Texas Tech University

TTU/ISD™

Full-Time Student Handbook

Texas Tech University Independent School District
Mission Statement

Texas Tech University Independent School district (TTUISD) offers all individuals opportunities to earn credit through quality courses based on the rights of all:

1. to improve themselves through education,
2. to take advantage of non-traditional educational alternatives,
3. to participate in quality educational opportunities regardless of age, geographic location, or physical limitations, and
4. to have available sound educational opportunities utilizing current and appropriate instructional techniques, management, and technology.

<table>
<thead>
<tr>
<th>GENERAL INQUIRIES</th>
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<tbody>
<tr>
<td><strong>MAIN OFFICE</strong></td>
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<tr>
<td>Mailing Address</td>
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<td>Physical Address</td>
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<td>Send Overnight Mail to:</td>
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<td>TOLL-FREE TELEPHONE</td>
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<td>FAX</td>
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<td>E-MAIL</td>
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<td>WEBSITE</td>
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<td>TRANSCRIPT REQUESTS</td>
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While every effort has been made to ensure accuracy in reporting courses, policies, fees, and other statements within this publication, TTUISD reserves the right to make changes at any time without notice.
Welcome

TO TEXAS TECH UNIVERSITY INDEPENDENT SCHOOL DISTRICT!

Dear Students & Parents:

Welcome and thank you for choosing Texas Tech University Independent School District (TTUISD) 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 TTUISD. It is 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,

The Administrative Staff at TTUISD

Sam Oswald, Executive Director
Jim Taliaferro, Superintendent
Jeff Oldham, Principal - International Partnerships | Principal - Elem & Middle School
Cari Moye, Principal - Supplemental Students | Stateside High School Principal
Cary Sallee, Sr. Director of Operations
Lisa Leach, Director of Curriculum
Jared Lay, Director of Recruitment & Camps
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GRADE LEVEL REQUIREMENTS

TTUISD ELEMENTARY SCHOOL PROGRAM

CURRICULUM DESIGN
Courses are designed for parents or tutors working with elementary students in a home environment. Our 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 lessons as well as worksheets, answer keys, and tests to accompany the lessons. Lessons 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 elementary curriculum 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. The required textbooks will be found online. (Refer to our website for current ISBN numbers.) A list of these books is available under the individual course descriptions.

ASSESSMENT
Students enrolled in TTUISD Elementary School will be required to complete and submit written assessments (unit tests) and projects at the conclusion of each science and social studies unit. There are three units in each semester, therefore, three unit tests and projects. All unit tests and project ideas are included in the comprehensive lesson plan with the exception of the unit six test, which is sent to an approved proctor who will administer the unit six test. The Unit Six test is not a comprehensive final; it is a test over the information that is required in the Unit Six curriculum studies.

Students will submit written assessments and projects through the mail. They are evaluated and graded by an experienced, Texas-certified elementary teacher and returned to the student; the grades are recorded at TTUISD. The student must pass the Unit Six test to pass the course.

At the end of each semester, students receive a semester report card. The second semester report card will include the yearly average. The semester one and semester two grades will be averaged to determine promotion status to the next grade level. Students must pass each course with at least 70 percent mastery in order to progress to the next grade level.

Students who enroll in the TTUISD full-time elementary program should plan to take the appropriate grade level STAAR exams in the spring at a local Texas public/charter school. Retest opportunities for STAAR grade 5 Reading and Math will be available in May and June.

For Grades 3-5, the STAAR will assess the following:
  • Grade 3: Reading and Math
  • Grade 4: Writing, Reading and Math
  • Grade 5: Reading, Math and Science

Please contact TTUISD Testing Coordinator, Pam Butler, pam.butler@ttu.edu, or TTUISD Elementary/Middle School Principal, Jeff Oldham, jeff.oldham@ttu.edu, for more information.

TTUISD students residing outside the state of Texas should contact Pam Butler, TTUISD Testing Coordinator or Jeff Oldham, TTUISD Elementary/Middle School Principal for more information.
TTUISD MIDDLE SCHOOL PROGRAM

The TTUISD Middle School curriculum includes the following courses for sixth, seventh and eighth grade:

- ELAR (English-Language Arts and Reading)
- Math
- Science
- Social Studies
- 6th grade: SOCS/World History
- 7th grade: SOCS/Texas History
- 8th grade: SOCS/American History
- The one-year Art requirement can occur at the 6th, 7th or 8th grade level.

