test key, homework solution, or computer program.
6. Collaborating with, seeking aid or receiving assistance from another student or individual during a test or in conjunction with an assignment without authority.
7. Discussing the contents of an examination with another student who will take the examination.
8. Divulging the contents of an examination for the purpose of preserving questions for use by another.
9. Substituting for another person or permitting another person to substitute for oneself to take a course, a test, or any course related assignments.
10. Paying or offering money or another valuable to, or coercing another person to obtain an un-administered (or information about) test, test key, homework solution, or computer program.
11. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
Plagiarism includes, but is not limited to, the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression or media, and presenting for credit that material as one's own academic work. Any student who fails to give credit for quotations or for an essentially identical expression of material taken from books, encyclopedias, magazines, Internet documents, reference works or from the themes, reports or other writings of a fellow student is guilty of plagiarism.

Collusion includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on academic dishonesty.

In cases of academic dishonesty, TTU K-12 will take appropriate action. Before taking such action, however, the teacher will attempt to discuss the matter with the student. If cheating is suspected, the teacher will not submit a grade until the situation has been investigated by TTU K-12.

Failure to maintain academic integrity on assignments could result in failure of the assignments and may result in failure of the course. Cheating on a final exam will result in the failure of the course.

TTU K-12 reserves the right to cancel an enrollment at any time, for reasons including, but not limited to, plagiarism, dishonesty, falsifying documents, cheating, or other acts deemed as a lack of academic integrity.

Please see the online TTU K-12 Policies Guide for additional information.
Enrollment and Course Completion

**ENROLLMENT SCHEDULE.** TTU K-12 offers open enrollment that allows students to enroll at any time and work at their own pace. TTU K-12 courses are asynchronous, coursework is available to students at any time of day, 365 days per year.

**PACING AND TIME MANAGEMENT.** TTU K-12 does not operate on a semester basis; therefore, courses are asynchronous, and all assignments have flexible due dates. For this reason, students should develop personal time management plans to maintain steady progress toward course completion.

Courses automatically expire after six months, but can be extended for a fee. Please refer to the section on [Course Extensions](#) for more information. Courses will not be available to the student for more than one year from the original enrollment (purchase) date.

Although the minimum required course enrollment is four and the course enrollment period is six months, students in the TTU K-12 Full-Time Programs should plan to complete four to six courses every three to four months. Students generally complete a total of twelve to fourteen courses per year. At a minimum, students are expected to stay with the proper grade level for their age. Students can advance but we do not want students falling behind.

Please see the Curriculum Design sections for grade level requirements in the TTU K-12 Full-Time Elementary and Middle School Programs.

If students need a final course grade to meet a specific deadline, they should plan to take the final exam at least 30 days prior to that deadline. Students must plan and allot time for course completion – **online courses cannot be completed in less than 30 days and print courses cannot be completed in less than 60 days**. When planning their time, students should allow five calendar days for grading and processing each assignment and at least ten days for the final grade to post after successful completion of the final exam.

For guidance in customizing a student’s academic schedule, please contact a TTU K-12 academic advisor.

**YEARLY COMMENCEMENT.** TTU K-12 celebrates graduates from the Full-Time Diploma Program each year during the traditional graduation season. A schedule for upcoming graduation ceremonies can be found on the [Prepare for Graduation page](#) on the TTU K-12 website. Please refer to that [page](#) and resources sent via mail and email to seniors, and TTU K-12 academic advisors for more information.

The TTU K-12 graduating class closes on the Friday before the yearly commencement ceremony (the graduation date will be posted on the [Prepare for Graduation page](#)). Graduating seniors should plan to complete their coursework and final exams at least two weeks in advance of this date to ensure they are included in their desired graduating class. TTU K-12 will do everything possible to help students meet reasonable deadline requests, but please remember that teachers must have sufficient time to grade assignments.

TTU K-12 Full-Time Diploma Program offers class rings, announcements, invitations and caps and gowns through Herff Jones Company - West Texas Graduation Services by phone at (806) 744-7337, by fax to (806) 744-1744, or by email to [WTGradServices@aol.com](mailto:WTGradServices@aol.com). More detailed information is made available to seniors in February of each year.
TTU K-12 Teachers and Staff Contact

**TEACHERS CONTACT.** Students’ first point of contact for course content, grading, or feedback questions is the course teacher. Upon enrolling in each course, a student or their parent will receive an email with their teacher’s name from TTU K-12. If you do not receive the email within one working day of enrolling, please contact the Student Services Team at (800) 692-6877 to confirm your enrollment was approved.

