



TEXAS TECH UNIVERSITY
TTU K-12™

Student Handbook

2019-2020



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Dear Students:

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: Texas Tech University has been offering distance-learning courses for over 70 years. Please read this handbook and refer to it often for information regarding course processes at TTU K-12 for your individualized program, whether it is a supplemental course, a Credit by Exam, or a full-time program.

We commend your desire to learn and your motivation to complete your education. Your attitude and effort will have a direct correlation to your degree of success in our program.

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

TTU K-12 History and Accreditation

Established by legislative and state board action in 1993 as Texas Tech University High School, Texas Tech University K-12 (TTU K-12) has been serving students from kindergarten through 12th grade since 1998. Our comprehensive distance education is accredited by the Texas Education Agency (TEA) and the National Collegiate Athletic Association (NCAA). All courses and Credit by Exams (CBEs) are aligned with the state-mandated Texas Essential Knowledge and Skills (TEKS), which are curriculum standards established by the Texas State Board of Education (SBOE). TTU K-12 also follows the International Association for K-12 Online Learning (INACOL) standards.

TTU K-12 Mission Statement

The mission of TTU K-12 is to promote student success anytime, anywhere. We utilize a rigorous and reputable curriculum, excellent instruction, quality customer service, and innovative technologies.

Contact Information

Local contact information:

TTU K-12, Texas Tech University
15th and University Avenue
Drane Hall
Box 42191
Lubbock, TX 79409-2191

Phone: toll-free (800) 692-6877

Email: ttuk12@ttu.edu

Website: k12.ttu.edu

Overnight shipping:

TTU K-12, Texas Tech University
2515 15th St,
Room 170E
Lubbock, Texas 79409-2191

Teacher and Staff Information

TTU K-12 Teachers

TTU K-12 teachers are TEA-certified and are available to assist you throughout your course. You should always contact your teachers through the TTU K-12 messaging system used in the course Learning Management System (LMS). Information about instructors can be found on the [TTU K-12 website](#).

All TTU K-12 teachers follow the [Texas Tech University Staff Calendar](#) for holidays and breaks.

TTU K-12 Support

The TTU K-12 Student Support Team is available by phone at (800) 692-6877 or by email at ttuk12@ttu.edu.

Students Served by TTU K-12

TTU K-12 serves students in the state of Texas, the United States and internationally. We serve two types of students:

1. Full-time students who are enrolled in TTU K-12.
2. Supplemental students who are enrolled full-time at another school and are taking courses or CBEs for school credit.

Key Information for All Students

Student Expectations

Time Management

As a TTU K-12 student, you will need to develop personal time management plans to maintain steady progress toward course completion. By setting aside specific hours each day for your coursework, setting your own deadlines, and staying in contact with your teachers via course messaging, you will create an environment that enhances your learning experience. Ask your parents and tutors to teach and guide you regarding time management and study skills, including:

keeping an academic calendar to be aware of upcoming assignments and exams and complete them in a timely manner;
reading and following instructions on the assignments;
maintaining contact with your teachers; and
maintaining satisfactory progress in all courses.

Carefully read all course materials before beginning coursework, particularly each course syllabus. The course syllabus will contain information and expectations to assist you in obtaining academic success.

You will spend approximately 90 hours per course enrollment. Because TTU K-12 courses are asynchronous, the amount of actual time you spend on a course will depend on your previous knowledge and skills in the course content area.

After you have successfully enrolled in one or more courses, you should:

- log in to the [TTU K-12 portal](#) within the first two days of enrolling;
- read and print the course syllabus;
- become familiar with the Blackboard Learning Management System;
- read all material titled Introduction and Course Navigation;
- follow sections of the course content in order;
- work in courses on a regular basis by participating
 - in discussion boards and forums;
 - in graded instructional items, quizzes, and assignments; and
 - through follow-up on feedback posted to assignment submissions.

Conduct

You are responsible for your personal conduct and behavior. A distance education course, whether online or in print, carries the same expectations as a course in a traditional classroom. The teacher monitors and evaluates student conduct and behavior, and you will be held accountable for your 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. Behaving in this manner may result in being dropped from your course(s). By enrolling in a course or CBE, you have 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.