All middle school courses are two semesters, and mostly online. TTUISD also offers print courses such as Art, Math, Science, and Social Studies. (Please check the Catalog for a complete course list.) Academically advanced students may enroll in Pre-Algebra in the 7th grade and Algebra I in the 8th grade to receive high school credit. Upon completion of the second semester of Algebra 1, Algebra 1B, students will be required to pass the STAAR End-of-Course (EOC) exam. Students may also begin foreign language studies in eighth grade for high school credit. TTUISD offers Spanish, French, Latin, and German.

ASSESSMENT

TTUISD Middle School students’ coursework counts for 75 percent of the final grade. The semester final exam is cumulative and counts for the remaining 25 percent. Students must pass the final with at least a grade of 70 to pass the course.

TTUISD Middle School students residing in Texas should take the appropriate STAAR exams in the spring at a local Texas public/charter school. Retest opportunities for STAAR 8 Reading and Math will be available in May and June.

- 6th Grade: Reading and Math
- 7th Grade: Reading, Writing and Math
- 8th Grade: Reading, Math, Science and Social Studies

Please contact TTUISD Testing Coordinator, Pam Butler, pam.butler@ttu.edu, or TTUISD Elementary/Middle School Principal, Jeff Oldham, jeff.oldham@ttu.edu, for more information.

TTUISD students residing outside the state of Texas should contact Pam Butler, TTUISD Testing Coordinator or Jeff Oldham, TTUISD Middle School Principal for more information.

TEXAS TECH UNIVERSITY HIGH SCHOOL PROGRAM

Incoming freshmen for the 2016-17 school year must graduate under the new Distinguished Plan (requiring 26 credits), or Foundation Plan (requiring 22 credits) if eligibility requirements are met, including STAAR EOC exams if required.

Texas Tech University High School students who entered ninth grade prior to the 2014-15 school year may receive a high school diploma by successfully completing the Recommended High School Plan (RHSP) or the Minimum High School Plan (MHSP), and required STAAR EOC exams.

- The Minimum High School Plan requires the completion of 22 credits. Students must meet eligibility requirements for the MHSP and a written agreement must be signed by the student, parent/guardian (if student is under 18), and a TTUISD advisor/administrator.
Students entering ninth grade during, or after, the 2007-08 school year must complete 26 credits for the **Recommended High School Plan**.

- Please contact a TTUISD Senior Academic Advisor for information regarding the **Recommended High School Plan** and/or the **Minimum High School Plan**. Students who successfully complete high school requirements and pass the appropriate state-assessment, (STAAR EOC or TAKS XL), will earn a Texas high school diploma. For current graduation plan requirements, see the TEA website at [tea.texas.gov/graduation.aspx](http://tea.texas.gov/graduation.aspx).

**INSTRUCTIONS FOR PERSONAL GRADUATION PLAN CHECKLIST**

**Coursework**

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 Plan for every Texas student and five endorsements from which students may choose, depending on their interests. Currently, TTUISD offers four of the five endorsements. When selected, students will complete each of these endorsements with the Foundation requirements of four mathematics, four science, four English language arts, and three social studies credits. Students are also required to complete two foreign language credits.

Students that entered ninth grade in or after the 2013-14 school year must choose from one of the following endorsements:

- **STEM** (Examples: Engineering, Computer Science, Computer Maintenance, Agriculture)
- **Business and Industry** (Examples: Business, Finance, Accounting)
- **Arts and Humanities** (Examples: Literature, Art, Dance, Music, Floral Design)
- **Multidisciplinary Studies** (Example: Business, Sociology, Art, Horticulture)

Students may change their endorsement at any time prior to graduation.

Students may not select the Foundation Plan without an endorsement without prior approval from their advisor. All ninth graders MUST select an endorsement, but may be allowed to opt for only the Foundation Plan after grade 10 with parental consent.

**Note:** All students entering 9th grade during or after the 2014-15 school year must select an endorsement, but may opt for only the Foundation Plan after grade 10 with parental consent.