Students in online courses should always contact their teachers through the course messaging system, and students in print courses should follow the teacher contact guidelines in the course material.

Students will introduce themselves to their teacher in the main forum in the course.

**COURSE MESSAGING SYSTEM.** Students in online courses should always contact their teachers through the TTU K-12 messaging system used in the course Learning Management System (LMS).

**ACADEMIC ADVISORS.** Each student in the TTU K-12 Full-Time Programs will be assigned a TTU K-12 academic advisor based on the student’s last name. Academic advisors are available in the TTU K-12 offices on a full-time staff schedule and are reachable in person, by phone, or by email.

**STUDENT SUPPORT TEAM.** The TTU K-12 Student Support Team processes enrollments, extensions, and exam requests, posts course grades, and answers a range of support inquiries. They are available in the TTU K-12 offices Monday through Friday, 8:00 a.m. to 5:00 p.m. CST by phone at (800) 692-6877 or by email to ttuk12@ttu.edu.

**TEACHERS AND STAFF SCHEDULE.** TTU K-12 teachers are available for students five days per week, but they set their own daily schedule based on their instruction load. Full-time TTU K-12 staff are available under Texas Tech University policy Monday through Friday from 8:00 a.m. to 5:00 p.m. CST.

All TTU K-12 teachers and staff are given holidays based on the Texas Tech University Staff Calendar. This calendar is updated annually in June and can be found on the university website.
TTU K-12 Course Enrollment

**ADVISOR APPROVAL.** Students enrolled in a TTU K-12 Full-Time Program must receive approval from their TTU K-12 academic advisor for enrollment in any course or CBE.

Students should refer to their graduation plan for approved courses. Approval for online enrollments submitted over the weekend will be made on the following business day. Failure to obtain approval could result in withdrawal from the course.

If you do not receive an approval email within one working day of enrolling, please contact the Student Services Team at (800) 692-6877 to confirm your enrollment was approved.

**COMPLETION TIME.** Students have six months from the date of purchase to complete a course.

It is important that students have the benefit of teacher feedback on assignments submitted; therefore, online courses cannot be completed in less than 30 days and print courses cannot be completed in less than 60 days.

If enrolling in two or more courses at the same time, the expiration date will be the same for all courses. Students are advised not to enroll in both semesters of a course (A and B) simultaneously.

Courses automatically expire after six months, but can be extended for a fee. Please refer to the [Course Extensions](#) section for more information. Courses will not be available to the student for more than one year from the original enrollment (purchase) date.

**DROP/RE-ENROLL AND WITHDRAWAL POLICIES.** Within 30 days after enrollment, a student may drop and re-enroll in another course for a fee provided the student has not begun the coursework. After 30 days of enrollment, a student may not drop and re-enroll in another course – they will have to purchase a new course.

A student may withdraw from a course and receive a partial refund if the student completes the online [Withdrawal Request Form](#) in the first 30 days of enrollment and has not begun coursework. Please refer to Refund Policy in the [TTU K-12 Policy Guide](#) for more information.

The most current information on [tuition and fees](#) can be found on the TTU K-12 website.

**TEXTBOOKS.** Textbooks are required for most TTU K-12 courses. Students must purchase textbooks and/or required course materials prior to starting the course and textbooks should be in your possession when you start your coursework. Textbooks can be purchased at our approved vendor, [MBS Direct](#).
TTU K-12 Course Procedures

**COURSE PARTICIPATION.** Students are advised to log in to the TTU K-12 Portal within the first two days after enrolling. Students are expected to read all of the “Introduction” and “Course Navigation” material for each course.

Students must “attend” courses on a regular basis through regular student participation. Students are expected to participate in each graded and ungraded instructional item in a course including reading material, videos, presentations, practice exercises, discussion boards and forums, communication with teachers, quizzes, assignments, and follow up on feedback posted to assignment submissions.

Every part of a course is important. Students are discouraged from “skipping around” in the course content. Some online courses provide a checklist to the right of each action item in the course, and parents are encouraged to regularly monitor their student’s progress. For courses that do not include the checklist feature, it is recommended that students print the course home page or create their own checklist.