For further information regarding student conduct in a TTU K-12 course, please read the [TTU K-12 Policies](#).

Student Conduct and Academic Integrity

TTU K-12 fosters a spirit of complete honesty and a high standard of integrity. An attempt to present any work you have not honestly performed as your own is regarded by TTU K-12 as a serious offense leading to serious consequences.

As a part of Texas Tech University, the TTU K-12 student conduct policy aligns with the university's student policy regarding academic integrity:

"Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give an unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses)."

For a full description of each of the examples above, please read Section I, Part B.1, *Academic Dishonesty* in the [TTU Student Conduct Policy](#).

Taking a Course

TTU K-12 does not operate on a semester basis; therefore, courses are asynchronous. Open enrollment allows you to enroll in any course, at any time, and work at your own pace. Obtain approval from your school counselor before enrolling in a course to ensure credit upon successful completion.

The majority of courses are offered online through our [Course Portal](#); however, our K-3 curriculum uses a combination of web and PDF resources. For a full listing of courses and course descriptions offered by TTU K-12, visit the [TTU K-12 Course Catalog](#).

Textbooks

Most courses have textbooks. To purchase the textbook for your course, please go to [MBS Direct](#).

Course Extensions

If your course expires prior to completion, you may purchase a single 90-day extension for \$60.00. You may request an extension by completing the online [Extension Request Form](#). You may purchase only one extension per course, after which you will be required to re-enroll in the course. Extensions are non-refundable and non-transferrable.

Assignment Resubmission

At the teacher's discretion, you may resubmit assignments that earn a score below 70%. The teacher will notify you if you need to resubmit all or a portion of an assignment. You may also initiate the resubmission process by contacting your teacher using the course messaging in the LMS.

Please note:

- Only one resubmission per assignment may be allowed.
- Resubmission is not allowed after the final exam has been completed.

Course Credit

For course enrollments after September 1, 2019, the course grade will be calculated as follows:

- 50% coursework average
- 50% summative assessment average, including the final exam
 - (Designated summative assessments will be defined in the course syllabus.)
- A passing course grade is 70 or higher.
- Students must attempt all assignments in the course. The final exam will not be available until all assignments have been accepted and graded by the teacher.
- Students who score below 70% for the course grade will be eligible to retake the final one time.
- Students have a 15 day grace period following the completion/expiration of a course to allow students to review the final course grade and take the Set B Final Exam if desired or to purchase an extension.

Final Exams

You may take a final exam once you have completed all course work, including checkpoints. Each assignment requires two business days for grading and processing; therefore, this time will factor into coursework completion.

If you require a final course grade in order to meet a specific deadline, allow five days for the final grade to post after you complete the final exam.

Specific final exam processes are dependent upon your enrollment date. See the table below for information about these processes.

Exam Proctoring

Online Proctoring

Online proctoring is required for all enrollments after September 1, 2019.

All final exams and Credit by Exams (CBEs) will be proctored through TTU K-12's online proctoring service, which offers live-authentication and active monitoring of the test-taker's surroundings and entire desktop throughout the exam. Students may take these tests at any time they choose. For course final exams, students must complete all course assignments before they take the exam.

Students must complete all required demographic information requested during admission or registration. Students are required to provide picture identification for proctoring and examinations. Acceptable forms of identification are:

- an ID card from school,
- a Texas driver's license, or
- a Texas ID card for non-drivers.

Attention Supplemental Students

TTU K-12 highly recommends students receive approval from their school counselor prior to enrolling in courses and to inform the school counselor of the online proctoring requirement.

Some schools may require that exams be taken at their school's testing center for credit to be granted. The online proctoring service can be used in conjunction with the school's testing center or anywhere the school counselor approves.

Supervised Proctoring for Enrollments prior to September 1, 2019

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 will designate a proctor when they request the final exam for a course or when they enroll in a Credit by Exam (CBE).

Guidelines for Identifying an Approved Proctor

- For students enrolled as full-time in an accredited public/private/charter school (other than TTU K-12): the school counselor, principal, superintendent or an approved testing center must proctor these exams.
- For students enrolled in TTU K-12's Full-time program (Texas Tech High School, Middle and Elementary) as a full-time student: Refer to the TTUK-12Student Handbook for approved proctor guidelines.
- For students who are homeschooled and not enrolled as a full-time student in an accredited public/private/charter school or TTU K-12's Full-time Program: A college or private testing center must proctor these exams. Please check with a TTU K-12 representative to ensure your testing center is approved.
- International Students: Please contact TTU K-12 International School Coordinator, for testing options.