**SAMPLE FOUNDATION + ENDORSEMENT HIGH SCHOOL PLAN:**

**REQUIRES 22 CREDITS EFFECTIVE 2014-15**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Endorsement Credits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English-Language Arts</td>
<td>4</td>
<td>Approved Math</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
<td>Approved Science</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
<td>Additional Electives</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Foreign Language (to include computer programming)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PE</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>22</strong></td>
<td></td>
</tr>
<tr>
<td>+ 4 Endorsement Credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A student who entered ninth grade for the first time prior to the 2007-08 school year should enroll in courses necessary to complete the curriculum requirements for the Recommended 24-credit high school program. (Visit tea.texas.gov/graduation.aspx for more information).

Testing
Students are required to pass five (5) State of Texas Assessments of Academic Readiness (STAAR®) End-of-Course (EOC) exams to meet graduation requirements. Exceptions may apply. Please contact TTUISD STAAR Testing Coordinator for your specific requirement.

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

Planning for the Future
TTUISD is here to help students achieve their goals and have resources available to help all students. To help students achieve a technical certificate, two-year degree, or four-year degree, TTUISD has included a checklist of activities. Students should contact their academic advisor for more information about making plans for their future.
**PSAT**
If you have 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, you must be classified as a high school junior (approximately 14 credits). To participate in this test, contact a counselor in one of your local high schools for further information and registration materials. Contact is recommended in June, well in advance of the mid-October test date. Complete the registration form using the TTU High School code 444357. If you need help in preparing for the PSAT, check bookstores in your area for a study guide.

PSAT can be taken in grade 10 and grade 11. Information regarding this process can be found at [www.collegeboard.org](http://www.collegeboard.org). Click on the PSAT/NMSQT and PSAT10 tab, then click on Taking the Tests, and finally the Home-Schooled Students tab. Use the Texas Tech High School code 444357 instead of the homeschool code. Students taking the PSAT/NMSQT are automatically screened for the National Merit Scholarship Program.

**ACT AND SAT**
If you have at least 12 high school credits, you should prepare to take the SAT or ACT. Visit the individual testing websites to register. Complete the form using the Texas Tech University High School code 444357. ACT/SAT scores sent to Texas Tech University do not come to the offices of TTUISD.

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

**ACT Registration** - [www.act.org](http://www.act.org)
Use Texas Tech High School code 444357.
PHYSICAL EDUCATION EQUIVALENT (PEEQ)

Texas Tech University High School will grant physical education credit to students in ninth through 12th grade who meet the following stated requirements:

**A. REQUIREMENTS**

1. The student must be a full-time TTUISD student taking at least four full courses when requesting PEEQ participation, **OR** if you are a non-TTUISD student, you must receive approval from your local school counselor before enrolling.
2. Students are required to be involved in organized programs, such as, but not limited to, gymnastics, swimming, tennis, or team sports. *Dance cannot be used for PE credit. PEEQ credit cannot be retroactive. The student must complete the program after being approved.*
3. Students are required to participate in the activity for at least five hours per week for 18 weeks, **OR** for a total of 90 hours in not less than nine weeks, in order to receive one-half credit for a semester. The participation time must be spent after approval has been granted.
4. Only one-half credit per semester can be earned. Students in grades ninth through twelfth grade may earn a maximum of two credits for graduation. **One full credit is required to graduate.**
5. The programs must be of high quality and must be supervised by a trained teacher. The Principal of Texas Tech University Independent School District must approve every program in advance.

**B. STEP #1: REQUEST FOR APPROVAL**

1. The student will enroll in the PEEQ course online. The activity chosen must be one of the Approved Activities. The student will be required to submit the name of the activity, a description of the activity and the name of your coach/teacher/trainer. A copy of the teacher’s credentials must be included with the request. The PEEQ Fee for one semester is $99.
2. The request will be evaluated and the student will be notified if the request is approved or denied.
3. This course is non-refundable and non-transferable.

**C. STEP #2: GRANTING CREDIT**

1. To complete the course, the student will submit documentation of student activity with dates and time spent on activity. This should be submitted for review on the Activity Log Upload Assignment.
2. If the request for credit form is not submitted within four weeks after the approved activity has been completed, credit will not be granted and no refund will be given.
3. The grade for the course will be a numerical grade from 0 to 100 and will be given by the teacher. The grade will not be included when determining the student’s grade point average (GPA).
STATE ASSESSMENTS REQUIRED FOR GRADUATION

STATE OF TEXAS ASSESSMENT OF ACADEMIC READINESS/
END-OF-COURSE (STAAR-EOC)

