



The University of Texas at Austin  
UT High School

# The University of Texas High School Special Purpose District



## Student and Parent Handbook

2025 - 2026



# Student and Parent Handbook

THE UNIVERSITY OF TEXAS HIGH SCHOOL SPECIAL PURPOSE DISTRICT

<b>GENERAL OVERVIEW</b> .....	<b>1</b>	<b>SPECIAL PROGRAM SERVICES</b> .....	<b>8</b>
OUR MISSION .....	1	<i>Eligibility for Special Program Services</i> .....	9
VISION .....	1	<i>Special Education and 504 Services</i> .....	9
PURPOSE OF THE HANDBOOK.....	1	Supplemental Support: .....	9
PROGRAMS OVERVIEW .....	1	Child Find (Referral System for Special Education and	
<i>Diploma Programs</i> .....	1	Section 504):.....	9
UT High School – for Texas Residents .....	1	<i>Gifted/Talented</i> .....	9
UT International High School – for Non-Texas		SCHOOL CALENDAR .....	9
Residents .....	1	COURSE SCHEDULE AND CAREER PLAN (PERSONAL	
<i>Other Programs</i> .....	1	GRADUATION PLAN) .....	9
UTHS Independent Learner Program – for Part-Time		REQUESTS TO TAKE COURSES FROM OTHER ACCREDITED	
Students .....	1	INSTITUTIONS .....	9
UTHS K-12 Credit by Exam Program .....	1	<i>General Requirements:</i> .....	9
<b>FAMILY EDUCATIONAL RIGHTS AND PRIVACY</b>		DIPLOMA ELIGIBILITY .....	10
<b>(FERPA) ANNUAL NOTICE</b> .....	<b>2</b>	TEXAS GRADUATION PROGRAM .....	10
PARENTAL RIGHTS .....	2	<i>Graduation Program Chart</i> .....	11
NONDISCRIMINATION STATEMENT .....	3	<i>Required Grade Level Advisory Courses</i> .....	12
<b>TEXAS AND INTERNATIONAL DIPLOMA PROGRAMS</b>	<b>4</b>	Annual Mini-Course (REQ YR: 69051) .....	12
ELIGIBILITY REQUIREMENTS .....	4	Senior Graduation Requirement Mini-Course (GRAD:	
<i>Texas Diploma Eligibility</i> .....	4	69050).....	12
<i>International Diploma Eligibility</i> .....	4	Additional Information .....	12
REGISTRATION ENROLLMENT PROCESS .....	4	<i>Dual Credit Enrollment</i> .....	12
<i>Required Registration Information</i> .....	5	<i>Credit by Exams</i> .....	12
Student, Family, and Emergency Information:.....	5	<i>Physical Education Equivalent (PEEQ)</i> .....	13
Proof of Residency .....	5	<i>Driver's Education</i> .....	13
Proof of Military-Connected Status for Eligibility to		<i>PSAT / NMSQT</i> .....	13
Enroll as Texas Resident.....	6	<i>ACT / SAT</i> .....	13
<i>Returning Student Verification of Enrollment</i>		<i>Texas Success Initiative Assessment (TSIA)</i> .....	14
<i>(RSVOE)</i> .....	6	TSIA2 Exemptions .....	14
ANNUAL ENROLLMENT CAP .....	6	<i>Armed Services Vocational Aptitude Battery</i>	
ANNUAL LOTTERY .....	6	<i>(ASVAB) Test (Grades 10-12)</i> .....	14
FULL-TIME REQUIREMENT .....	6	<i>Transfer Credits</i> .....	14
<i>Grade-Specific Requirements</i> .....	7	TRANSCRIPT - NON-TEXAS PUBLIC SCHOOL.....	14
<i>Verification of Enrollment</i> .....	7	TRANSCRIPT - NON-ACCREDITED SCHOOL PROGRAMS .....	14
THE STUDENT CODE OF CONDUCT.....	7	TRANSFER GRADES AND GRADE CONVERSION CHART .....	14
SCHOLASTIC HONESTY .....	7	GRADE LEVEL DESIGNATION .....	15
CHANGE OF NAME, ADDRESS, EMAIL, OR PHONE .....	7	CALCULATION OF WEIGHTED GPA.....	15
COURSE TUITION .....	7	SCHEDULE FOR CALCULATIONS .....	15
<i>Texas Diploma Program</i> .....	7	GRADING SCALES.....	15
<i>International Diploma Program Tuition</i> .....	7	<i>Students Entering 9th Grade Prior to August 2021</i>	
Course Fees (International Diploma Only).....	8	<i>Students Entering 9th Grade Beginning August 2021</i>	
Payment Schedule (International Diploma Only) .....	8	<i>and 2022</i> .....	17
COURSE MATERIALS .....	8	<i>Students Entering 9th Grade Beginning August 2023</i>	
<i>Texas Diploma</i> .....	8	- <i>Weighted Grade System</i> .....	18
<i>International Diploma</i> .....	8	VALEDICTORIAN AND SALUTATORIAN.....	20
		TOP TEN PERCENT .....	20
		EARLY, MIDTERM, OR BETWEEN-TERM GRADUATES.....	20

HIGHEST-RANKING GRADUATE .....	20	<i>Submit Assignments Prior to Final Exam</i> .....	29
STUDENT RECORDS AND TRANSCRIPTS .....	20	COURSE EXAMS .....	30
<i>Requesting Transcripts</i> .....	20	<i>Summative Exam</i> .....	30
<i>Dual Credit Course Transcripts</i> .....	20	<i>Final Exam</i> .....	30
<i>Credit by Exam (CBE) on Transcripts</i> .....	20	*Summative Re-Exams .....	30
ATTENDANCE AND WITHDRAWAL .....	20	**Semester Final Exam Retake Policy .....	30
<i>Active Enrollment</i> .....	20	<i>Course Drops or Incompletes</i> .....	30
<i>Program Withdrawal</i> .....	21	EXAM POLICIES .....	30
Parent and Student Withdrawal .....	21	<i>Secure Exams</i> .....	30
Withdrawal Prior to Successful Course Completion -		<i>Student Identification</i> .....	30
Impact on Course Grade and Credits Earned .....	21	<i>Examination Testing Period</i> .....	30
<i>Administrator Withdrawal</i> .....	21	<i>Exam Administration</i> .....	30
COURSE CHANGE REQUESTS .....	22	<i>Proctorio Requirements</i> .....	30
COURSE EXTENSIONS .....	23	<i>Exam Accommodations</i> .....	31
COURSE RETAKE .....	23	<i>Exam Grade Posting</i> .....	31
COURSE GRADING POLICY .....	23	<i>Exam Inquiry Requests</i> .....	31
SEMESTER COURSE GRADES .....	23	GRADE REPORTING .....	31
<i>Graded Assignments</i> .....	23	<b>K-12 CREDIT BY EXAM PROGRAM</b> .....	<b>32</b>
Assignment Re-submissions .....	23	DEVELOPMENT AND ADMINISTRATION .....	32
<i>Submit Assignments Prior to Final Exam</i> .....	24	<i>Exam Settings:</i> .....	32
<i>Course Exams</i> .....	24	<i>Scoring:</i> .....	32
Six Weeks .....	24	EXAM ADMINISTRATION .....	32
Semester Final .....	24	<i>Exam Security</i> .....	32
*Six Weeks Re-Exams .....	24	<i>UTHS does NOT provide in-person proctoring sites</i>	
**Semester Final Exam Retake Policy .....	24	<i>across Texas. All in-person proctoring must be</i>	
EXAM POLICIES .....	24	<i>coordinated by the individual enrolled in the CBE.</i>	32
<i>Secure Exams</i> .....	24	<i>Grade-Specific Information</i> .....	32
<i>Student Identification</i> .....	24	Grades K-2: .....	32
<i>Examination Testing Period</i> .....	24	Grades 3-12: .....	33
<i>Exam Administration</i> .....	24	<i>Exam Requests and Changes</i> .....	33
<i>Proctorio Requirements</i> .....	25	Requests .....	33
<i>Exam Accommodations</i> .....	25	Changes .....	33
<i>Exam Grade Posting</i> .....	25	<i>Time Restrictions and Extensions</i> .....	33
<i>Exam Inquiry Requests</i> .....	25	<i>Proctorio Expectations</i> .....	33
Proctor Agreement (Required ONLY for Students		<i>Study Guides</i> .....	33
with Special Permission to Take a Print Exam) .....	25	<i>Calculator Policy</i> .....	33
GRADE POSTING .....	25	<i>Testing Accommodations</i> .....	33
GRADUATION DIPLOMA AND CEREMONY .....	26	<i>Re-exam Requests</i> .....	33
<b>INDEPENDENT COURSES PROGRAM</b> .....	<b>27</b>	<i>Exam Grade Reports</i> .....	34
COURSES .....	27	<i>Exam Invalidations</i> .....	34
ELIGIBILITY .....	27	<i>Exam Inquiries</i> .....	34
<i>Middle School Students</i> .....	27	<i>CBE Certification Reports</i> .....	34
ENROLLMENT .....	27	SCHOLASTIC HONESTY .....	34
VERIFICATION OF ENROLLMENT .....	27	<b>APPENDIX A: CONTACTS</b> .....	<b>35</b>
REGISTRATION ENROLLMENT PROCESS .....	27	<b>APPENDIX B: SCHOLASTIC HONESTY</b> .....	<b>36</b>
COURSE ENROLLMENT FEE .....	28	SCHOLASTIC HONESTY GUIDELINES .....	36
COURSE CHANGE AND EXTENSION REQUESTS .....	28	<i>Phase I: The student has committed their first</i>	
<i>Course Drop Request</i> .....	28	<i>career offense.</i> .....	36
<i>Course Extensions</i> .....	28	<i>Phase II: The student has committed their second</i>	
COURSE MATERIALS .....	28	<i>career offense in ANY course.</i> .....	36
COURSE END DATES .....	28	<i>Phase III: The student has committed their second</i>	
SCHOLASTIC HONESTY .....	29	<i>and third offense in the SAME course.</i> .....	36
COURSE GRADING POLICIES .....	29	IMPORTANT INFORMATION REGARDING AI .....	36
SEMESTER COURSE GRADES .....	29	<b>APPENDIX C: SCHOOL CALENDAR</b> .....	<b>37</b>
<i>Graded Assignments</i> .....	29		
Assignment Re-submissions .....	29		

**Disclaimer:** Portions of this handbook were developed with the assistance of the Microsoft Copilot AI system, which was utilized to organize and outline policies.

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## General Overview

### Our Mission

We partner with students, families, and educators in Texas and beyond through innovative and flexible online learning experiences that foster personal growth and lifelong learning.