Finding a Proctor

- A proctor from a non-accredited school cannot be used.
- A proctor who is related to the student taking the exam or who has been the tutor of the student taking the exam cannot be used.
- Please notify the proctor in advance to ensure availability. (Deadlines will not be extended due to a proctor's unavailability).
 - Failure to obtain the proctor's approval could delay taking the exam.
 - Proctors may charge a fee for proctoring an exam; students should verify fees and payment policy before scheduling an exam.
- When requesting a final exam or enrolling in a CBE, students will need to provide the following proctor information to TTU K-12:
 1. Name and title
 2. Institution
 3. Mailing address
 4. Phone number
 5. E-mail address
- A TTU K-12 representative must approve proctors prior to administering an exam.

Proctor Change: If a student submits a proctor who cannot administer the exam, there will be a proctor exchange fee for TTU K-12 to process and send the exam to a new proctor.

Grading Procedures

Assignment Grades

Teachers have two business days to grade assignments. Plan ahead to ensure your schedule allows for this grading time. Communicate with your TTU K-12 advisor (full-time students) or your local campus counselor (supplemental students) for us to work with you and help you meet deadlines for graduation, employment, and college.

Allow five business days for the course grade to be recorded before requesting a grade report. Only completed courses are officially reported and recorded. There is no academic penalty for failure to complete a course.

Final Grade Disputes: Grade Appeals Process

Students and their parents may have their grade appeals addressed by TTU K-12. The appeal must be in writing and follow the policies listed in [TASB Policy Service](#) for student and parent grievances.

You may appeal a final grade in writing using the Grade Dispute Form. The appeal must be within 30 days after completion of the course.

- Only final course grades can be formally appealed.
- TTU K-12's grade appeals policy is available online in our TTU K-12 Policies document.
[TTU K-12 Policies](#)

Credit by Exams (CBEs)

CBEs evaluate mastery of a given subject or discipline as defined by the [Texas Essential Knowledge and Skills \(TEKS\)](#). With the exception of some elementary courses, each CBE covers one semester of course credit.

CBE enrollments are non-refundable and non-transferable.

For a full listing of CBEs offered by TTU K-12, visit the [TTU K-12 Course Catalog](#).

You must obtain prior approval from your school counselor to ensure credit upon completion. See the [TTU K-12 Policies](#) for Texas Administrative Code (TAC) details regarding the number of CBEs allowed per year and other provisions.

Preparation

CBE Reviews are available online at [TTU K-12 CBE Review Sheets](#).

CBE Grades

Grades for all CBEs will be recorded as the numerical percentage earned on the CBE. A score report will be mailed to your home address and school. Each school district will determine if credit will be granted based on district policies and practices.

There are no grade appeals for CBEs: grades are final, and you will not receive any feedback. If you do not successfully pass a CBE, you may take an alternative version of the CBE. You must obtain approval from your school counselor before enrolling in a second CBE to ensure credit upon successful completion.

Proctoring Requirements

Proctoring requirements for CBEs are the same as those for final course exams.

Technology Requirements

Basic Computer Skills

You must have reliable Internet access and basic computer skills. You are responsible for resolving any technology issues relating to computers, related equipment, and Internet access.

Browser

TTU K-12 courses require the latest version of a modern browser such as Internet Explorer, Mozilla Firefox, or Google Chrome. Safari is not recommended at this time.

Hardware and Software Requirements

Each course will specify the necessary hardware and software. For additional information on required hardware and software or other technology assistance, please visit [IT Help Central](#).

Key Information for Full-Time Students

Part-time students who wish to enroll as full-time TTU K-12 students: visit the [Programs](#) page on the TTU K-12 website.

1. Eligibility Requirements

Texas Tech Elementary School: As a full-time TTU K-12 elementary student, you must maintain academic progress in a minimum of four courses concurrently.

Texas Tech Middle School: As a full-time TTU K-12 middle school student, you must maintain academic progress in a minimum of four courses concurrently.

