



ONLINE

TEXAS TECH

Office of the Provost

Student Attestation Statement

Texas Tech University Self-Paced Courses

This Student Attestation Statement is a binding agreement between you, the student, and the Texas Tech University Self-Paced Courses Program with regards to enrollment in a single, for-credit, self-paced, college course. This Statement becomes binding and effective upon the student's acceptance, indicated by online acknowledgement of receipt of, and agreement to, the provisions of this Agreement.

The parties thereto agree as follows:

ADMISSION AND TEXAS TECH UNIVERSITY STATUS

A student's participation in the Self-Paced Courses Program does NOT constitute formal enrollment or admission to Texas Tech University. As such, a student participating in the Self-Paced Courses Program will not receive all benefits and privileges reserved for enrolled Texas Tech University students. For example, Texas Tech University departments will not have access to student information and will be unable to answer student questions.

The student shall be responsible for reviewing all course descriptions and selecting the desired course. The Texas Tech University Self-Paced Courses Program does not guarantee credit hour transfers, and the student will be responsible for determining whether a specific course transfer will be accepted at their current campus. The student will be enrolled in the chosen course after satisfying all application and payment requirements.

All questions and concerns about the Self-Paced Courses Program should be emailed directly to selfpaced.course@ttu.edu.

ACADEMIC INTEGRITY AND ACADEMIC MISCONDUCT

As an affiliated student within a Texas Tech University program, the student will be held to the same standards of academic integrity and honesty as students enrolled at Texas Tech University. The student will abide by the rules and definitions of academic integrity and honesty as outlined and defined in the official [Texas Tech University Student Handbook](#).

The Instructor of Record for the student's course has both the responsibility and the obligation to address any and all instances of perceived and actual academic misconduct and will follow the University's prescribed course(s) of action for investigating and resolving such instances as outlined in the Student Handbook. The Texas Tech University Student Handbook is available online and is linked to the Self-Paced Courses Program website.



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TUITION AND TRANSCRIPT REQUESTS

Under federal, Department of Education guidelines, self-paced courses are classified as correspondence courses and are not eligible for student financial aid. Therefore, all courses are 100% self-pay.

There are two payment options available to accepted students.

Option 1:

Students may elect to pay all tuition and fees at the time of registration. Access to coursework will be granted when full payment has been received. Once all coursework has been completed and a passing grade is recorded by the course instructor, the student's course will be submitted to the Registrar's Office to process an official Texas Tech University transcript.

NOTE: No refunds will be issued after the 8th day of course access if a student chooses this option and then fails to complete the course or receives a failing grade.

Option 2:

Students may elect to split their total tuition and fees bill into two payments. The first payment will consist of all tuition charges and must be paid in full prior to being granted course access. Once all coursework has been completed and a final grade has been provided by the instructor, the student has the option of requesting a transcript. Upon that request, the student will be billed for all remaining fees, and a transcript request will be submitted to the Registrar's Office upon receipt of full payment.

COMPLETION REQUIREMENTS

To successfully complete a self-paced course and receive credit hours, the student must complete all required elements of the course by or before the end of the 6-month access period and receive a passing grade from the Instructor of Record.

DROPPING A COURSE/REFUNDS

The student is permitted to drop a course and receive a full refund for any paid fees if the drop request is received before enrollment in the course has taken place. As access to the coursework is available immediately upon enrollment, any requests to drop after enrollment has occurred will be refunded at a reduced rate, reflecting a \$150 administrative fee, through the first seven (7) calendar days of coursework access, ***so long as the course has not been completed within that seven-day period. Refunds are not eligible for any courses that have been completed.*** Any requests to drop a course on or following the eighth (8th) calendar day of coursework access will not be refunded.



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REMOVAL FROM A COURSE

Students may not voluntarily withdraw from a course. See **Dropping a Course/Refunds** for information regarding dropping a course.

The University will withdraw the student for failure to complete all coursework after six (6) months from the enrollment date.

TRANSFERRING FROM ONE COURSE TO ANOTHER

Once enrolled in a course, transferring registration to another course is not allowed. Administrative costs may differ between subjects, and full course charges are needed to cover these internal fees. The student will be required to drop the current course of enrollment, wait for refund processes to be completed, and then may request enrollment in the desired course. Paid fees do not transfer courses, and payment in full will be required to enroll in and gain access to the new course.

REASONABLE ACCOMMODATIONS

If the student is needing content accommodations for accessibility reasons, please contact online.accessibility@ttu.edu with the request. The request will be reviewed, and the student will receive a response within five (5) business days.