Students who are successful in the TTU K-12 Full-Time Programs set aside specific hours each day for their coursework. They set their own deadlines and stay in contact with their teachers (via course messaging) and TTU K-12 academic advisor (via phone or email). They are self-motivated and ask questions when they have them.

Students should be aware of all policies related to TTU K-12 and TTU K-12 Full-Time Programs including policies regarding student responsibilities, student conduct, and academic integrity.

**ASSIGNMENT SUBMISSION.** Students should not submit more than one assignment at a time to ensure they receive teacher feedback for each assignment. Course progression has been implemented in many online courses which limits a student’s access to future assignments until the current assignment has been completed.

TTU K-12 online courses cannot be completed in less than 30 days. Teachers must have sufficient time to grade and provide feedback on assignments. Feedback for online assignments can be found on the assignment submission page.

Students in print courses should make a copy of their assignments before submitting them by mail. Print assignments without the corresponding cover sheet will not be accepted. TTU K-12 is not responsible for assignments and exams lost in transit. Assignments and exams mailed overnight at the student’s expense will only reduce the mail delivery time.

Posted grades for print courses will be available in the student’s TTU K-12 Portal. Teacher feedback on assignments will be mailed to the student, unless it is feasible to submit it by email. This may depend on file size and the type of project the student has submitted.

**RESUBMISSION OF ASSIGNMENTS.** Assignments that earned a score of below 70% may be resubmitted at the teacher’s discretion. Teachers will notify a student if they are required to resubmit all or a portion of an assignment. Students may also initiate the resubmission by contacting their teacher.

If a resubmission is allowed, students will only be permitted one resubmission per assignment. Assignments cannot be resubmitted after the final exam has been completed.
**FINAL EXAMS.** All final exams must be administered in the presence of an approved proctor. Exams will be sent directly to the approved proctor.

Online and print exam requests may be made after all assignments for the course have been submitted for grading. Request online exams two to three working days before you want to take the exam, and request mailed exams for online math and print courses five to seven working days before your exam date.

Final exams must be taken before the course expiration date or an extension will need to be purchased, even in the event that a student’s proctor is not available for the exam. Students should plan ahead!

**RETAking FINAL EXAMS.** Students must pass the final exam with a score of 70% or better to pass the course. A final exam may be retaken one time for a fee, and a course extension must also be purchased if the exam retake cannot be taken prior to the expiration date. The online Final Exam Retake Request should be submitted online.

**COURSE EXTENSIONS.** If the course expires prior to completion, students may purchase an extension. Extensions may be requested by completing the online Extension Request Form. TTU K-12 offers two types of extensions:

1. Short-term extensions extend the course for 30 days from the expiration date (not the date the extension was purchased). Students may purchase multiple short-term extensions, but the course will permanently expire one year from the original purchase date.

2. Long-term extensions extend the course to be open for the amount of time remaining to a maximum of one year from the original purchase date. Students are only allowed to purchase one long-term extension per course.

Courses cannot be extended past one year from the original enrollment date, and the student will be required to re-enroll in the course. Assignments cannot be retained by TTU K-12 in the event of a student re-enrolling in a course.

Students should contact their TTU K-12 academic advisor with payment information to re-enroll in courses. Re-enrollments cannot be completed online at this time.
TTU K-12 Grading Policies

**COURSE GRADES.** Students in TTU K-12 courses must pass the final exam to pass the course. If the final exam score is 70% or higher, the final course grade will consist of the assignment grade average and the final exam score as follows:

- The final exam grade counts as 25% of the final course grade.
- The assignment average counts as 75% of the final course grade.
- Passing the final exam but having a low assignment average could still result in a failing grade for the course.

Students should allow enough time for the course grade to be recorded before making a request for a grade report. Only completed courses are officially reported and recorded. There is no academic penalty for failure to complete a course.

Important: Failing to score 70% or better on the final exam will result in a failing grade for the course. Please note:

- Assignment grades will not be averaged with the final exam score.
- The final course grade will reflect the final exam grade.

**TRANSFER GRADES.** TTU K-12 academic advisors will make every effort to transfer grades and credits from accredited public or private schools as allowed by Texas Education Agency (TEA) policies and the Texas Essential Knowledge and Skills (TEKS). An official transcript or report card will be required for credit transfer.