Texas Tech High School: As a full-time TTU K-12 high school student, you must maintain academic progress in a minimum of four courses concurrently.

2. Identification Cards and Verification of Enrollment (VOE)

As a full-time student, you are eligible to receive a TTU K-12 student identification card and Verification of Attendance (VOE).

Verification of Attendance

If you are a full-time student who wishes to receive a Verification of Enrollment and Attendance (VOE) for any purpose, including a driver's permit, Social Security benefits or child support, avoiding truancy in your local district, or legal documentation of enrollment in a TTU K-12 full-time program, you MUST meet the full-time student eligibility requirements as outlined above.

You may request a Texas Department of Public Safety (DPS) VOE Form or an official letter verifying enrollment and attendance from your [TTU K-12 academic advisor](#). TTU K-12 administration may deny verification of enrollment and attendance to any student who has not maintained adequate progress to stay on grade level. Request a VOE by emailing a request to your TTU K-12 academic advisor. The advisor will require at least two working days for progress review.

If you are denied a VOE, your TTU K-12 academic advisor will work with you to outline a progress intervention plan to meet the requirements necessary to receive a VOE in the future.

Student ID Cards

We recommend all students in TTU K-12 full-time programs receive an ID card. The card provides student authentication for state and national testing, final exam proctoring services (if needed), and school attendance verification.

To receive an ID card, fill out an [Identity Verification form](#).

Texas Tech Elementary School Program Requirements

After you complete both first (A) and second (B) semesters of all four core subject areas in your grade level, you will receive a report card. Upon successful completion of these four core subject areas, you will be promoted to the next grade level.

Course Assessment and Grading

Each elementary course requires that you take a proctored final exam. Refer to the section on [Proctoring Requirements](#). For more information on how course grades are assessed, please refer to the section titled [Grading Procedures](#).

State and National Assessments

Elementary School Program: Grade Level Assessments for Full-Time Students

Students enrolled in the full-time elementary school program may take the appropriate grade level State of Texas Assessment of Academic Readiness (STAAR) assessments in the Spring at a local Texas public or charter school. Please contact the TTU K-12 testing coordinator at ttuk12@ttu.edu for student specific requirements and more information. Parents/students should receive information via email in January for the Spring STAAR administration for grades 3-5. Additional information may be found at [STAAR Testing](#).

Residents outside of Texas: contact [TTU K-12](#) to assist in testing arrangements.

STAAR Tests - Elementary

The following table lists the STAAR assessments for grades 3 through 5:

STAAR Grade Level Assessments	
Grade 3	Reading, Math
Grade 4	Reading, Math, Writing
Grade 5	Reading, Math, Science

Texas Tech Middle School Program Requirements

Students enrolled in Texas Tech Middle School should complete four to five subject areas (eight to ten TTU K-12 courses) per calendar year. Table 1 outlines courses required in each grade:

Table 1: Courses required for Middle School

Grade	Subjects
6	Language Arts, Math, Science, Social Studies
7	Language Arts, Math, Science, Social Studies, Career Explorations*, Fine Art**
8	Language Arts, Math, Science, Social Studies, Career Explorations*, Fine Art**

* Students must complete a semester course in Career Exploration (CE) between the seventh and eighth grades.

**Students must complete one fine art subject in either seventh or eighth grade per [Texas Administrative Code §74.3](#).

Grade Level Placement for Transfer Students

If you transfer to Texas Tech Middle School from an accredited public or private school, you will be placed using the grade level indicated by your previous school. You must provide an official transcript or report card for placement.

STAAR Assessments

Students enrolled in Texas Tech Middle School may take the appropriate grade level STAAR assessments in the Spring at a local Texas public or charter school. Please contact the TTU K-12 testing coordinator at ttuk12@ttu.edu for student specific requirements or more information. Parents/students should receive information via email in January for Spring STAAR 6-8 administration. Additional information may be found at [STAAR Testing](#).