STAAR-EOC: Students entering ninth grade for the first time in or after the 2011-12 school year, are required to pass the STAAR-EOC exams for English I, English II, Algebra I, Biology, and U.S. History at the completion of each of these courses. If a student has taken, but not passed an EOC, it is their responsibility to make arrangements to retest on the EOC. **STAAR-EOC exams must be passed in order to graduate from the Texas Tech University High School program.** (Some exceptions may apply for credits being transferred from schools outside of Texas and/or private schools - contact the TTUISD District Testing Coordinator. **Middle school students taking courses for high school credit, such as Algebra I, are required to take the EOC for those courses.**

STAAR-EOC exams will be given three times each year: Spring, Summer and Fall.

**STAAR-EOC Resources:** tea.texas.gov/student.assessment/staar/

Students Residing in Texas:
**REGISTRATION:** www.TexasAssessment.com
Students may register online by selecting “STAAR OOD/OOS Registration Form.” The registration form will include a location, test date and time for each test. You must indicate that you are enrolled in the Texas Tech University High School Diploma program as your Home District. Please contact the TTUISD District Testing Coordinator to report your registration.

Students Residing Outside of Texas:
Students should contact the TTUISD STAAR Testing Coordinator for information at least 6 weeks prior to test date. A procedure has been established to allow an approved, bonded proctor to administer these state-required assessments. Students are responsible for fees associated with this process.

**TTUISD Testing Coordinator – Pam Butler, 806-834-0999 or pam.butler@ttu.edu**

TEXAS ASSESSMENT OF KNOWLEDGE & SKILLS EXIT LEVEL
(TAKS XL)

Students who entered 9th grade, for the first time, prior to the 2011-12 school year are required to pass the TAKS XL (exit level) to meet the State of Texas graduation requirements. The TAKS XL is an 11th grade exit test consisting of four sections: English Language Arts, Mathematics, Science and Social Studies. The assessed curriculum is taken from English I, II, Algebra, Geometry, Biology, Integrated Physics & Chemistry, World Geography/History, and U.S. History. If a student does not pass a section, it is their responsibility to make arrangements to retest on the section not passed. **All four sections of the TAKS XL must be passed in order to graduate from Texas Tech University High School program.**

TAKS XL exams will be given three times a year: March, July and October.

**TAKS XL (exit level, grade 11) RESOURCES:** tea.texas.gov/student.assessment/taks/

Students Residing in Texas:
**REGISTRATION:** www.TexasAssessment.com
Students may register online by selecting “TAKS/TAAS OOS Registration.” The registration form will include location, test date and time for each test. You must indicate that you are enrolled in the Texas Tech University High School Diploma program and have a Texas address. Please contact the TTUISD District Testing Coordinator at 806.834.0999 to report your registration.
Students Residing Outside of Texas:
Students should contact the TTUISD District Testing Coordinator at least 6 weeks prior to test date for information. A procedure has been established to allow an approved, bonded proctor to administer these state-required assessments. Students are responsible for fees associated with this process.

TTUISD Testing Coordinator – Pam Butler, 806-834-0999 or pam.butler@ttu.edu

SCHOOL CODE NUMBERS FOR TAKS/STAAR/EOC REGISTRATION

The following are other TTUISD code numbers you may need when completing registration paperwork for the TAKS/STAAR/EOC test:

County Code — 152
District Code — 504

Texas Tech University High School Code — 001
Texas Tech University Middle School Code — 041
Texas Tech University Elementary School Code — 101

ACADEMIC INTEGRITY

It is the aim of TTUISD to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own, any work they have not honestly performed is regarded by TTUISD as a serious offense and renders the offenders liable to serious consequences.

As a part of Texas Tech University (TTU), the TTUISD 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. If one or more lessons/assignments are plagiarized, you will automatically fail the course and will have to pay to re-enroll. (full course fee)

“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, TTUISD 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 TTUISD.

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

TTUISD reserves the right to cancel, deny or suspend an enrollment at any time, for reasons including (but not limited to): plagiarism, dishonesty, falsifying documents, cheating, etc.

GRADUATION

Like traditional high schools, TTU High School students have the opportunity to participate in a graduation ceremony. This graduation ceremony is held in Lubbock on the Texas Tech University campus the last Saturday in May. In order to participate in this ceremony as a graduate, the student must meet all graduation requirements prior to May 12, 2017. The graduation requirements are:

- Students must be finished with all course work.
- Students must have passed all state assessments.