Grades transferred from public and private schools that use a letter-based grading system will be converted as follows:

<table>
<thead>
<tr>
<th>A+ = 100</th>
<th>B+ = 89</th>
<th>C+ = 79</th>
<th>D+ = 74</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 95</td>
<td>B = 85</td>
<td>C = 77</td>
<td>D = 72</td>
</tr>
<tr>
<td>A- = 92</td>
<td>B- = 82</td>
<td>C- = 75</td>
<td>D- = 70</td>
</tr>
</tbody>
</table>

_Dual-credit_ courses are graded according to the Texas Tech University grading system as follows:

<table>
<thead>
<tr>
<th>College or University Grade</th>
<th>TTU K-12 High School Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95</td>
</tr>
<tr>
<td>B</td>
<td>85</td>
</tr>
<tr>
<td>C</td>
<td>77</td>
</tr>
<tr>
<td>D</td>
<td>72</td>
</tr>
<tr>
<td>F</td>
<td>69</td>
</tr>
</tbody>
</table>
Honors credit will be given for all dual-credit courses and can be transferred from accredited schools.

**GRADE REPLACEMENT.** Students in the TTU K-12 Full-Time Diploma Program who do not earn credit for a course or Credit by Exam (CBE) due to a failing grade may replace the failing grade by repeating the course or CBE. The highest grade will be recorded on the transcript and will be counted toward the grade point average (GPA). The grade to be replaced must be from a course or CBE taken through TTU K-12. Transfer grades from another school may not be replaced.

**GRADE DISPUTES.** If a student or parent feels an assignment or final grade for a course is incorrect, they should first contact the course teacher with their concern. If the student or parent is not satisfied with the outcome of that discussion, they should then contact TTU K-12 Administration by emailing ttuk12@ttu.edu with their concerns. This contact must be made within 30 days of the grade posting. After 30 days, the grade will be final and adjustments cannot be made.
TTU K-12 Transcripts

REQUESTING A TRANSCRIPT. Students must be a current or former student in a TTU K-12 Full-Time Program and have successfully completed at least one TTU K-12 course (dual-credit and CBEs excluded) to be eligible to receive a transcript. If a student is not eligible to receive an official transcript, an official report card, letter from the registrar, and/or grade report will be sent in place of an official transcript.

Transcript requests should be made using the online Transcript Request Form and a fee will apply. Please allow two working days for transcript requests to be processed.

GRADE POINT CALCULATION. A TTU K-12 Full-Time Diploma Program student’s GPA is computed by using the following guidelines:

1. All accredited TTU K-12 courses taken by a student that apply to graduation will be used to compute the GPA, excluding any approved PE Substitution (SUBPRO) credits and local credit courses.

2. TTU K-12 awards honors credits to all students successfully completing Pre-Calculus, Spanish 3, Chemistry, and Physics through TTU K-12 courses.

3. The following points will be assigned to each numerical grade:

<table>
<thead>
<tr>
<th>Numerical Grade</th>
<th>Alphabetic Grade</th>
<th>Points for Regular Courses</th>
<th>Points for Honors, AP, and Dual-Credit Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
<td>4.0</td>
<td>5.0</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
<td>3.0</td>
<td>4.0</td>
</tr>
<tr>
<td>75-79</td>
<td>C</td>
<td>2.0</td>
<td>3.0</td>
</tr>
<tr>
<td>70-74</td>
<td>D</td>
<td>1.0</td>
<td>2.0</td>
</tr>
<tr>
<td>0-69</td>
<td>F</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

4. All grades, except local credit courses and courses scored on a pass/fail scale (e.g., SUBPRO), transferred to the TTU K-12 Full-Time Diploma Program from another accredited school will be used in computing the final GPA.

   If a student has failed a previous transfer course, the student may take the course again with the TTU K-12 Full-Time Diploma Program in order to earn credit for the course.

5. Weighted credits will be given for the following designations:

   • AP or P
   • Honors
   • IB
   • Dual-credit

6. Grades on homeschool transcripts and transcripts from non-accredited schools will not be transferred. Students will be required to take Credit by Exams (CBEs) or enroll in the course to receive credit for non-accredited courses.
7. All TTU K-12 grades are computed in the GPA, including CBE grades with one exception - if the student takes a CBE and fails, then takes the course and passes, only the passing course grade will be on the transcript and calculated in the GPA.