### Vision

Opening doors to education for a changing world.

### Purpose of the Handbook

The UTHS Student and Parent Handbook highlights key program information for the UTHS Diploma Programs, Independent Learner Programs for online courses, and credit by exams. The Handbook does not include all policies for UTHS programs. Additional UTHS policies and information are posted on the UTHS website at <https://highschool.utexas.edu/> with program specific policies listed by topic and included within the page text and linked documents. UTHS follows the federal and state laws and rules required of K-12 Texas public schools as outlined in the [Texas Education Code](#) and the [Texas Administrative Code](#) which are applicable to special purpose districts. Federal and state policies may change throughout the year and UTHS policies are updated as needed.

### Programs Overview

UTHS is a special purpose district operated by The University of Texas at Austin as a public school of the state fulfilling the mission of the Texas public education system to ensure that Texas students receive a quality education that enables them to achieve their potential and fully participate now and in the future in the social, economic, and educational opportunities of our state and nation ([19 TAC §61.101](#)).

#### Diploma Programs

##### *UT High School – for Texas Residents*

- For students under 26 who meet Texas residency requirements.
- Complete 26 credits online to earn a Texas high school diploma.
- Enroll in seven courses per semester to graduate in four years.

##### *UT International High School – for Non-Texas Residents*

- For non-Texas or international students.
- Complete 26 credits online to earn a Texas high school diploma.
- Enroll in seven courses per semester to graduate in four years.

#### Other Programs

##### *UTHS Independent Learner Program – for Part-Time Students*

- For students taking one or more online courses to earn credits for acceleration or credit recovery.
- Credits meet graduation requirements for their local school district or home school program.

##### *UTHS K-12 Credit by Exam Program*

- For students in grades K-12 to recover credit or accelerate.
- Available to students in any location with counselor approval for Texas public school students.

## Family Educational Rights and Privacy (FERPA) Annual Notice

Introduction UT High School is committed to protecting the privacy of student education records in accordance with the Family Educational Rights and Privacy Act (FERPA). This federal law affords parents and eligible students (those who are 18 years of age or older) certain rights regarding their education records. Below is a summary of these rights:

1. The right to inspect and review education records. Parents or eligible students can view the student's education records by submitting a written request to the school principal.
2. The right to request an amendment of records. Parents or eligible students may ask for changes to records they believe are inaccurate, misleading, or violate the student's privacy rights under FERPA. A written request must be submitted to the principal, clearly identifying the part of the record to be amended and explaining why it is inaccurate.
3. The right to give consent for disclosures of Personally Identifiable Information (PII). FERPA generally requires written consent from a parent or eligible student before releasing PII from student education records. However, FERPA permits certain disclosures without consent, including but not limited to the following:
  - School officials with a legitimate educational interest, including teachers, administrators, school social workers, counselors, and other staff members, as well as contractors, consultants, and volunteers working on behalf of the school. An official has a legitimate educational interest if accessing an educational record is necessary to perform their professional duties.
  - Law enforcement personnel acting as school officials when they have a legitimate educational interest in maintaining school safety and order.
  - Appropriate officials assisting in managing health and safety emergencies.
4. The right to file a complaint. If they believe the school has failed to comply with FERPA requirements, parents or eligible students may file a complaint at: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

**Directory Information Notice:** The school may disclose directory information to anyone who follows the procedure for requesting it without needing consent. A parent or eligible student may opt out by submitting a written request, either when enrolling the student in our school district or by contacting a school administrator. UT High School has designated the following as directory information: student's name, honors, and awards received.

## Parental Rights

Parents have a right under the Federal Education Privacy Act (FERPA) to:

1. Request information regarding the professional qualifications of their child's teachers.
2. Request information about the qualifications of any paraprofessional who may provide services to their child.
3. Review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to their child.
4. Inspect a survey created by a third-party before the survey is administered or distributed to their child.
5. To review their child's student records when needed. These records include: attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, other medical records, teacher and counselor evaluations, reports of behavioral patterns, and state assessment instruments that have been administered to their child.
6. Remove their child temporarily from the classroom, if an instructional activity in which their child is scheduled to participate conflicts with their religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, their child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
7. Grant or deny any written request from the district to make a videotape or voice recording of their child.

## **Nondiscrimination Statement**

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, age, disability, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex and prohibits sex discrimination in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the U.S. Department of Education's Office for Civil Rights, or both.

The district has designated and authorized the following employee as the Title IX Coordinator ([see Appendix A](#)) to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or sex-based harassment.

## TEXAS AND INTERNATIONAL DIPLOMA PROGRAMS

Policies apply to both Texas and International Diploma Programs unless otherwise noted.

Effective beginning with the 2021-22 academic year, eligible Texas residents may enroll tuition-free in the UTHS Texas Diploma Program. UTHS receives funding for eligible students from the Texas Foundation School Program (FSP).

Students who do not meet the Texas Diploma Program eligibility may enroll in the tuition-based International Diploma Program.

<b>Eligibility Requirements</b>	
Any student who wishes to pursue a Texas high school diploma and either successfully completed 8th grade through an accredited school or program or earned passing scores on the 8th grade Credit by Exam (CBE) for each of the four core areas (English Language Arts, Math, Science, and Social Studies) may enroll in the UT High School if they meet all eligibility requirements.	
<b>Texas Diploma Eligibility Tuition-Free Program</b>	<b>International Diploma Eligibility Tuition-Based Program</b>
<ul style="list-style-type: none"> <li>• Maintain physical, full-time residency in Texas and provide proof</li> <li>• Be under age 26 years as of September 1 of the school year</li> <li>• Promoted to 9<sup>th</sup> grade by an accredited school program</li> <li>• Meet eligibility requirements documented in Texas state policy for public schools (TEC §25.001)</li> <li>• Has not graduated from high school or completed a GED.</li> <li>• Is otherwise eligible to enroll in a Texas public school or meets the following requirements:</li> <li>• Is a dependent of a member of the United States military</li> <li>• Was previously enrolled in high school in this state</li> <li>• No longer resides in this state because of a military deployment or transfer</li> </ul>	<ul style="list-style-type: none"> <li>• Access course work outside of Texas in another state or country</li> <li>• Promoted to 9<sup>th</sup> grade by an accredited school program</li> <li>• Has not graduated from high school or completed a GED.</li> </ul>

## Registration Enrollment Process

To register to enroll in the UT High School full-time diploma programs, complete the following steps.

- 1. Complete the UTHS Online Learning Orientation in Canvas**
  - Both the student and parent must complete the online orientation course (approx. 45 min) via their own email addresses, then upload the course grade reports showing their name and score during the online enrollment process. To access the online orientation, visit [Registering for UTHS Diploma Program Online Learning Orientation Course](#)
- 2. Complete the online enrollment process in Skyward**
  - **Families new to UTHS:** Click here to [request Skyward account](#) access and register your child
  - **Families with existing UTHS Skyward Accounts:** Use your existing [Skyward Family Access](#) portal to register your child for a UTHS program
  - Complete all required forms within the Skyward enrollment system
  - Upload copies of all required documents

### 3. International Diploma Program Pay Registration Fee in Skyward

- Pay the non-refundable registration fee of \$150 for students accessing their course work outside of Texas and \$350 for students accessing their course work outside of the United States.

All registration documents are required. Applications with missing documents will be cancelled.

## Required Registration Information

### *Student, Family, and Emergency Information:*

Parents will provide their student's date of birth, home language, ethnicity and race, permanent address, emergency contacts and medical information, qualification for any special services, residency information, and guardian's contact information.

### Required Documents:

- **Parent/Guardian Photo IDs** must be government or school issued. Passports are acceptable.
- **Student Photo IDs** should also be government or school issued. Passports are acceptable.
- **Student Social Security Card**
- **Birth Certificate**
- **Relevant Legal Paperwork** (optional) should contain any legal paperwork specific to the student's educational decision making (e.g. divorce decrees, etc.)
- **Prior School Records (Transcripts and Accommodations)** including transcripts which show official final course grades for high school credits and, for entering 9<sup>th</sup> graders, 8<sup>th</sup> grade transcripts demonstrating successful completion of 8<sup>th</sup> grade, and school paperwork showing admission for special services such as special education or 504 with accommodations noted.
- **Proof of Residency** (see details below)
- **Immunization Records**
- **Current Discipline Records**
- **Parent and Student Orientation Grade Reports**

\*Knowingly falsifying information on a form required for enrollment of a student in a school district will result in consequences as defined in the [Texas Education Code §25.001](#) and the [Texas Penal Code §37.10](#).

### *Proof of Residency*

Documents required for proof of residency at the beginning of each school year, include **at least one of the following** with the parent's name and physical address:

- Monthly mortgage statement or mortgage payment booklet dated within 60 days
- Current residential rental/lease agreement
- Utility or residential service bill dated within 60 days of the date of application – \_must list your address as "service address." Examples of acceptable statements include, but are not limited to electric, water, gas, internet, cable, streaming services, lawn services, and cellular telephone
- Current homeowner's or renter's insurance policy, statement, or card
- Current automobile insurance policy, statement or card dated within 60 days of application
- Preprinted W-2, 1099, or 1098 tax form from an employer, government, or financial institution for the most recent tax year
- Mail or printed electronic statements from financial institutions; including checking, savings, investment account and credit card statements dated within 60 days of the date of application
- Mail or printed electronic statements from a federal, state, county, or city government agency, or a third-party representing a government agency dated within 60 days of the date of application
- Current documents issued by the U.S. military or Veteran's Administration indicating residential address
- Pre-printed paycheck or payment stub, dated within 60 days of the application date.

- Current Form DS2019 or a document issued by U.S. Citizenship and Immigration Services (non-commercial DL and ID only)
- Letter of Texas residency issued by the Texas Juvenile Justice Department (TJJD)
- *If a family is sharing housing with an individual/family and does not pay rent under temporary residency, the family shall submit a utility bill in the name of the person who owns or leases the property. A Declaration of Residency Form is required. A Power of Attorney follows the same procedures regarding the submission of proof of residency documents.*

The UTHS administration investigates residency questions and reviews documents to make determinations prior to enrollment and during the school year as needed if documentation indicates temporary residency status, evidence suggests a change in residence, or a student qualifies for the top 10% ranking. Top 10% ranking only applies to Texas Diploma Program students for automatic college admission ([TEC §51.803](#)).

### *Proof of Military-Connected Status for Eligibility to Enroll as Texas Resident*

A student whose eligibility to enroll as a Texas resident for free tuition is based on being a dependent of a member of the United States military who has been deployed or transferred outside of Texas and was previously enrolled in school in Texas.