TTU High School will do everything possible to help students meet reasonable deadline requests. Remember that TTUISD teachers have five calendar days to grade assignments. Graduating seniors should note that failure to plan ahead could jeopardize his/her pending graduation. (Examples of deadlines: graduation deadlines, employment application deadlines, college application deadlines, etc.)

TTU High School Program offers class rings, announcements, invitations, and caps and gowns through Herff Jones Company. You may contact the Herff Jones Company - West Texas Graduation Services by phone at 806.744.7337, by fax at 806.744.1744, or by e-mail WTGradServices@aol.com. In February of each year, we provide more detailed information to all students who have achieved senior status.
GRADING POLICIES

SUMMARY OF CREDITS OR PERSONAL GRADUATION PLAN (PGP)
If you have grades and credits from an accredited school other than TTU High School, you will receive a Summary of Credits/PGP from TTU High School showing courses and credits earned from your previous school(s). Letter grades from other schools will be converted as follows:

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

You will receive a numerical grade at the completion of a TTUISD course. All courses are graded using a numerical grading scale that conforms to the following letter grades:

- 90-100: A
- 80-89: B
- 75-79: C
- 70-74: D
- 69 and below: F

Dual-credit courses are graded according to the Texas Tech University grading system as follows:

<table>
<thead>
<tr>
<th>Texas Tech University</th>
<th>TTUISD HS</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 in the core subject areas of English, math, science, and history.

Please note: Refer to the TTUISD Policies Guide for additional information on course grades. A grade of 70-74 is passing but counts as a D with 1.0 grade point when calculating the grade point average.

Weighted credits will be given for the following designations:

- AP or P
- Pre-AP or Q
- IB
- Pre-IB
- GT
- Honors
- Dual Credit
- Pre-IB

TTUISD offers honors credits for: Pre-calculus, Spanish 3, chemistry, and physics.
A TTUISD diploma program student’s grade point average is computed by using the following guidelines:

1. All accredited courses taken by a student that apply to graduation will be used to compute the GPA. Excluding any approved PEEQ credits and Local Credit courses.

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

<table>
<thead>
<tr>
<th>Numerical Grade</th>
<th>Regular Course Points</th>
<th>Honors, AP and Dual-credit Course Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90–100</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>80–89</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>75–79</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>70–74</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>0–69</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

3. All grades, except local credit courses and PEEQ credits, transferred to TTUISD diploma program from another accredited school will be used in computing the final GPA. If a student has failed a course, the student may take the course again with TTUISD diploma program in order to earn credit for the course. Both the failing grade and the passing grade will be used to compute the GPA. Grades and credits for local credit courses are not calculated in a student’s GPA.

4. Grades on 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 them on incoming transcripts.

5. All course grades received by Credit by Exam (CBE) will be computed in the GPA unless the student takes the full course to replace the CBE grade. All CBE grades will be denoted as such on transcripts.

6. All courses passed or failed while a student is enrolled in TTUISD 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 TTUISD course or CBE by repeating the course or retaking the CBE.

**GRADE REPLACEMENT**

If you are a full-time TTUISD diploma program student and you make a low grade on a CBE or full course taken through TTUISD, you can replace the low or failing grade by taking a CBE or repeating the course. The highest grade will be recorded on the transcript and will be counted toward your GPA. The grade to be replaced must be from a course taken at TTUISD. Grades from another school may not be replaced.

**GRADE DISPUTES**

The student or parent has 30 days from the time the grade was posted to initiate the administrative review process. This process should be initiated with the TTUISD course teacher, first. If the teacher is unable to resolve a grade dispute, then a formal request for review must be submitted to the Principal. The Principal will review the request and finalize a resolution. After the 30 day time limit, (from the posting date), has been exhausted with no initiation of the review process, the grade will be final and no adjustments will be made.

**RESUBMISSION OF LESSONS AND RETAKE OF FINAL EXAM**

Lesson resubmission is allowed only if your teacher has indicated you may or must do so. Failure to resubmit lessons when required can result in a zero for the lesson and can delay your request for a final exam. Your teacher will notify you if you are required to resubmit all or a portion of your lesson in an online course. **If a resubmission is allowed**, students will only be permitted one resubmission per lesson. **Lessons cannot be resubmitted after the final exam has been taken. Lesson grades above 70 cannot be resubmitted.**
A student who scores below 70 percent on the final exam may request to retake the exam. There will be a $50 fee to retake a final exam.