8. All courses passed or failed while a student is enrolled in TTU K-12 will be recorded on the student’s transcript and will be used in computing the student’s GPA. However, a student may replace a failing grade received on a TTU K-12 course or CBE by repeating the course or retaking the course or CBE.

**CLASS RANK.** TTU K-12 is in session year-round and students graduate throughout the year. For that reason, transcripts will reflect an estimated class rank based on the student’s GPA until the class closes on the Friday before the yearly TTU K-12 Commencement Ceremony.
Additional Full-Time Program Policies

POLICIES ON APPROVED PROCTORS. All exams (course final exams and CBEs) require supervision from an approved proctor in order to maintain the integrity and validity of the exam. Students should begin locating an acceptable proctor shortly after enrolling in courses. Verifying a new proctor could delay the sending of final exams.

Recommended proctors include:

- college, university, or private testing centers;
- public libraries with a proctoring service that offers active monitoring throughout the exam;
- online proctoring services that offer live-authentication and active monitoring of the test-takers surroundings and entire desktop throughout the exam.

When requesting a final exam or enrolling in a CBE, students will need to provide the following proctor information to TTU K-12:

- proctor's name and/or title,
- proof of certification, or both institution and proof of certification, depending on student's level of enrollment,
- mailing address for print exams,
- contact phone number,
- email address for online exam codes.

Students may NOT use their own mailing and/or email address; they must provide correct contact information for the proctor. Proctors may charge a fee for proctoring an exam; students should verify fees and payment policy before scheduling an exam.

The above information on approved proctors is ONLY applicable to students active in the TTU K-12 Full-Time Programs. Should a student withdraw from a TTU K-12 Full-Time Program and/or transfer to another school full-time, their course enrollments will be transferred to the TTU K-12 Supplemental Course Program, and the approved proctor policies for that program will be observed.

POLICIES ON CREDIT BY EXAMS (CBEs). Credit by Exams are recommended ONLY for students who have previous knowledge and skills in a course or subject area as defined by the Texas Essential Knowledge and Skills (TEKS). TTU K-12 CBEs are not designed to replace a TTU K-12 course final exam and may not cover the exact material covered in the corresponding TTU K-12 course. Per Texas state law, students may not attempt to earn credit by exam for the same high school subject more than two times.

CBE PREPARATION. CBE Reviews are available in the online TTU K-12 Course Catalog. CBE enrollments are non-refundable and non-transferable.
**FOR VALIDATION, ACCELERATION AND RECOVERY.** Successful completion of TTU K-12 Credit by Exams (CBEs) are required for;

- students who earned credits through an unaccredited or homeschool program (with prior instruction) to validate their grade level,
- students admitted into a full-time program wishing to prove adequate knowledge and skills of the course or subject area to accelerate (without prior instruction) through one or more courses or subject,
- and students who have previously completed a course from TTU K-12 or another accredited program (with prior instruction) but did not receive credit for that course.

Students who completed all of the coursework in a TTU K-12 course, but fail to take the final exam at least one time before the course permanently expires (one year from the enrollment date), will NOT receive a final grade for the course and, therefore, will NOT be eligible to take a CBE for credit recovery. “Prior instruction” is defined as having completed the course requirements and received a final grade for the course.

Students are required to meet the following requirements to either validate, recover credits, or accelerate:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Validate</th>
<th>Recover</th>
<th>Accelerate</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student has been admitted into a TTU K-12 Full-Time Program.</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>A transcript (proof of prior instruction) of the credits or courses to be validated has been provided to the TTU K-12 registrar's office.</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The credits for validation or acceleration are not a STAAR EOC tested course - English 1, English 2, Algebra 1, Biology, and/or US History. STAAR EOC tested course credit must be earned through course completion.</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>The student is not a senior with 2.5 credits or less remaining for graduation. All students graduating from the TTU K-12 Full-Time Diploma Program must earn their last 2.5 credits through successful completion of five TTU K-12 courses.</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>The CBE testing date has been scheduled with an approved proctor.</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>A TTU K-12 academic advisor or administrator has approved the CBE enrollment.</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>The student meets the TTU K-12 Full-Time Program benefit eligibility requirements including being enrolled in a minimum of four TTU K-12 courses (dual-credit and CBEs are excluded) and maintaining progress to stay on grade level.</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A transcript or proof of prior instruction for the courses in which the request to recover credit has been provided to the TTU K-12 registrar’s office.</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CBEs for credit validation or recovery (with prior instruction) must be passed with a score of 70% or higher to earn credit. CBEs for acceleration (without prior instruction) must be passed with a score of 80% or higher to earn credit. TTU K-12 Full-Time Diploma Program students will be required to validate each half-credit (both the A and B portions).