Department of Defense (DoD)-issued orders showing that the military member has been deployed or transferred outside of Texas is required for verification.

Military-connected students receive priority access to the UTHS waitlist and lottery process per [HB 4124](#), to support these students due to the disruption to their education as a result of short notice and frequent military transfers for their parents.

### Returning Student Verification of Enrollment (RSVOE)

Prior to the end of current school year, UTHS students must confirm registration in the UTHS Diploma Program for the next school year. Students who do not complete RSVOE must reapply for enrollment.

International Diploma Program students who do not complete RSVOE must reapply and pay registration fees.

### **Annual Enrollment Cap**

The annual enrollment cap for the 2025-26 school year is 1,350 students maximum in the Texas Diploma Program for Texas residents.

### **Annual Lottery**

Every year, UTHS establishes an annual enrollment deadline and lottery date for new students applying for enrollment for the upcoming school year. If UTHS receives applications and verification of continuing enrollments that exceed the annual enrollment cap, a lottery determines the new applicants accepted into the program. UTHS places the non-selected applicants on a waiting list. Students on the waiting list are offered enrollment for the upcoming school year if a seat becomes available.

If UTHS does not receive more applications for enrollment that results in a total student population of Texas residents that exceeds the enrollment cap, the lottery is not held, and enrollment continues until the enrollment cap is reached during the school year. If the enrollment cap is met during the school year, new enrollment requests will be placed on the waiting list and offered enrollment during the school year if a seat becomes available.

### **Full-Time Requirement**

Students must complete the UTHS registration process and remain active in a full course schedule during the fall and spring semesters to be considered a full-time UTHS student.

## Grade-Specific Requirements

- **9th, 10th, and 11th Grade:** Students must maintain full-time enrollment in seven courses each semester.
- **12th Grade:** Seniors must have a minimum of four courses each semester and may have fewer than seven if their graduation requirements have been met.

UTHS students are not considered college students at The University of Texas. For information about applying to undergraduate studies at The University of Texas, view [admissions.utexas.edu](https://admissions.utexas.edu).

## Verification of Enrollment

UTHS staff can only sign documents for Social Security benefits, work permits, or provide Verification of Enrollment (VOE) for a driver's license if the student is attending UTHS full-time and meeting participation requirements.

## The Student Code of Conduct

[The Student Code of Conduct](#) provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. This Student Code of Conduct has been adopted by the UTHS Advisory Board to promote a safe, secure, and optimal learning environment for all students.

The Student Code of Conduct ("SCOC") is the district's response to the requirements of Chapter 37 of the Texas Education Code.

The Code of Conduct provides methods and options for managing students in the online classroom and school environment, disciplining students, and preventing and intervening in student discipline problems.

## Scholastic Honesty

UTHS requires students to adhere to the [UTHS Scholastic Honesty Policy](#) located in Appendix B of the UTHS Student and Parent Handbook. Failure to follow the policy expectations will result in disciplinary action.

## Change of Name, Address, Email, or Phone

If a student's name is legally changed, please provide proof of the change to [UTHSRegistrar@austin.utexas.edu](mailto:UTHSRegistrar@austin.utexas.edu). Accepted proof includes an amended birth certificate or a legal order granting change of name (**document must be signed by a judge and filed by district clerk**).

To update an address, email address, phone number, or to add a contact to your student's file, please complete a [Request for Change of Student Information](#) form and return to [UTHSRegistrar@austin.utexas.edu](mailto:UTHSRegistrar@austin.utexas.edu).

**It is the responsibility of the student and parent to notify UTHS of contact information changes to receive official notifications from UTHS which are sent via mail, email, or phone.**

## Course Tuition

### Texas Diploma Program

Texas residents enrolled in the full-time Texas Diploma Program receive free tuition for online courses with funding provided by the Texas Foundation School Program.

### International Diploma Program Tuition

International Diploma Program (non-Texas residents) students pay a registration fee to enroll and tuition for each semester of coursework. The total cost of completing the program depends upon how many courses are needed to graduate, typically seven courses per semester.

Tuition payments for each semester of coursework may be divided into two payments according to the schedules listed below.

The administrative staff communicates the deadlines for tuition payments to families each year prior to the start of the semester. Non-payment of tuition will result in removal of the student from the International Diploma Program and online courses for which payment was not received.

<i>Course Fees (International Diploma Only)</i>		
\$260-275* per semester course *Some UTHS courses, such as World Language (e.g., Spanish) and Art require slightly higher fees to cover the cost of the embedded online textbook resources.		
<i>Payment Schedule (International Diploma Only)</i>		
Estimated cost listed below is for students taking 7 courses per semester.		
<u>Fall Semester Tuition</u>	1st payment: \$1,040 (4 courses) due August	2nd/final payment of remaining balance: \$780 (remaining balance of 3 courses) due October
<u>Spring Semester Tuition</u>	1st payment: \$1,040 (4 courses) due January	2nd/final payment of remaining balance: \$780 (remaining balance of 3 courses) due February

## Course Materials

Texas Diploma	International Diploma	Course Material	Additional Info
<i>Who provides materials?</i>			
Parent	Parent	<b>Computers</b>	<a href="#">Computer Requirements</a>
Parent	Parent	<b>Internet Access</b>	
UTHS	Parent	<b>Textbooks</b>	Online textbook login information for Texas Diploma is sent near the start of each semester.
UTHS	Parent	<b>Science Lab Kits</b>	Lab Kits for Texas Diploma Program ships out at the beginning of the semester. Late enrollment can delay receipt of materials.
Parent	Parent	<b>Specialty Courses (e.g. English, Art, AP)</b>	<ul style="list-style-type: none"> <li>Additional reference or art supplies may be needed.</li> <li>View course syllabus for required supplies.</li> </ul>
Parent	Parent	<b>Graphing Calculators</b>	<a href="#">Calculator Policy</a>
UTHS	UTHS	<b>Canvas Inbox</b>	Students communicate with instructors via the Canvas course email messaging inbox.
UTHS	UTHS	<b>Tutoring</b>	

Please refer to the [course description](#) to view course-related materials for additional resources and/ or lab supplies.

## Special Program Services

UTHS provides special program services to students such as special education, 504 services, Career and Technology Education (CTE), bilingual/ESL education, and Gifted and Talented (G/T) education. The determination of whether the UTHS program meets the needs of a student with a disability will be made by that student's Admission, Review, and Dismissal (ARD) committee in a manner consistent with state and federal law. UTHS offers a remote, virtual, asynchronous instructional model which may not be the best fit or provide the least restrictive environment for every student's particular needs.

## Eligibility for Special Program Services

UTHS reviews students for eligibility for special program services throughout the school year. Details about eligibility and services are available on the UTHS website at <https://highschool.utexas.edu/>.

## Special Education and 504 Services

UTHS adheres to state and federal policies regarding eligibility and enrollment for special program services. UTHS accepts documentation of enrollment for these services provided by an accredited public or private school upon student enrollment at UTHS. Documentation must be current and aligned to state and federal program practices.

### *Supplemental Support:*

- **Available Services:** Tutorial and other academic, Social Emotional Learning (SEL) services, specially designed instruction, and/or related services for those who qualify.
- **Accommodations:** Instructional and behavioral per Individual Education Plan (IEP) or 504 (IAP).

### *Child Find (Referral System for Special Education and Section 504):*

If you have a suspicion or documentation that your student has a disability, please email [utsdstudentservices@austin.utexas.edu](mailto:utsdstudentservices@austin.utexas.edu).

For additional information, view [Overview of Special Education Evaluation Process](#).

## Gifted/Talented

UTHS accepts documentation of G/T program enrollment provided by an accredited public or private school upon student enrollment at UTHS. Documentation must be current and aligned to state and federal program practices. UTHS also reviews students during the school year to admit students for G/T services.

## School Calendar

Students in the UTHS full-time Diploma Programs are scheduled into courses that align to a two-semester calendar (spring and fall semesters). A summer session is available to catch up or get ahead.

The [UTHS Calendar](#) is posted online annually. Scheduled course work must be completed within the semester scheduled.

## Course Schedule and Career Plan (Personal Graduation Plan)

Counselors will review student's official transcripts to schedule courses aligned to Texas graduation requirements.

Students and a parent/guardian are required to complete, sign, and submit a *Career Plan (Personal Graduation Plan)* in the spring to indicate their course preferences for each year. Course preferences are not guaranteed. Information to guide student course selections is provided via UTHS webinars, Skyward tools, and the student's Advisory course throughout the year.

UTHS Registration and Counseling Staff reviews the student's transcripts including any transferred credits to determine alignment to UTHS transfer credit policies.

## Requests to Take Courses from Other Accredited Institutions

### General Requirements:

- **Minimum Course Requirement:** All full-time students must enroll in at least seven courses each semester.
- **UTHS Courses:** At least four of these courses must be UTHS courses during the fall and spring semesters to remain eligible for a UTHS diploma.

- **Dual Credit/Outside Courses:** The remaining courses can include pre-approved dual credit courses or outside courses *not available at UTHS*, but offered by other approved accredited institutions. Approved institutions are located in the Advisory course.
- **Form Submission:** Students must complete and submit the Outside Credit Request Form prior to the start of the semester to request enrollment in courses outside of UTHS. The form is located in Skyward under District Links. UTHS approval is required prior to outside course registration.
- **Fees:** Outside course fees and materials are paid by parents
- **Proof of Enrollment:** Proof of enrollment in the course will be required prior to the start of the semester to [uthscounselor@austin.utexas.edu](mailto:uthscounselor@austin.utexas.edu).
- **Completion Timeline:** Outside course work must be completed within the semester approved and taken to receive course credit.
- **Official transcript Submission:** Students must submit official transcripts to [uthsregistrar@austin.utexas.edu](mailto:uthsregistrar@austin.utexas.edu) within 30 days after completing a course from another institution. UTHS registrars will enter course credit to the student's UTHS transcript.
- **Transfer Credits:** Transfer credits must meet Texas graduation requirements to be included on the student's transcript and count toward required credits for the UTHS Diploma.

## Diploma Eligibility

To earn a University of Texas at Austin High School (UTHS) diploma, a student must:

- complete the required credits for graduation as mandated by the Texas Education Code when the student first enters the ninth grade.
- pass the State of Texas Assessments of Academic Readiness (STAAR) End-of-Course (EOC) Exams.
- maintain active enrollment in UTHS courses during their senior year until graduation.

## Texas Graduation Program

UTHS is a Texas public school that offers the Foundation High School Program with endorsements and enhancements aligned to [Texas Education Agency graduation requirements](#).

## Graduation Program Chart

UTHS' policy is to plan for all students to graduate on the Foundation High School Plan with an endorsement.