*For more information about lesson resubmission and retaking a final exam, please see the Course Policy section of the TTUISD Policies Guide.*

**CREDIT BY EXAMINATION (CBE)**

**CBE (WITHOUT PRIOR INSTRUCTION)**
Credit by Examination (CBE) is available to students who are enrolled in grades K-12 and are interested in receiving credit toward high school graduation. Credit is granted to students who attain 80 percent (80%) or above mastery on the examination for acceleration. The student must not have been previously enrolled in the class.

**CBE (WITH PRIOR INSTRUCTION)**
*Prior instruction* is defined as completing all lessons in a course, taking and failing the final exam or course. A student in grades K-12 may be given credit for an academic subject in which he or she has received prior instruction if the student scores 70 percent or above on the examination for the applicable course.

Students who take a CBE will receive a numerical grade for the exam. No additional feedback will be provided. All CBEs expire after 6 months.

**CBE PREPARATION**
- Instructions and study material can be found in the CBE Review Sheets on the TTUISD website.
- Students can download the CBE Review Sheet for the exam they plan to take. The review sheet will provide examples of what the student should study for the exam and what assignments or additional materials are due at the time of the exam. This review sheet is not comprehensive in nature.
- Some CBEs require projects or other materials to be submitted at the time the exam is taken.
- Students will receive a numerical grade for the exam. *No additional feedback will be provided.*

**CREDIT BY EXAMINATION AND TRANSCRIPTS**
Credit By Examination (CBE) grades will be denoted on transcripts. An “E” is for a credit by examination 80 percent, (without prior instruction) and a “T” is for a credit by examination 70 percent (with prior instruction).

Seniors seeking a Texas Tech University High School diploma must complete the last 2.5 credits as full TTUISD courses, not CBEs or dual-credit courses.

TTUISD will only allow a certain number of CBE enrollments per academic school year (no more than two in an academic semester). Please talk with your academic advisor before enrolling in a CBE.

*Students who take a CBE will receive a numerical grade for the exam. *No additional feedback will be provided.*

For more information on enrolling in a CBE, please visit our website at [www.ttuisd.ttu.edu](http://www.ttuisd.ttu.edu)
TRANSCRIPTS

HIGH SCHOOL TRANSCRIPTS
Students may request a copy of his/her middle and high school transcript from the registrar’s office. Send requests to ttuisd@ttu.edu. The student must be a current or former TTUISD student (CBEs do not count) before a transcript will be given; otherwise, a grade report with the percent of mastery noted for each course completed will be sent. All requests are $5.00 per transcript.

TTUISD diploma program transcript requests must be made in writing. Be sure to include the following with your transcript request:
• Student’s full name at the time of your enrollment.
• Student’s social security or matriculation number.
• The full mailing or shipping address where you want the transcript sent.
• Payment if requesting more than one transcript.

Mail, fax, or e-mail your high school transcript request to:
TTUISD Registrar Box 42191
Lubbock, TX 79409-2191
Fax: 806.742.7288 | E-mail: ttuisd@ttu.edu

Transcript requests will be processed in the order they are received and may take 24-48 hours to process. During high volume periods, it could take from 48-72 hours to process a request.

COLLEGE TRANSCRIPTS FOR DUAL-CREDIT COURSES
For dual-credit courses, the high school credit is applied to your high school transcript while the college grade is posted to the college or junior college transcript. You must request a copy of your college transcript from the registrar’s office of the college or junior college that you attended. You should allow enough time (at least one week after receipt of your final grade) for the course to be recorded on your transcript.

Concurrent Enrollment/Dual Credit Enrollment
Under Texas’ House Bill 505, all TSI qualified 9th – 12th grade high school students may take up to 15 hours per semester of dual credit courses. TTUISD full-time diploma program students who want to take high school courses at a high school other than TTUISD or who wish to take dual-credit courses at a junior college or university other than Texas Tech must meet the following criteria:
• You must have approval from the TTUISD Diploma Program Administrator prior to enrolling in courses at another school. All requests for dual credit courses must be on a form from the junior college or college you plan to attend.
• All requests must be submitted at least 4 weeks prior to the course start date
• You must be at least a high school freshman
• You must submit qualifying TSI scores with your request.
• You must be enrolled in at least four full TTUISD courses at all times. CBEs do not count as a full course.
• You must show steady progress in all TTUISD courses you are enrolled. Steady progress is defined as having completed and submitted at least one lesson per course weekly (i.e. four courses - four lessons weekly, one per course).
• You must be able to maintain all coursework for your TTUISD courses.
• If the requirements listed above are not met, your dual credit request may be denied.
Approved dual credit courses:

- Algebra 2
- Calculus
- Economics
- English 4
- Government
- Psychology
- Sociology
- U.S. History
- World History
- Spanish
- French
- Biology
- Chemistry
- Physics

Students seeking a TTUISD high school diploma must complete the last 2.5 credits as full courses, not CBEs or dual credit courses.

CLASS RANK/PERCENTILE
TTUISD is in session year-round and students graduate throughout the year. Therefore, we can only approximate a class percentile before May 1, each year. Each graduating class closes on or before May 12 depending on the commencement date. If you need a class rank you must be completely finished with your courses by May 12, including graded final exams. If not, we cannot issue a class rank.

ADDITIONAL INFORMATION

Administrators and Senior Academic Advisors in the TTUISD Diploma Program will assist you with course selections as you progress through our school. You can enroll online at www.ttuisd.ttu.edu. Do not register for individual courses without the approval of a TTUISD Senior Academic Advisor or Administrator.

FINDING AN APPROVED PROCTOR
Possible proctors include the following:

- Public or accredited private school administrators, counselors, or teachers;
- College, university, or private testing centers;
- Public librarian; or
- Certified retired teacher, counselor, or administrator (a copy of the person’s professional certificate will be required).

TTUISD Diploma Program administrators or staff must approve proctors. Requesting a proctor other than those mentioned above may delay the exam request. There is usually a fee for exam proctoring - check at your testing site when scheduling the exam. To maintain the integrity of the exam proctor and the validity of the examination, no unauthorized person may proctor or return your final exam.

Your exam cannot be proctored or returned by:

- another student,
- a relative of the student,
- a tutor of the student, or
- any other person not specifically authorized.

Once your proctor’s signature is on file, you do not need to resubmit your proctor information form unless you change proctors.

TTUISD is developing a partnership with an online proctoring service in the near future. Once the partnership is established, TTUISD will authorize the online proctor to administer examinations. Students will need internet access and a web cam to use this service.
TIME MANAGEMENT
TTUISD is in session year-round. Our full-time diploma students generally complete an average of one course per two months, or a total of six to eight courses per year. This is less than the completion rate for a student enrolled in a traditional public or private school. In order to stay on track to graduate in a timely manner, students must be diligent and complete lessons regularly during the summer months. Students planning to take a summer break should plan ahead to maintain their progress through their coursework. At a minimum, students are expected to stay with the proper grade level for their age.

We recommend that students remain enrolled in at least four to six courses at all times and regularly submit lessons. We suggest students complete eight to ten lessons per month and maintain satisfactory progress in all courses. Also, students should enroll immediately in another course upon completion of a course or just before taking the final.

If you need a final course grade to meet a specific deadline, plan to take your final at least 30 days prior to that deadline. You 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 your time, allow five calendar days for grading and processing each lesson and at least 10 days after the day you take your final for your grade to be posted.

STUDENTS LIVING OUTSIDE THE U.S.
We recommend that you acquire your materials (for print courses and textbooks) before leaving the U.S., if possible. A U.S. address expedites the receipt of materials since the shipping time to foreign addresses is usually considerably longer. For shipments outside the contiguous U.S., you will be charged an additional postage fee. You must pay your own postage if you mail assignments from outside the contiguous U.S. There is no additional fee, however, for e-mailing or faxing assignments.

STUDENTS WITH DISABILITIES
TTUISD’s curriculum is developed to meet the standards of the State of Texas and the Texas Education Agency (TEA). The course content and the exams cannot be modified, however, accommodations will be implemented based on the student’s current Individual Education Plan (IEP) or 504 documentation. Please note that distance education presents different challenges than those inherent in traditional classroom-based instruction and the curriculum is reading and writing intensive.

TTUISD strives to offer exceptional educational programs that meet the needs of students with disabilities for those who meet both of the following criteria:

• The student’s IEP does not require TTUISD to significantly modify its education program AND
• The student’s IEP reflects that TTUISD is an appropriate placement and is the student’s least restrictive environment.