TTU K-12 Full-Time Diploma Program students are limited to two CBEs for acceleration per semester and may not exceed four CBEs for acceleration per calendar year.

**TRANSCRIPTION PROCESS.** Grades for all CBEs will be recorded as the percentage earned on the CBE and will not be averaged with any previous course grade. CBEs taken for credit recovery or validation (with prior instruction, 70%) will be noted on the student’s transcript with the letter “T”, and those taken for acceleration (without prior instruction, 80%) will be noted with the letter “E”.

CBE grades are final and no feedback will be provided to the student. An alternative version of the CBE may be taken one time with prior approval from a TTU K-12 academic advisor or administrator.

**POLICIES ON DUAL-CREDIT COURSES.** Under House Bill 505, all TSI qualified Texas students may earn high school credit for college courses if the junior college has an agreement with the student’s high school to ensure that the college course and the corresponding high school credit are equivalent with respect to the Texas Essential Knowledge and Skills (TEKS).

**DUAL-CREDIT APPROVAL PROCESS.** Students wishing to earn TTU K-12 Full-Time Diploma Program high school credit through the successful completion of dual-credit courses at their local or an online junior college MUST meet the TTU K-12 Full-Time Programs benefit eligibility requirements by:

- being enrolled in four TTU K-12 courses (dual-credit and CBEs excluded) and
- maintaining adequate progress to stay on grade level.

Requests for approval to enroll in dual-credit courses must be made to the TTU K-12 Full-Time Diploma Program principal at least 30 days in advance of the junior college enrollment date by emailing the appropriate paperwork (available from the junior college’s dual-credit office) to ttuk12@ttu.edu.

Students should contact their TTU K-12 academic advisor at least one traditional, college semester in advance of their desired enrollment in dual-credit courses to discuss approved courses and changes to their Personal Graduation Plan and progress requirements.

All students graduating from the TTU K-12 Full-Time Diploma Program must earn their last 2.5 credits through successful completion of five TTU K-12 courses. Dual-credit courses are not considered TTU K-12 courses.
The following are a suggested list of dual-credit courses for which TTU K-12 Full-Time Diploma Program students may earn high school credit. All dual-credit requests will be evaluated on a case-by-case basis.

<table>
<thead>
<tr>
<th>Suggested Dual-Credit Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
</tr>
<tr>
<td>Creative Writing</td>
</tr>
<tr>
<td>Spanish 1</td>
</tr>
<tr>
<td>Spanish 2</td>
</tr>
<tr>
<td>French 1</td>
</tr>
<tr>
<td>French 2</td>
</tr>
</tbody>
</table>

**TRANSCRIPTION PROCESS.** Students are responsible for providing the TTU K-12 registrar’s office with final grades for pre-approved dual-credit courses. They must request that the local or junior college mail an official, sealed transcript to:

TTU K-12 Full-Time Diploma Program  
Attn: TTU K-12 Registrar's Office  
PO. Box 42191  
Lubbock, TX 79409-2191

Note: The TTU K-12 registrar’s office will NOT receive transcripts mailed to the Texas Tech University registrar’s office. Please ensure that transcripts are only mailed to the above address.

Students should confirm that their college transcript has been received and that their dual-credit course final grade and credit have been recorded before requesting a TTU K-12 high school transcript by contacting their TTU K-12 academic advisor.
Hardware and Software Requirements

Links to other websites (where you download software, plug-in, etc.) are available at the Course Portal. Often times, links to specific electronic data are available within your course. You must have a computer with an internet connection and the latest version of a modern browser such as Internet Explorer, Mozilla Firefox, or Google Chrome. Safari is not recommended at this time.

**Office Software.** Word processing, spreadsheet, presentation, and database software such as Microsoft Office, OpenOffice.org, LibreOffice, or Google Docs.

**PDF Editing**
- A scanner or digital camera or smart phone with camera to either scan or photograph assignment pages.
- If you do not have a scanner that can scan to PDF, you will need to compile each image into a PDF using software such as Adobe Photoshop, Adobe Acrobat, PrimoPDF, or Online2PDF.
- Software that can merge multiple files into one PDF such as, Adobe Acrobat, PDFMerge!, or PDF Binder.
- Software or online tools that can export or convert an existing file to PDF, such as Adobe Photoshop, PDF Converter, or Google Drive account.