Discipline	Foundation High School Plan (FHSP)	Foundation High School Plan (FHSP) with an endorsement	Distinguished Level of Achievement <i>must be earned to be admitted to a Texas public university under the Top 10 percent automatic admission law.</i>
English	<b>Four credits:</b> English I English II English III An advanced English course	<b>Four credits:</b> English I English II English III An advanced English course	<b>Four credits:</b> English I English II English III An advanced English course
Mathematics	<b>Three credits:</b> Algebra I Geometry An advanced math course	<b>Four credits:</b> Algebra I Geometry Two advanced math courses	<b>Four credits:</b> Algebra I Geometry Algebra II An advanced math course
Science	<b>Three credits:</b> Biology A lab-based science course An advanced science course	<b>Four credits:</b> Biology A lab-based science course Two advanced science courses	<b>Four credits:</b> Biology A lab-based science course Two advanced science courses
Social Studies	<b>Three credits:</b> World History or World Geography U.S. History U.S. Government (.5 credit) Economics (.5 credit)	<b>Four credits:</b> World Geography World History U.S. History U.S. Government (.5 credit) Economics (.5 credit)	<b>Four credits:</b> World Geography World History U.S. History U.S. Government (.5 credit) Economics (.5 credit)
Physical Education	<b>One credit</b>	<b>One credit</b>	<b>One credit</b>
Languages Other Than English	<b>Two credits</b> in the same language Two credits from Computer Science I, II and III (other substitutions)	<b>Two credits</b> in the same language Two credits from Computer Science I, II and III (other substitutions)	<b>Two credits</b> in the same language Two credits from Computer Science I, II and III (other substitutions)
Fine Arts	<b>One credit</b>	<b>One credit</b>	<b>One credit</b>
Speech (local requirement)	<b>0.5 credit</b>	<b>0.5 credit</b>	<b>0.5 credit</b>
Electives	<b>Four and a half credits</b>	<b>Five and a half credits</b>	<b>Five and a half credits</b>
Total Credits	22* *Can only request after 10 <sup>th</sup> grade with counselor & principal approval	<b>Plus, successful completion of an endorsement.</b> 26	<b>Plus, successful completion of an endorsement.</b> 26

**Additional Graduation Endorsements** Students may select an endorsement: (1) *Multidisciplinary Studies*, (2) *Science, Technology, Engineering, and Mathematics (STEM)*, or (3) *\*Arts and Humanities* endorsement. The Arts and Humanities endorsement may require dual credit courses and incur course fees.

**Required STAAR End-of-Course Exams:** English I, Algebra I, Biology, English II, U.S. History  
The UTHS Testing Coordinator will post reminders for students and parents regarding test administrations.

### Performance Acknowledgments Areas

Performance Acknowledgments note outstanding achievement in specific areas. These distinctions will be included in your high school transcript and better position you for successful entry into college and/or the workforce.

- dual credit courses
- bilingualism and biliteracy
- PSAT, ACT ASPIRE®, SAT, or ACT
- Advanced Placement or International Baccalaureate exams
- State-, nationally- or internationally recognized business or industry certification or license

Please contact your counselor at [UTHScounselor@austin.utexas.edu](mailto:UTHScounselor@austin.utexas.edu) for additional questions.

## Required Grade Level Advisory Courses

The Texas Education Code mandates that all secondary students engage in specific learning activities beyond the core curriculum to foster well-rounded, thoughtful, and healthy learners. The UTHS Diploma Program includes various mini-courses as part of the Grade Level Advisory Course to meet these state curriculum expectations.

### *Annual Mini-Course (REQ YR: 69051)*

- **Celebrate Freedom Week (TEC 29.907):** Yearly focus on celebrating our country's origins with an emphasis on the founding documents. Resources include references to the Declaration of Independence, the Constitution, and our Bill of Rights, and require students to create and upload an audio or video file explaining what these documents mean to the student.
- **Fitness Gram (TEC 38.101):** A yearly assessment of a student's physical fitness, teaching different ways to maintain health. An exemption waiver is available for students with medical conditions.

### *Senior Graduation Requirement Mini-Course (GRAD: 69050)*

- **Cardiopulmonary Resuscitation (CPR) (TAC 74.38):** Teaches lifesaving practices with resources for CPR training. Assignments include uploading a certificate of completion or linking to a verification site. The in-person or online training incurs a fee of approximately \$15-30, paid directly to the training organization.
- **Interactions with Peace Officers (TAC §74.39):** Focuses on appropriate and safe responses when interacting with Peace Officers. Students must score at least 70% to pass.
- **FAFSA/TASFA Submission (TAC §74.1023):** Students must complete and submit either the Free Application for Federal Student Aid (FAFSA), the Texas Application for State Financial Aid (TASFA), or a signed FAFSA opt-out form to graduate.

### *Additional Information*

- Eligible students are automatically enrolled in the Grade Level Advisory Courses during the Spring and Fall semesters.
- New UTHS Diploma Program students registering after April 1 must meet the annual mini-course requirements starting the following academic year.
- Students must complete the Grade Level Advisory Course activities by the due dates set by the UTHS administrative team. Failure to complete the mini-courses and assignments may result in retaking the course or withdrawal from the program.
- UTHS staff can sign documents for Social Security benefits, work permits, or provide Verification of Enrollment (VOE) for a driver's license if the student is enrolled full-time in the UTHS Diploma Program, which requires annual participation in the Grade Level Advisory Course.

## Dual Credit Enrollment

UTHS full-time Diploma Program students who want to take dual-credit courses at a community college, junior college, or university must meet the following criteria as outlined in [Requests To Take Courses from Other Accredited Institutions](#). Dual Credit courses must be selected from the UTHS Dual Credit Crosswalk from in Skyward located under the District Links.

Students that earn credit for a dual credit course for a subject that requires a End-of-Course (EOC) exam must also take and pass the corresponding EOC exam. Students should plan to take the EOC during the end of the semester when they complete their dual credit course (e.g., May, June, or December).

## Credit by Exams

UTHS students may request to take a credit by exam for acceleration or credit recovery to earn course credit during one of the four posted testing windows. Submit the [UT High School Diploma Student CBE Request](#) on the [UTHS website](#).

Students who wish to take a CBE re-exam or take the CBE outside of the UTHS testing timelines may request the exam directly from the [UTHSrequestCBE@austin.utexas.edu](mailto:UTHSrequestCBE@austin.utexas.edu) and pay the required fees. For more information about credit by exams, go to [https://highschool.utexas.edu/credit\\_by\\_exam](https://highschool.utexas.edu/credit_by_exam).

***Student athletes required to maintain NCAA eligibility may not take credit by exams for acceleration or credit recovery due to NCAA policies.***

### Physical Education Equivalent (PEEQ)

If a full-time UTHS student is involved in an organized physical education program, such as a diving team or gymnastics team, the student can apply for a Physical Education Equivalent credit to be applied on the transcript.

- Students must submit the [Off-Campus PE Pre-Approval](#) form prior to the first day of the semester in which they will participate in the off-campus program.
- The programs must be of high quality and must be supervised by a certified and trained instructor.
- A UTHS administrator must approve these programs in advance.
- PE credit cannot be earned retroactively.
- The student must complete the hours/activity after approval has been granted and submit documentation on the [Off-Campus PE Activity Log](#) to the UTHS administrator for approval and credit.
- A maximum of one-half credit (0.5) per semester can be earned. UTHS policy permits students in grades 9-12 to earn a maximum of [four PEEQ credits](#) to count toward graduation requirements.
- Credits are given as Pass/Fail and do not count towards a student's GPA.
- The course will take the place of a standard class period in the student's schedule as well.

### Driver's Education

Students must submit the Outside Course Credit form as outlined in [Requests to Take Courses from Other Accredited Institutions](#) prior to enrolling in a Driver's Education course to request approval to complete the course for credit. After the student completes an approved, certified Driver's Education course, they must submit their certificate of completion to [UTHSRegistrar@austin.utexas.edu](mailto:UTHSRegistrar@austin.utexas.edu). *The Driver's Education course will not count as one of the seven required courses per semester.*

### PSAT / NMSQT

Each October, the PSAT/ NMSQT is taken by high school students. UTHS administers the PSAT to eligible 10<sup>th</sup> and 11<sup>th</sup> graders in-person on the UT Austin campus. Students trying to qualify as National Merit Finalists and other scholarships should take the test during their junior year of high school. Eligible students will be notified by UTHS on PSAT testing information at the start of the school year. For more information and help preparing for the PSAT/ NMSQT, visit [www.collegeboard.com](http://www.collegeboard.com) and [nationalmerit.org](http://nationalmerit.org).

If students are not able to take the test onsite with UTHS, it is the student's responsibility to coordinate test registration with a testing location near them adhering to the testing location's deadline.

### ACT / SAT

A student with at least 12 credits should prepare to take the ACT or SAT. UTHS administers the SAT in-person on the UT Austin campus for seniors during the fall semester and for juniors during the spring semester. The ACT will be administered to juniors and seniors once during the fall and once during the spring semester. Eligible students will be notified by UTHS on SAT testing information and how to register for the SAT School Day administration. If a student would like to take the SAT or ACT on a weekend test date they should visit either [www.collegeboard.com](http://www.collegeboard.com) to register for the SAT or [www.act.org](http://www.act.org) to register for the ACT. Complete the form using the UTHS CEEB code 440344.

## Texas Success Initiative Assessment (TSIA)

The Texas Assessment Initiative Assessment 2.0 (TSIA2) helps determine whether you're ready for college-level coursework in English language arts and reading (ELAR) and mathematics. These are foundational subjects for your other college coursework. The tests in TSIA2 either certify you as "college ready" (or TSI-met/complete) in a subject area.

### TSIA2 Exemptions

Not every student needs to take the TSIA2. Students can earn an exemption from taking the TSIA2. Having an exemption means that you can enroll in any freshman-level college course in a specific area without having to take TSIA2 or complete a prerequisite. To determine if you are exempt from taking the TSIA2, please reach out to the UTHS College, Career, and Military Readiness (CCMR) team (See [Appendix A](#) for contact information).

## Armed Services Vocational Aptitude Battery (ASVAB) Test (Grades 10-12)

A student in grades 10-12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test. This test will be offered in the spring on-site at the UT Austin Main campus. Students will receive communications for sign up in the fall.

### Transfer Credits

Students who earned and completed one credit (both semesters) of an EOC subject course from an approved out of state, out of country, or Texas non-public school are not required to take the EOC for the corresponding course. Local course credits with passing grades on a student's transcript from other schools are posted on the transcript, but are not factored into the UTHS Grade Point Average (GPA). For information regarding grade average calculations for transfer credits, refer to the UTHS Grade Conversion Chart info below.