Table 2 lists the STAAR assessments for grades six through eight:

Table 2: STAAR assessments required for grades 6 through 8

STAAR Grade Level Assessments	
Grade 6	Reading, Math
Grade 7	Reading, Math, Writing
Grade 8	Reading, Math, Science, Social Studies

High School Credit Courses

Students who receive approval to earn high school credits in Texas Tech High School must successfully complete the corresponding STAAR End of Course (EOC) exams for Algebra I, Biology, English I, English II, and U.S. History. Students in Texas will test in a local public or charter school. Additional information may be found at [STAAR Testing](#). Residents outside of Texas: contact ttuk12@ttu.edu to assist in testing arrangements.

Texas Tech High School Program Requirements

To complete and retain admission as a student in Texas Tech High School, you must work with an academic advisor and be enrolled in a minimum of four TTU K-12 courses (dual-credit and CBEs excluded). Generally, you will complete a total of six to seven credits per year (12-14 courses) and must also pass five STAAR EOC (End of Course) exams to meet graduation requirements.

In addition to working towards a high school diploma, you may request a VOE and [Student ID](#) cards. You may also participate in PSAT, ACT, AND SAT exams. For more information on Texas Tech High School, click on the following links:

- [State and National Assessments](#)
- [Graduation Requirements](#)

Dual Credit

You must contact your advisor for approval of dual credit enrollment.

Final Grade Point Calculation for Graduation

TTU K-12 uses the guidelines below to compute your final Grade Point Average (GPA) in Texas Tech High School:

1. TTU K-12 computes the GPA for graduation using all accredited TTU K-12 courses that apply to graduation.
2. TTU K-12 awards honors credits to all students who successfully complete Pre-Calculus, Spanish 3, Chemistry, and Physics through TTU K-12 courses.
3. Each numerical grade will be assigned the following points:

Table 1: Point Assignments for Numerical Grades

Numerical Grade	Alphabetic Grade	Points for Regular Courses	Points for Honors, AP, and Dual-Credit Courses
90-100	A	4.0	5.0
80-89	B	3.0	4.0
75-79	C	2.0	3.0
70-74	D	1.0	2.0
0-69	F	0.0	0.0

4. All course grades while you are enrolled in TTU K-12 will be recorded on your transcript and used in computing your final GPA. However, you may replace a failing grade you received on a TTU K-12 course or CBE by repeating the course or CBE.

Transfer Grades for the High School Program

All grades transferred to Texas Tech High School from another accredited school will be used in computing your final GPA except for local credit courses and courses scored on a pass/fail scale.

Grades on homeschool transcripts and transcripts from non-accredited schools are not transferable. To receive credit for non-accredited courses, you must take Credit by Exams (CBEs) or enroll in the courses.

If you have failed a previous transfer course, you may repeat the course for credit with Texas Tech High School.

The following designations will receive weighted credits:

- AP or P
- Honors
- IB
- Dual Credit/Concurrent Credit

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

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.

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

Table 2: Conversions for Transfer Grades

Public or Private School Transfer Grades Conversion to TTU K-12	
<i>Public/Private School Grade</i>	<i>TTU K-12 High School Grade</i>
A+	100
A	95
A-	90
B+	89
B	85
B-	80
C+	79
C	77
C-	75
D+	74
D-	72
D	70
F	69

State and National Assessments for High School Students

If you enrolled in ninth grade before the 2014-15 school year, you must complete the 26-credit Recommended High School Program (RHSP) or the 22-credit Minimum High School Program (MHSP), and you must meet the **state testing requirements** for your graduation plan.

STAAR End of Course (EOC) Exams

Students enrolled in Texas Tech High School must pass five STAAR EOC Exams to meet graduation requirements in the following subjects (exceptions may apply):

- Algebra I
- English I (Reading/Writing)
- English II (Reading/Writing)
- Biology
- U.S. History

Released test questions can be found on the TEA web site at this link: [Test Questions](#).

Registration for STAAR EOC Exams:

Texas residents:

Register online at [Texas Assessment](#):

- Scroll down to the Helpful Links.
- Select STAAR Out of School/Out of District Examinee Registration Form.
- Choose Texas Tech University K-12 High School (152504) as your District.
- Choose Texas Tech High School as your Campus.

Residents outside of Texas: contact [TTU K-12](#) to assist in testing arrangements.