**Video**
- Video viewing software, such as Windows Media Player, or Quicktime Player.
- Movie device or camera/camcorder to record video.
- Software to import, compress, and export video file such as Windows Live Essentials (2011 or later) or Windows Live Movie Maker, or iMovie for the Mac.

**Audio**
- Audio recording device with a microphone such as headsets, mobile devices, or traditional microphones.
- Audio editing software, such as Audacity, Garage Band, or MP3 My MP3 Recorder (Windows only).

**Graphics**
- A scanner or digital camera or smart phone with camera.
- Photo editing software such as Adobe Photoshop, Photoshop Elements, Paint.net, Google Picasa, Pixler, or Gimp.

**CD-ROM Player.** Print and online courses may also feature required or ancillary course materials on CD-ROM. With some exceptions, your Windows PC must meet the following minimum requirements,
- Pentium-class processor
- 32 MB of RAM
- 16-bit sound card
- quad-speed CD-ROM
- VGA monitor 640x480 running at least 256 colors

Please be aware that not all publishers’ CD-ROMs are compatible with Apple computer systems. For more information about a specific CD-ROM, please contact MBS Direct, or TTU K-12 Student Services.
Legal Name _____________________________________________________________________________________________________________

Last   First   Middle

Physical Address _________________________________________________________________________________________________________

City_______________________________________ State___________________ Zip ______________ Country____________________________

Date of Birth________________________________________________________ Phone ______________________________________________

E-mail __________________________________________________________________________________________________________________

How would you like us to respond to your request (check one):  □ E-mail  □ Physical Address  □ Phone Number

_________________________________________________________________________________   _____________________________________

Signature of Student (Must be in presence of the notary)     Date

_________________________________________________________________________________   _____________________________________

Signature of Parent/Guardian if child is under 18 (Must be in presence of the notary)  Date

TO BE COMPLETED BY A NOTARY PUBLIC

Before me, the undersigned notary public, on this day personally appeared ___________________________, proven to me by a non-ex-
pired identification card issued by _____________________________________, (federal government or any state government that contains
the photograph, name, date of birth, signature of affiant) to be the person whose information is subscribed above and acknowledged to
me that the information is true and correct.

Given under my hand and seal of office this ______ day of ____________________________,   20______.

_________________________________________________________________________________   _____________________________________

Notary Public Notary's commission expiration date

If enrolled before August 1, 2010 there will be a fee of $5. Otherwise no fee is required.

When you have completed your form and had it notarized, mail it with your passport photo to:

TTU K-12
Box 42191
Lubbock, TX 79409-2191

Mail to:

TTU K-12
Box 42191
Lubbock, Texas 79409-2191

You should expect to receive your ID card from the Texas Tech ID Card Office within a few weeks.

Please note: There will be a $10 replacement card fee for any future card.

FOR TTU K-12 USE ONLY

APPROVED _______ DENIED_________ DATE__________________

SIGNATURE __________________________________________________________________________________________
Student’s Name __________________________________________________________________________________________

Date Of Birth ________________ (MM/DD/YYYY)   Grade ____________ Student ID __________________________

PERSONAL GRADUATION PLAN

My Graduation Plan Type is
☐ Foundation with Endorsement
☐ Distinguished

Choose one endorsement
☐ STEM (Science, Technology, Engineering and Mathematics)
☐ Business and Industry
☐ Public Services - Must have approval from your advisor to select this option
☐ Arts and Humanities
☐ Multidisciplinary Studies

My Post High School Plans are
☐ Two-Year College
☐ Four-Year College
☐ Technical Training
☐ Military
☐ Other/Employment

I understand the benefits of choosing a graduation plan with an endorsement and the distinguished level of achievement. I understand how this can affect post-secondary opportunities.

☐ Yes ☐ No

Parent or Guardian Full Name __________________________________________________________________________________________

E-mail Address __________________________ Phone Number __________________________

Student Signature __________________________________________ Date __________________________

Parent Signature __________________________________________ Date __________________________

For Office Use Only:

Date Mailed __________________________ Date Returned __________________________

PGP Approved By __________________________________________