### Transcript - Non-Texas Public School

When needed, UTHS utilizes a third-party service for transcript evaluation to ensure proper credit is given to coursework that translates to Texas coursework.

### Transcript - Non-Accredited School Programs

UTHS does not accept credits completed through programs that are not currently accredited by a TEA recognized accreditation agency (i.e. non-accredited private schools/home schools). Credits completed via non-accredited programs can be validated through Credit by Exam. Students will be enrolled to the appropriate grade level based on the number of credits completed through an accredited program.

## Transfer Grades and Grade Conversion Chart

The District shall assign an appropriate weight to transferred grades for properly documented courses including AP, IB, or Advanced/Honors courses completed at an accredited school based on the categories and grade weight system used by the District.

"Accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education. Recognized accrediting agencies shall be published annually in the District course catalog.

Letter grades shall be converted as follows:

#### Grade Conversion Chart

A+ = 98	B+ = 88	C+ = 78	D+ = 68	F = 55
A = 95	B = 85	C = 75	D = 65	
A- = 92	B- = 82	C- = 72	D- = 62	

## Grade Level Designation

Students in the UTHS Diploma Programs achieve grade level designations after earning the following number of credits.

- Sophomore – 6 credits
- Junior – 12 credits
- Senior – 18 credits

## Calculation of Weighted GPA

The District shall include in the calculation of class rank semester grades earned in all high school credit courses attempted, except as excluded in this handbook.

The following courses shall count toward Rank in Class (RIC):

- All courses that count for core (English, science, mathematics, and social studies); and
- Languages other than English.

The following courses shall count for RIC and shall be weighted:

- College Board AP courses, excluding electives
- IB courses, excluding electives
- University of Texas OnRamps courses, excluding electives
- Dual credit courses, excluding electives

The class rank calculation shall not include semester grades from a course that is retaken after a passing grade has been earned.

## Schedule for Calculations

Cumulative GPA and class rank shall be calculated for and communicated to students at these specified times:

- End of grade 10: following the second semester grading period (June) of the academic year.
- Midyear and end of year grade 11: following the first semester grading period (January) and following the second semester grading period (June) of the academic year.
- Midyear grade 12: following the first semester grading period (January) and following the second semester grading period (June) of the academic year.
- Valedictorian and Salutatorian will be finalized at the June calculation.

## Grading Scales

UTHS course and exam grades are reported as numerical grades. The following scales are used to determine Grade Point Average (GPA). The end of semester grade is recorded on the student's transcript. Local course credits are posted on the UTHS transcript, but are not factored into the UTHS Grade Point Average (GPA).

## Students Entering 9th Grade Prior to August 2021

5.0 Scale: Dual Credit, Adv. Placement (AP), and International Baccalaureate (IB) receive additional 1.0 weight

4.0 Scale: Honors, Pre-Advanced Placement, general education courses, and articulated courses receive no weight

3.0 Scale: Locally-developed, modified TEKS courses

Letter Grade Equivalent (Transfer use only)	Numerical Grade	5.0 Scale (Dual Credit, AP, IB)	4.0 Scale (General Education Courses)	3.0 Scale (Modified TEKS Courses)
	100	5	4	3
	99	4.9	3.9	2.9
A+	98	4.8	3.8	2.8
	97	4.7	3.7	2.7
	96	4.6	3.6	2.6
A	95	4.5	3.5	2.5
	94	4.4	3.4	2.4
	93	4.3	3.3	2.3
	92	4.2	3.2	2.2
	91	4.1	3.1	2.1
A-	90	4	3	2
	89	3.9	2.9	1.9
B+	88	3.8	2.8	1.8
	87	3.7	2.7	1.7
	86	3.6	2.6	1.6
B	85	3.5	2.5	1.5
	84	3.4	2.4	1.4
	83	3.3	2.3	1.3
	82	3.2	2.2	1.2
	81	3.1	2.1	1.1
B-	80	3	2	1
	79	2.9	1.9	0.9
C+	78	2.8	1.8	0.8
	77	2.7	1.7	0.7
	76	2.6	1.6	0.6
C	75	2.5	1.5	0.5
	74	2.4	1.4	0.4
	73	2.3	1.3	0.3
	72	2.2	1.2	0.2
	71	2.1	1.1	0.1
C-	70	2	1	0
	69	1	0	0
D+	68	0.9	0	0
	67	0.8	0	0
	66	0.7	0	0
D	65	0.6	0	0
	64	0.5	0	0
	63	0.4	0	0
	62	0.3	0	0
	61	0.2	0	0
D-	60	0.1	0	0
	59 or below	0	0	0

## Students Entering 9<sup>th</sup> Grade Beginning August 2021 and 2022

5.0 Scale Tier I: Dual Credit, Adv. Placement (AP), and International Baccalaureate (IB) receive additional 1.0 weight

4.5 Scale Tier II: Pre-AP and Honors courses receive additional 0.5 weight

4.0 Scale Tier III: General education and articulated courses

3.0 Scale Tier IV: Locally-developed, modified TEKS courses

Letter Grade Equivalent (Transfer use only)	Numerical Grade	Tier I: 5.0 Scale (Dual Credit, AP, and IB)	Tier II: 4.5 Scale (Pre-AP and Honors)	Tier III: 4.0 Scale (General Education and Articulated)	Tier IV: 3.0 Scale (Modified TEKS)
	100	5	4.5	4	3
	99	4.9	4.4	3.9	2.9
A+	98	4.8	4.3	3.8	2.8
	97	4.7	4.2	3.7	2.7
	96	4.6	4.1	3.6	2.6
A	95	4.5	4	3.5	2.5
	94	4.4	3.9	3.4	2.4
	93	4.3	3.8	3.3	2.3
	92	4.2	3.7	3.2	2.2
	91	4.1	3.6	3.1	2.1
A-	90	4	3.5	3	2
	89	3.9	3.4	2.9	1.9
B+	88	3.8	3.3	2.8	1.8
	87	3.7	3.2	2.7	1.7
	86	3.6	3.1	2.6	1.6
B	85	3.5	3	2.5	1.5
	84	3.4	2.9	2.4	1.4
	83	3.3	2.8	2.3	1.3
	82	3.2	2.7	2.2	1.2
	81	3.1	2.6	2.1	1.1
B-	80	3	2.5	2	1
	79	2.9	2.4	1.9	0.9
C+	78	2.8	2.3	1.8	0.8
	77	2.7	2.2	1.7	0.7
	76	2.6	2.1	1.6	0.6
C	75	2.5	2	1.5	0.5
	74	2.4	1.9	1.4	0.4
	73	2.3	1.8	1.3	0.3
	72	2.2	1.7	1.2	0.2
	71	2.1	1.6	1.1	0.1
C-	70	2	1.5	1	0
	69	1	0.5	0	0
D+	68	0.9	0.4	0	0
	67	0.8	0.3	0	0
	66	0.7	0.2	0	0
D	65	0.6	0.1	0	0
	64	0.5	0	0	0
	63	0.4	0	0	0
	62	0.3	0	0	0
	61	0.2	0	0	0
D-	60	0.1	0	0	0

## Students Entering 9th Grade Beginning August 2023 - Weighted Grade System

Starting with the entering freshman in 2023, the District shall categorize and weight courses as Level I, Level II, and Level III as published annually in the District course catalog. Credit by exams are not included in weighted GPA.

**Level III:** Eligible Advanced Placement (AP) courses, International Baccalaureate (IB) courses, Dual Credit courses, and locally designated advanced courses shall be categorized and weighted as Level III courses.

**Level II:** Pre-AP, Pre-IB, OnRamps, and Honors courses will be designated advanced courses shall be categorized and weighted as Level II courses.

**Level I:** All other eligible courses shall be categorized and weighted as Level I.

The District shall convert semester grades to grade points and shall calculate a weighted GPA in accordance with the following chart:

Semester Numerical Grade	Level III: 6.0 Scale	Level II: 5.0 Scale	Level I: 4.0 Scale
100	6	5	4
99	5.9	4.9	3.9
98	5.8	4.8	3.8
97	5.7	4.7	3.7
96	5.6	4.6	3.6
95	5.5	4.5	3.5
94	5.4	4.4	3.4
93	5.3	4.3	3.3
92	5.2	4.2	3.2
91	5.1	4.1	3.1
90	5	4	3
89	4.9	3.9	2.9
88	4.8	3.8	2.8
87	4.7	3.7	2.7
86	4.6	3.6	2.6
85	4.5	3.5	2.5
84	4.4	3.4	2.4
83	4.3	3.3	2.3
82	4.2	3.2	2.2
81	4.1	3.1	2.1
80	4	3	2
79	3.9	2.9	1.9
78	3.8	2.8	1.8
77	3.7	2.7	1.7
76	3.6	2.6	1.6
75	3.5	2.5	1.5
74	3.4	2.4	1.4
73	3.3	2.3	1.3
72	3.2	2.2	1.2
71	3.1	2.1	1.1
70	3	2	1
69	2	1	0
68	1.9	0.9	0
67	1.8	0.8	0
66	1.7	0.7	0
65	1.6	0.6	0
64	1.5	0.5	0
63	1.4	0.4	0
62	1.3	0.3	0
61	1.2	0.2	0
60	1.1	0.1	0

## Valedictorian and Salutatorian

The valedictorian and salutatorian shall be the eligible students with the highest and second-highest ranking, respectively.

To be eligible for recognition as valedictorian or salutatorian, a student must:

- Have been continuously enrolled in the same high school in the District for the three semesters immediately preceding graduation; and
- Be graduating with no more than eight semesters of enrollment in high school.
- Have completed the foundation program with distinguished level of achievement.

In case of a tie in weighted GPAs between the two highest ranking students, the District shall recognize coaledictorians and no salutatorian shall be named

## Top Ten Percent

All students whose GPAs make up the top ten percent of the graduating class shall be recognized. The GPA shall be reported on the student's transcript and made available in accordance with the application deadline for the college or university when requested by the student.

To be eligible to graduate early, a student shall complete all coursework and state testing required of other students in his or her entering freshman class cohort.

## Early, Midterm, or Between-term Graduates

Early graduates may participate in a graduation ceremony immediately following completion of the graduation requirements. Early graduates must meet registration deadlines to participate in end-of-year graduation ceremonies. Participation in end-of-year senior class, school-sponsored activities shall not be affected by midterm or between-term graduation.

## Highest-Ranking Graduate

The student with the highest weighted GPA is considered the highest-ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas.

## Student Records and Transcripts

### Requesting Transcripts

For an official, sealed UTHS transcript, submit a [Transcript Request form](#). Allow 10 business days for requests to be processed.