PSAT

Students classified in the 10th and 11th grades may take the PSAT. If you have earned 6.0 high school credits, you may take the PSAT National Merit Qualifying Test for practice each October. To qualify as a National Merit Finalist with a possible scholarship, you must be classified as a junior with a minimum of 13 high school credits.

To participate in this test, contact the TTU K-12 testing coordinator at ttuk12@ttu.edu for more information. It is recommended that you make contact in June, well in advance of the mid-October test date. More information regarding this process can be found at [PSAT for Homeschool Students](#).

SAT and ACT

Students classified as juniors in the Texas Tech High School should prepare to take the SAT and/or ACT. Contact the TTU K-12 testing coordinator at ttuk12@ttu.edu for more information.

SAT and ACT Registration Codes:

- SAT Registration: [College Board](#)
 - Use Texas Tech University High School code 444357
- ACT Registration: [ACT](#)
 - Use Texas Tech University High School code 444357

SAT and ACT scores sent to Texas Tech University are not automatically sent to the offices of TTU K-12. You should notify your TTU K-12 academic advisor and testing coordinator of your intent to take the exam and have an official score report sent to the TTU K-12 registrar's office.

Graduation Requirements for Texas Tech High School Students

As a student enrolled in Texas Tech High School, you have several options for earning a high school diploma, depending on the date of your enrollment in ninth grade:

- Students enrolled in ninth grade before the 2014-15 school year must complete the Recommended High School Program (RHSP) or the Minimum High School Program (MHSP) and meet state testing requirements for your graduation plan. In some cases,

you may be permitted to graduate on the Foundation Graduation Plan or the Foundation with Endorsement Graduation Plan and earn a Distinguished Level of Achievement.

- Students enrolled in ninth grade during or after the 2014-15 school year must complete the Foundation Graduation Plan.
- For complete information regarding Texas graduation requirements, refer to the [graduation section of the TEA website](#).

Foundation Graduation Plan plus Endorsements

If you enrolled in ninth grade during or after the 2014-15 school year, you will graduate under the rules of House Bill 5 (HB 5). HB 5 graduation plans consist of a Foundation Graduation Plan plus one of five endorsements from which students may choose.

Endorsements

Endorsements consist of a related series of courses that provide students with in-depth knowledge of a subject area. Read more information about endorsement choices at the [Texas Education Agency Graduation Toolkit](#).

- In addition to the 22 credits earned on the Foundation Plan, college-bound students in Texas Tech High School will complete one advanced course credit in 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. TTU K-12 academic advisors will guide you through the endorsement selection process and help you choose an endorsement that best fits your interests and existing credits. You may change your endorsement at any time prior to graduation; however, you should be aware that changes to your endorsement could result in additional required courses. See the [Personal Graduation Plan Checklist](#) for specific courses required for each endorsement.
- All ninth and 10th graders must select an endorsement. After 10th grade, you may opt for the Foundation Plan only with parental consent.

Please contact a TTU K-12 senior academic advisor at ttuk12@ttu.edu for information on graduation plans. For additional graduation requirements, refer to the section on [State and National Assessments](#).

Distinguished Level of Achievement

All students graduating from Texas Tech High School on the Foundation with Endorsement Graduation Plan will also earn the Distinguished Level of Achievement. This achievement allows you to compete for the top ten percent admissions at any Texas public university and positions you to be among those first in line for a [TEXAS Grant](#), should you qualify financially.

- Students admitted to Texas Tech High School as ninth graders will automatically be scheduled in courses to meet the Distinguished Level of Achievement.
- More information on current Texas graduation requirements can be found on the [Texas Education Agency \(TEA\) website](#).

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 [Graduation Preparation](#) page on the TTU K-12 website. Graduating seniors should plan to complete their coursework and final exams at least two weeks in advance of the graduation date to ensure they are included in their desired graduating class. TTU K-12 Full-Time Diploma Program offers class rings, 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.

Appendix: Forms

To access a form referenced in this handbook, click on a link below:

[Change Notification](#)

[Change of Proctor](#)

[Duplicate Diploma Request](#)

[Extension Request](#)

[High School Transcript Request](#)

[Identity Verification](#)

[Institutional Testing Services Enrollment](#)

[Personal Graduation Plan Checklist](#)

[Tuition and Fees](#)

[Withdrawal Refund Request](#)