Information regarding available disability accommodations should be obtained before enrolling in a course or CBE. A student requesting accommodations must submit either a current (within the last three years), signed IEP from the Admission, Review and Dismissal (ARD) committee report or a 504 Accommodation Form from the public school district in which the student is currently (or was previously) enrolled, describing any special considerations necessary to take a course and/or exams. This must be done prior to enrollment in a course or CBE.

Note: Accommodations applied to one course do not automatically apply to other courses. Students should be specific as to which courses accommodations are being requested.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)/DIRECTORY INFORMATION

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that Texas Tech University Independent School District (TTUISD), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education record. However, TTUISD may disclose appropriately designated “directory information” without written consent, unless you have advised the District not to in writing.

The primary purpose of directory information is to allow TTUISD to include this type of information from your child’s education records in certain school publications.

Examples include:
- Honor roll or other recognition lists;
- Graduation programs;
- Texas Tech University publications;
- News media and marketing purposes.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings.

If you do not wish TTUISD to disclose directory information from your child’s educational records without your prior written consent, you must notify the district by checking the appropriate box(es) during the enrollment process. Because of our asynchronous enrollment procedures, this information will be updated annually on April 15 of each year.

TTUISD has designated the following information as directory information: student’s name, address, photograph, place of birth, publicity from participating in officially recognized activities, major field of study, dates of attendance, grade level, honors, awards received, and the most recent educational agency or institution attended.

This action may be reversed at any time by the parent contacting the TTUISD Registrar at ttuisd@ttu.edu.

DRIVER EDUCATION

To request a Texas Education Agency driver’s education certification, you must be enrolled as a full-time TTUISD student (four full courses at the time of the request) and show steady progress in all courses (at least one lesson per course submitted weekly).

STUDENT INFORMATION

Students are required to inform TTUISD of any changes in contact information, including mailing address, phone number, name, or email address.
BENEFITS ELIGIBILITY/FULL-TIME STUDENT STATUS
For certification as a full-time student for Social Security benefits, entitlement program benefits, work permit, driver education enrollment, or for any other reason, you must meet the following criteria:

Middle School and High School (grades 6-12)
• You must be enrolled in at least four (4) full courses at all times. *CBEs do not count as a full course.*
• You must successfully show steady progress in all courses (at least one lesson per course submitted weekly).

STUDENT ID CARDS (FULL-TIME STUDENTS ONLY)
If you are enrolled as a full-time diploma-seeking student, you must request a student ID card. To request an ID card, go to the Forms & Downloads section at www.ttuisd.ttu.edu, fill out the ID Request form and return it to TTUISD.

TTUISD now requires all Full-time students have a student ID. We are very excited about this opportunity, as it will benefit our students in various ways.
• A TTUISD student ID will assist in student authentication for testing and proctoring services.
• Often times students in a non-traditional school setting need a valid school ID to assist with school attendance verification.
• Lastly, we are proud of our full-time students that have worked hard to be with us during their educational journey. We want all of our students to be able to proudly display their ID and identify themselves with a larger school community!

You must also:
• Include a passport photo
• Have your form notarized prior to submission
• Include the $5 fee (*for students enrolled before August 1, 2010 only*)

When you have completed the form and it has been notarized, mail it with your passport photo to the address below. Check with your local post office, CVS or Walgreens if you need a passport photo.

For Students K–12
TTUISD
Box 42191
Lubbock, TX 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.*

TTUISD POLICIES
Please refer to TTUISD Policies for any additional information.
Handbook Signature Page

Student Oath:
My academic success and future in the TTUISD Dual-Diploma Program are contingent on how well you follow the guidelines and procedures within this Policy 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 with in this Policy Handbook.

Therefore, I am aware that it is my responsibility to follow all TTUISD guidelines. I further understand that if I choose to ignore any of the policies within the Full-Time Student Handbook, I may be subject to removal from the Full-Time Diploma Program.

Student Name (print): ____________________  
Student Signature: ____________________  
Date: __________

Parent Oath:

As the parent, I have read and understand the information, policies and guidelines within this Policy Handbook. I know that it is my responsibility to support my son/daughter during the course of this academic program.

Parent Name (print): ____________________  
Parent Signature: ____________________  
Date: __________

*This document is to be signed and returned along with the student’s FERPA and PGP forms