### Dual Credit Course Transcripts

For dual credit courses, the high school credit is applied to the diploma student's UTHS transcript while the college grade is posted to the student's college transcript. For college courses to be posted to a student's UTHS transcript, an official transcript from the college must be received by UTHS. After receipt of the college transcript, allow at least 10 business days for the course to be recorded on the UTHS transcript.

### Credit by Exam (CBE) on Transcripts

A failing grade on a CBE will NOT be applied to a UTHS student's transcript or affect their GPA. Any passing grade on a CBE will be applied to the UTHS transcript and affect the GPA in the same manner as a course grade.

**NOTE:** *The NCAA does not accept CBE credits for eligibility.*

## Attendance and Withdrawal

### Active Enrollment

The full-time UTHS Diploma Program operates as a fully remote, asynchronous virtual school. Students are not required to attend UTHS classes on-campus. Instead, UTHS requires students to maintain active enrollment during each semester, which they demonstrate through consistent course activity and progress. UTHS requires students

to make consistent progress in their coursework by logging into the Canvas learning management system (LMS), submitting assignments, and taking six weeks exams and final exams according to the [UTHS Course Pacing Guide](#) timelines and each school year's [UTHS Diploma Program Calendar](#). Each semester course requires a total of five to seven hours of coursework each week of the semester, including learning activities, assignments, and study for exams.

UTHS monitors students' active enrollment in each course by reviewing reports from the Canvas LMS and Skyward Student Information System (SIS), which document students' assignment and exam grades during each six weeks. Each semester course requires students to submit approximately 12-18 graded assignments, a first six weeks exam, a second six weeks exam, and a semester final exam. Students complete their six weeks and semester final exams using the secure, online remote Proctorio exam system.

**Program Withdrawal**

*Parent and Student Withdrawal*

Parents and students submit the UTHS Diploma [Program Withdrawal Form](#) to notify the UTHS staff of intent to withdraw the student from any UTHS Diploma Program. Texas state policy requires Texas public schools to obtain information regarding the reason for withdrawal and future school plans (e.g., transferring to another Texas public school, home schooling, etc.). It is critical to submit the form in advance of the intended withdrawal date to notify the UTHS administration of school enrollment plans, so school records can be sent to the student's next school.

*Withdrawal Prior to Successful Course Completion - Impact on Course Grade and Credits Earned*

<b>Withdrawal Prior to End of the Semester</b>	<b>Grade or Credit Impact</b>
Before the semester final exam window opens <ul style="list-style-type: none"> <li>• without completing all course assignments</li> <li>• without completing the final exam</li> </ul>	No grade or credit will be awarded
Before the semester final exam window opens <ul style="list-style-type: none"> <li>• completed all course assignments</li> <li>• without completing the final exam</li> </ul>	No grade or credit will be awarded

**Administrator Withdrawal**

UTHS may withdraw a student who fails to maintain active course participation. Upon withdrawal, the parent must enroll the student in their local school district or another full-time school program to comply with the [Special Purpose District code 61.101\(g\)\(1\)](#).

In all cases on the next page, a UTHS administrator will notify the student and parent of the semester course and UTHS Diploma Program withdrawal.

WITHDRAWAL REASON	PROCESS
<b>Inactive Course Participation</b>	<p><b>Criteria:</b> If a student fails to complete 10% of coursework in a 3 week period.</p> <p><b>Procedure:</b> A designated UTHS administrator may withdraw the student from the UTHS Diploma Program.</p> <p><b>Notification:</b> Prior to withdrawal, a UTHS administrator will notify the parent and student of the student's failure to maintain active course enrollment.</p> <p><b>Outcome:</b> The student will receive no grade and no credit for the incomplete courses.</p>
<b>Failure to Complete Final Exams</b>	<p><b>Criteria:</b> If a student fails to complete final exams for at least four courses by the semester re-exam deadlines.</p> <p><b>Procedure:</b> A designated UTHS administrator may withdraw the student from the UTHS Diploma Program.</p> <p><b>Notification:</b> Prior to withdrawal, a UTHS administrator will notify the parent and student of the student's failure to maintain active course enrollment.</p> <p><b>Outcome:</b> The student will earn a grade of "0" for any incomplete final exams (25% of the course grade), which will be calculated into the semester course grade. Credit is earned if the overall semester course grade average equals 70% or higher.</p>
<b>Required Notification of Student's Local District</b>	<p><b>Policy:</b> If UTHS withdraws a student due to inactive course participation or "excessive absences," a UTHS administrator shall notify both the student and the school district the student would otherwise be entitled to attend.</p>
<b>Summer School Tuition Non-payment</b>	<p><b>Policy:</b> UTHS requires Texas and non-Texas residents enrolled in summer school courses to pay tuition fees.</p> <p><b>Criteria:</b> If the student's summer school course tuition fees are not paid in full by the summer school final payment deadline.</p> <p><b>Procedure:</b> A designated UTHS administrator will withdraw the student from the summer school courses.</p> <p><b>Outcome:</b> The student will receive no grade and no credit for the incomplete courses and will not be eligible for a refund of prior fees paid toward summer course tuition.</p>
<b>Tuition Non-Payment - Applies to International Diploma Students Only</b>	<p><b>Policy:</b> UTHS requires non-Texas residents enrolled in fall, spring, and summer courses to pay tuition fees.</p> <p><b>Criteria:</b> If the student's course tuition fees are not paid in full by semester final payment deadline.</p> <p><b>Procedure:</b> A designated UTHS administrator will withdraw the student from the semester courses.</p> <p><b>Outcome:</b> The student will receive no grade and no credit for the incomplete courses and will not be eligible for a refund of prior fees paid toward course tuition.</p>
<p><b>Reference:</b> See the UTHS website for district policies and updates at <a href="#">UTHS Policies and Notifications</a>.</p>	

## Course Change Requests

Requests to transfer from one course to another course must be submitted using the Texas Schedule Change Form or Non-Texas Schedule Change Form within Skyward under District Links by the second Friday after the start of each semester.

- Students may not drop a course, which would result in dropping below full-time course enrollment status and/or deviating from their UTHS approved Career Plan required to stay on-track for four-year graduation.
- When students receive an approved schedule change, they must complete all coursework for the new course by the posted semester deadlines.

- Coursework completed in a prior course may not transfer as assignments completed in the new course.
- Dropped courses during the schedule change window will not have a grade associated with the dropped course or be recorded on the student’s transcript.
- No fees will be assessed for Diploma Program students’ course schedule change requests, which are submitted and approved by the posted deadlines.

## Course Extensions

Students in the UTHS Diploma Programs are required to complete their coursework and exams by the end of each semester according to the [UTHS Diploma Program Calendar](#) deadlines in order to stay on track for four-year graduation. Students must adhere to the posted deadlines for the fall, spring, and summer calendars, which are communicated to students and parents in advance. Course extensions are only granted in instances of severe extenuating circumstances (e.g., death of an immediate family member, hospitalization, documented student mental health crisis). Please contact your student’s administrator for specific procedures and further details.

## Course Retake

Courses may be retaken to earn credit to meet graduation requirements. The UTHS counselors will work with students to determine the best path forward to recover credits.

## Course Grading Policy

UTHS course and exam grades are reported as numerical grades, on a scale from 0 – 100%. An overall semester course grade of 70% or higher is required to pass a course and earn credit.

For yearlong courses (example English 1A and English 1B), credit may be earned for the entire year if the average of both semesters is above a 70% in cases where a student failed one of the two semesters.

## Semester Course Grades

Final semester course grades are determined by weighting the graded assignment average as 50% of the overall course grade and the exams as 50% of the overall course grade. ***The lowest possible passing grade for a course is 70%.***

Diploma Program students who do not complete assignments or exams by the semester deadlines as listed on the UTHS Calendar will receive a grade of “0”, which is calculated into their final semester course grade.

Grade Weights	Course Tasks
50%	Assignments
50%	Exams

## Graded Assignments

For each semester course, a student completes an average of 12-18 course graded assignments. These assignments include a variety of formats for the student to demonstrate mastery of concepts, including multiple choice exams, short-answer assignments, essays, lab reports, completed math problems, and project uploads. The grades on these assignments combine to make up 50% of the overall semester course grade.

### Assignment Re-submissions

Students may be allowed opportunities to re-do assignments after earning a failing score on a graded assignment. Re-do assignments are allowed at the discretion of the teacher and due at the time specified by the teacher. Students will earn a ***maximum grade of 70% on re-do assignments*** which replace the corresponding failing assignment grade.

## Submit Assignments Prior to Final Exam

Students should submit all assignments in the course before taking the final exam. **Assignments not submitted before taking the final exam will receive a grade of "0" and factor into the semester course average.**

Instructors are only required to **grade a maximum of THREE assignments per week**, so it is essential for students to submit assignments consistently during the course rather than waiting until close to their deadline to complete the course assignments and final exam. Students will not be able to submit assignments in the course after the final exam.

## Course Exams

For each semester course, a student takes a 1<sup>st</sup> Six Weeks Exam, a 2<sup>nd</sup> Six Weeks Exam, and a Semester Final Exam. The grades for these exams combine to make up 50% of the overall semester course grade.

Exam Type	How many per semester?	TEKS Covered	% of Final Semester Grade	Is a Retake Available	Eligibility	Max Retake
<i>Six Weeks</i>	Two exams <ul style="list-style-type: none"><li>1st Six Weeks</li><li>2nd Six Weeks</li></ul>	TEKS Objectives covered within 6-week period	12.5% each of 2 exams	Yes*	Score on exam is below 70%	1
<i>Semester Final</i>	One final exam	TEKS objectives covered during entire semester	25%	Yes**	Course grade is below 70%	1

*\*Six Weeks Re-Exams* must be completed prior to the Semester Course deadline.

### **\*\*Semester Final Exam Retake Policy**

Re-exam access will be determined and granted by the instructor. The exam retake will average with the first attempt grade if the score improves.

***If a student fails to successfully complete and pass their final re-exam to earn a passing semester course average (70% or higher) the student will receive the failing course grade average, which is recorded on their transcript.***

## Exam Policies

### Secure Exams

UTHS final exams and credit by exams remain secure and are not published or made publicly available.

### Student Identification

Students must present a government or school-issued ID, such as a driver's license, a school photo ID, a state-issued photo ID, or a passport, at the time of testing.

### Examination Testing Period

Once a student begins taking a final or credit by exam, the exam must be completed within that testing period. If the student fails to complete their exam before the online testing window closes, the exam will be scored as is, without adjustments to the scoring process. Exam timelines are set to allow more time than required to complete a final or six-weeks exam.

### Exam Administration

Six-week exams, final exams and credit by exams must be taken using the **Proctorio** secure, online proctoring system on a home computer.

## Proctorio Requirements

**Students must adhere to all the required policies and expectations to successfully complete an exam and receive a valid score using the secure, online Proctorio system on their home computer.** Students must follow all requirements, such as;

- showing their ID,
- maintaining a secure testing environment throughout the exam testing period,
- holding up their blank scratch paper (if allowed for the particular exam),
- showing their cleared approved calculator (if allowed for the particular exam),
- and remaining in view of the camera throughout the testing window.
- This is not an inclusive list of all requirements and directions, which differ per exam subject and are communicated to the student prior to beginning their exam.

See the UTHS website at [https://highschool.utexas.edu/final\\_exams](https://highschool.utexas.edu/final_exams) and [https://highschool.utexas.edu/credit\\_by\\_exam](https://highschool.utexas.edu/credit_by_exam) for details to prepare to take exams successfully utilizing Proctorio. Additional directions specific to each exam are provided to the student during the exam administration. **Students who fail to adhere to all required policies and directions during the online exam administration will result in an invalidated exam with a score of "0" posted in the UTHS exam records.** Students whose initial final exam was invalidated may retake a final exam one additional time for a course subject to earn a valid score on a second form of the exam. The valid score will replace the prior grade of "0". If the student's second exam attempt results in a second invalidated exam, the score of "0" on the second exam will be final and posted in the UTHS exam records. Students will receive a maximum of two exam attempts for any course subject.

## Exam Accommodations

Due to the change of instructional model, not all accommodations from in-person learning transfer to a virtual, asynchronous environment. The students are provided supports for their exam accessibility in a virtual, asynchronous test session.

Any questions with your student testing accommodations under section 504 or special education should be sent to [utsdstudentservices@austin.utexas.edu](mailto:utsdstudentservices@austin.utexas.edu).

## Exam Grade Posting

Proctorio exam reviews and grading may add additional time due to delays during peak time periods at the end of the semester or during the summer.

## Exam Inquiry Requests

Students or parents may submit the *Credit by Exam/ Final Exam Inquiry* form located on the UTHS website under Courses and Exams to request more information about the exam after the exam has been graded. Secure exams are not published or made publicly available. Students or parents may request grade verification or a list of TEKS objectives aligned to the missed questions. See the UTHS website and forms to view information about this service.

## *Proctor Agreement (Required ONLY for Students with Special Permission to Take a Print Exam)*

Requests for students to take print exams are approved ONLY under special circumstances as determined by the UTHS administration. UTHS must approve proctors and testing locations in advance. Approved school district proctors typically include public or private school administrators, counselors, certified teachers, certified substitute teachers, campus librarians, education officers, or registrars. Trained staff at college, university, or private testing centers may also meet approval.

## Grade Posting

Students in the UTHS Diploma Programs may view their final course grades in Skyward after the end of each semester. Students and parents use their Skyward username and password to login to view grades. Communication will be sent to students and parents after grades are posted, typically within 10 calendar days of the last day of the semester.

## **Graduation Diploma and Ceremony**

UTHS students graduate throughout the year. Students must complete the UTHS Graduation Application that can be found in their 12<sup>th</sup> Grade Advisory course during their final semester. Graduates will be provided with a signed diploma after the graduation ceremony. Any student not in attendance will receive their diploma via mail. UTHS holds its graduation ceremony in June on the main campus at The University of Texas at Austin.

## Independent Courses Program

Students who enroll in one or a few UTHS online courses include students from Texas, out-of-state, and international locations. The UTHS online courses meet Texas standards for the Texas Essential Knowledge and Skills (TEKS) and credits may be used to apply to high school diploma programs in other school districts, pending local district policies. Students enrolled in one or a few online courses with UTHS are not eligible for a diploma from UTHS without enrolling in the full-time Diploma Program.

### Courses

UTHS courses are open enrollment to students from any school if they meet the eligibility requirements to take a high school course, which includes passing any prerequisite courses.

### Eligibility

Students from any school are eligible to enroll in UTHS core subject courses if they passed the 8<sup>th</sup> grade core subject courses (Math, Science, ELA, and Social Studies) or credit by exams (CBEs). CBEs for acceleration require an 80% passing score (TAC §74.24). Open enrollment in UTHS courses includes access for students enrolled in other high schools or home schools.

### Middle School Students

- Middle school students in grades 5 and up are eligible to enroll in high school core courses if they demonstrate passing scores in the corresponding middle school course subjects or credit by exams (80%) as a prerequisite to enroll in a high school subject course (e.g., Students must pass 6th grade math, 7th grade math, and 8th grade math courses or CBEs (80%) to enroll in Algebra I).
- Middle school students in grades 5 and up are eligible to enroll in high school elective courses (e.g., Spanish I) if they passed the prerequisite course requirements.
- Students in grades 4 or below are not eligible to enroll in the UT High School courses.
- Documentation Required for Special Consideration
  - Students below grade 5 may submit a request to enroll in an online UTHS course.
  - The request must include the student's documented performance scores and a signature from their local school district counselor or administrator indicating their approval for the student to enroll in an online UTHS course for high school credit.

### Enrollment

Students who are not pursuing a diploma from UTHS **may enroll themselves in courses through the UTHS website** (online) at <https://highschool.utexas.edu/courses>. It is the responsibility of Independent Courses Program students to communicate with their local school district (or home school) counselor to ensure courses selected align to their graduation requirements and adhere to all local school district policies.

Independent Courses Program start courses at any time and have up to 140 calendar days (approximately one semester) to complete each course.

### Verification of Enrollment

Students in this program should contact their full-time diploma school for Social Security benefits, work permits, or provide Verification of Enrollment (VOE) for a driver's license.

### Registration Enrollment Process

Independent Courses Program students enroll in [courses online](#):

- Go to the Course Listing.
- Click on the title of the course, then "Add to Cart" icon on the right.
- Check-out online through the shopping cart.
- Pay by credit card at time of enrollment for online enrollment or by credit card.

## Course Enrollment Fee

Independent Courses Program students pay a course tuition for each semester of coursework, which is typically \$260 - \$275 per course. Payment is due in full upon registration.

## Course Change and Extension Requests

### Course Drop Request

A course may be dropped without academic penalty if the final exam has not been accessed (viewed) or completed. After the student accesses the exam the course may no longer be dropped, and a grade will be assigned on the student's grade report. Dropped courses will not appear on the student's grade report. The [Course Drop Request form](#) must be submitted within the first 30 days of enrollment to be eligible for a partial refund. Courses dropped more than 30 days after the processed date of enrollment are not eligible for a refund.

### Course Extensions

UTHS Independent Courses Program students **have up to 140 days** to complete each course and take the final exam (and re-exam if necessary). If a student does not complete any part of the course, including the final exam and re-exam (if necessary), a 30-day course extension may be purchased. Students must request the course extension **within one calendar year** from their original course enrollment date and submit the [Course Extension Request form](#).

Students are **limited to one extension** per course. After the expiration of the extension, the student must start over in a new enrollment of that course and pay the new course enrollment fee. Students may re-enroll to retake a course if they failed to complete it with a passing grade by the end of the 140 days or end of their additional 30-days extension. Occasionally, certain courses may have a final course closing date due to changes to the TEKS alignment or content changes, and extensions beyond the 140 days will not be allowed. Communication regarding course deadlines will be posted and distributed to students enrolled in any courses in which these circumstances apply.

## Course Materials

Course materials, such as textbooks, lab kits, and arts supplies must be provided by the parent, guardian, student or local school District

Independent Courses Program	Course Material	Additional Info
UTHS	<b>Textbooks</b>	Online textbook login information provided within course.
Parent	<b>Computers</b>	<a href="#">Computer Requirements</a>
Parent	<b>Graphing Calculators</b>	<a href="#">Calculator Policy</a>
Parent	<b>Internet Access</b>	<a href="#">Internet Requirements</a>
Parent	<b>General School Supplies</b>	Including spiral notebooks, pens, pencils and highlighters
Parent	<b>Specialty Courses (e.g. English, Art, AP)</b>	Additional reference or art supplies may be needed.

## Course End Dates

UTHS Independent Courses Program (non-Diploma Program) students may spend up to 140 calendar days to complete their courses, which includes completion of the final exam (and one retake exam if necessary).

## Scholastic Honesty

UTHS requires students to adhere to the [UTHS Scholastic Honesty Policy](#) located in Appendix B of the UTHS Student and Parent Handbook. Failure to follow the policy expectations will result in disciplinary action.

## Course Grading Policies

UTHS course and exam grades are reported as numerical grades, on a scale from 0-100% with 70% required to pass a course.

## Semester Course Grades

Final semester course grades are determined by weighting the graded assignment average as 50% of the overall course grade and the exams as 50% of the overall course grade. **The lowest possible passing grade for a course is 70%.**

Grade Weights	Course Tasks
50%	Assignments
50%	Exams

## Graded Assignments

For each semester course, a student completes an average of 12-18 course graded assignments. These assignments include a variety of formats for the student to demonstrate mastery of concepts, including multiple choice exams, short-answer assignments, essays, lab reports, completed math problems, and project uploads. The grades on these assignments combine to make up 50% of the overall semester course grade.

### Assignment Re-submissions

Students may be allowed opportunities to re-do assignments after earning a failing score on a graded assignment. Re-do assignments are allowed at the discretion of the teacher and due at the time specified by the teacher. Students will earn a **maximum grade of 70% on re-do assignments** which replace the corresponding failing assignment grade.

### Submit Assignments Prior to Final Exam

Students should submit all assignments in the course before taking the final exam. **Assignments not submitted before taking the final exam will receive a grade of "0" and factor into the semester course average.** Instructors are only required to **grade a maximum of THREE assignments per week**, so it is essential for students to submit assignments consistently during the course rather than waiting until close to their deadline to complete the course assignments and final exam. Students will not be able to submit assignments in the course after the final exam.

## Course Exams

UTHS students must complete two summative exams and one final exam during each of their semester courses.

Exam Type	How many per semester?	TEKS Covered	% of Final Semester Grade	Is a Retake Available	Eligibility	Max # of Retakes
Summative Exam	Two exams: <ul style="list-style-type: none"> <li>1st Summative Exam</li> <li>2nd Summative Exam</li> </ul>	TEKS Objectives covered within 6-week period	12.5% each of 2 exams	Yes*	Score on exam is below 70%	1
Final Exam	One final exam	TEKS objectives covered during entire semester	25%	Yes**	Course grade is below 70%	1

*\*Summative Re-Exams* must be completed prior to the Semester Course deadline.

*\*\*Semester Final Exam Retake Policy*

Re-exam access will be determined and granted by the instructor. The exam retake will average with the first attempt grade if the score improves.

***If a student fails to successfully complete and pass their final re-exam to earn a passing semester course average (70% or higher) the student will receive the failing course grade average, which is recorded on their grade report.***

## Course Drops or Incompletes

For students in the Independent Courses Program who drop a course or fail to complete it within the 140-day deadline, the UTHS grade report will not be available for download. The course will remain inactive.

## Exam Policies

### Secure Exams

UTHS final exams and credit by exams remain secure and are not published or made publicly available.

### Student Identification

Students must present a government or school-issued ID, such as a driver's license, a school photo ID, a state-issued photo ID, or a passport, at the time of testing.

### Examination Testing Period

Once a student begins taking a final or credit by exam, the exam must be completed within that testing period. If the student fails to complete their exam before the online testing window closes, the exam will be scored as is, without adjustments to the scoring process. Exam timelines are set to allow more time than required to complete a final or six-weeks exam.

### Exam Administration

Six-week exams, final exams and credit by exams must be taken using the **Proctorio** secure, online proctoring system on a home computer.

### Proctorio Requirements

***Students must adhere to all the required policies and expectations to successfully complete an exam and receive a valid score using the secure, online Proctorio system on their home computer.*** Students must follow all requirements, such as;

- showing their ID,

- maintaining a secure testing environment throughout the exam testing period,
- holding up their blank scratch paper (if allowed for the particular exam),
- showing their cleared approved calculator (if allowed for the particular exam),
- and remaining in view of the camera throughout the testing window.
- This is not an inclusive list of all requirements and directions, which differ per exam subject and are communicated to the student prior to beginning their exam.

See the UTHS website at [https://highschool.utexas.edu/final\\_exams](https://highschool.utexas.edu/final_exams) and [https://highschool.utexas.edu/credit\\_by\\_exam](https://highschool.utexas.edu/credit_by_exam) for details to prepare to take exams successfully utilizing Proctorio. Additional directions specific to each exam are provided to the student during the exam administration. ***Students who fail to adhere to all required policies and directions during the online exam administration will result in an invalidated exam with a score of “0” posted in the UTHS exam records.*** Students whose initial final exam was invalidated may retake a final exam one additional time for a course subject to earn a valid score on a second form of the exam. The valid score will replace the prior grade of “0.” If the student’s second exam attempt results in a second invalidated exam, the score of “0” on the second exam will be final and posted in the UTHS exam records. Students will receive a maximum of two exam attempts for any course subject.

### Exam Accommodations

Eligible students with 504 or special education testing accommodations on file with UTHS will be provided qualifying accommodations based on their current, signed 504, or Individualized Education Plan (IEP).

To request accommodations, please contact [edservices@austin.utexas.edu](mailto:edservices@austin.utexas.edu).

### Exam Grade Posting

Proctorio exam reviews and grading may add additional time due to delays during peak time periods at the end of the semester or during the summer.

### Exam Inquiry Requests

Students or parents may submit the *Credit by Exam/ Final Exam Inquiry* form located on the UTHS website under Courses and Exams to request more information about the exam after the exam has been graded. Secure exams are not published or made publicly available. Students or parents may request grade verification or a list of TEKS objectives aligned to the missed questions. See the UTHS website and forms to view information about this service.

### Grade Reporting

Students participating in the Independent Courses Program may view their final course grades in the Canvas Learning Management System. Students may link their local-district counselor to their UTHS grade report by completing the Enter/Verify Profile assignment in one of their Canvas courses.

## K-12 Credit by Exam Program

### Development and Administration

UTHS develops and administers Credit by Exams (CBEs) according to [Texas Administrative Code TAC Rule §74.24](#) policies. For additional proctoring procedures, please review the [Proctor Manual for On-Site Testing](#).

#### Exam Settings:

- Must be taken in an official proctored setting at an approved university/college testing center or accredited school district.
- Request exams well in advance, especially near the beginning/end of semesters, summer, and holidays.

#### Scoring:

- **With Prior Instruction:** Score 70% or higher to recover credit. \*
- **Without Prior Instruction:** Score 80% or higher to accelerate. \*
- **Failing Grades:** Not applied to transcript or GPA.
- **Passing Grades:** Applied to transcript and affect GPA.
- **NCAA:** Does not accept CBE credits for eligibility.

**\*Note:** Individual school districts make the final determination for transfer credits determined by local school policy.

### Exam Administration

#### Exam Security

**UTHS credit by exams are the property of UTHS and all exam content is confidential.** Students, proctors, and others are not permitted to discuss, copy, retain, print, or share content or information about the questions on a credit by exam. Failure to adhere to these rules is a violation of the Scholastic Honesty policy. These rules apply to all testing situations, including individuals completing Proctorio exams online remotely.

State policy outlined in [TAC §74.249\(c\)\(2\)](#) requires UTHS to certify that the exams have not been published or made publicly available.

*CBEs may only be administered in a secure environment under standardized conditions by a school district or institution of higher education (TAC §74.24).* UTHS offers the online Proctorio exam administration, which allows students to complete their exams online in a secure environment at home using their own computer. Students may also coordinate with their local school district to take a CBE in print or online form in-district proctored by an approved district staff member. See your local school district's website to view their CBE testing windows and review local district CBE policies.

UTHS does NOT provide in-person proctoring sites across Texas. All in-person proctoring must be coordinated by the individual enrolled in the CBE.

#### Grade-Specific Information

##### Grades K-2:

- Oral administration may be permitted by local district.
- Proctored by approved local school district staff or higher education testing centers.
- Typically administered using print forms or online with an in-person proctor.
- Only a school district testing coordinator may request an exception for the district to offer the K-2 CBEs administered using Proctorio without oral administration as needed.

### Grades 3-12:

- Typically administered using print forms with an in-person proctor or online with Proctorio.

## Exam Requests and Changes

### Requests

- Submit CBE Request forms for K-2 or 3-12 on the [UTHS](#) website.
- Proctor fees for K-2 exams at higher education institutions are paid directly to the testing center by the parent.

### Changes

- \$25 fee for changes (e.g., exam type, proctoring process, proctor, subject/grade level).
- Changes may delay exam availability.
- All change requests should be submitted to [UTHSrequestCBE@austin.utexas.edu](mailto:UTHSrequestCBE@austin.utexas.edu)

## Time Restrictions and Extensions

- Each exam has a 3-hour maximum time limit.
- CBEs must be taken within 60 days of the request date. After this timeframe, the exam becomes inactive.
- \$35 extension fee for exams not taken within 60 days. Extension request must be submitted within the original 60-day window.

## Proctorio Expectations

- Follow required testing procedures.
- Refer to the [Proctorio Q & A for Students](#) and [Proctorio Troubleshooting Guide](#) for more information.

## Study Guides

UTHS provides [CBE Study Guides](#) with an overview of Texas Essential Knowledge and Skills (TEKS) objectives and sample questions.

## Calculator Policy

- Similar to STAAR exam requirements for the specific grade level and subject.
- See [UTHS Calculator Policy](#) for details.

## Testing Accommodations

Parents may order CBEs online through a shopping cart process. If the parent is requesting testing accommodations, the following steps should be taken prior to taking the test:

- Submit requests for documented accommodations to [UTHSrequestCBE@austin.utexas.edu](mailto:UTHSrequestCBE@austin.utexas.edu).
- Include current, signed documentation from an accredited school district.
- Testing Director will review accommodation requests and communicate which accommodations are approved. Exam security requirements and/or testing platform compatibility may prohibit some testing accommodations from being approved.

## Re-exam Requests

- To ensure credit will be awarded for a re-exam, students must confirm with their local district whether a re-exam is allowable based on local school district policy prior to purchasing re-exams.
- Students may purchase a re-exam if they fail the first attempt.
- All re-exam requests must be submitted to [UTHSrequestCBE@austin.utexas.edu](mailto:UTHSrequestCBE@austin.utexas.edu) for verification. Once verified, UTHS will email the direct link to purchase the re-exam.

- The shopping cart process only provides access to purchase a first attempt (Form A) of each exam.
- A student may not attempt to earn credit by examination for a specific high school course more than twice.

### Exam Grade Reports

Exam grade reports are available through the Canvas testing system and may be printed directly from the online platform. Grade reports are not mailed and UTHS staff may not provide grades online or over the phone.

Reach out to [UTHSrequestCBE@austin.utexas.edu](mailto:UTHSrequestCBE@austin.utexas.edu) if you have difficulty printing your student grade report

### Exam Invalidations

- Failure to follow testing procedures may result in exam invalidation and a score of “0”.
- Re-exam opportunities may be provided at the discretion of the UTHS administrator.

### Exam Inquiries

- Report technical or logistical difficulties to the exam proctor during the exam.
- Submit [Exam Inquiry Forms](#) within 60 days of the test date for grade verification or TEKS objectives information. Fees apply.

### CBE Certification Reports

UTHS certifies that exams meet specific criteria and reports scores annually on the UTHS website.

Texas requires credit by exams providers to certify that their exams meet specific rule criteria and to report scores annually. UTHS posts reports of student scores on UTHS credit by exams annually on the [UTHS website](#).

### Scholastic Honesty

UTHS requires students to adhere to the [UTHS Scholastic Honesty Policy](#) located in Appendix B of the UTHS Student and Parent Handbook. Failure to follow the policy expectations will result in disciplinary action.

## Appendix A: Contacts

Support Availability: UTHS administrators, course specialists, counselors, technology help desk, and support staff are available from 8:00 AM – 4:30 PM (CST) Monday through Friday.

Staff/Department	Email Address	Type of Assistance Needed:	
Ed Services	<a href="mailto:edservices@austin.utexas.edu">edservices@austin.utexas.edu</a>	<ul style="list-style-type: none"> <li>Diploma Program General Questions</li> <li>Reset Passwords</li> <li>Independent Courses Extension Request</li> </ul>	
Registrars	<a href="mailto:UTHSRegistrar@austin.utexas.edu">UTHSRegistrar@austin.utexas.edu</a>	<ul style="list-style-type: none"> <li>Enrollment or Withdrawals</li> <li>Change of Parent or Student Information</li> <li>Student Records</li> </ul>	
Counselors	<a href="mailto:UTHScounselor@austin.utexas.edu">UTHScounselor@austin.utexas.edu</a>	<ul style="list-style-type: none"> <li>Schedule changes</li> <li>Dual Credit</li> <li>Graduation Planning</li> </ul>	
Special Education or 504 Services	<a href="mailto:utsdstudentservices@austin.utexas.edu">utsdstudentservices@austin.utexas.edu</a>	<ul style="list-style-type: none"> <li>Learning difficulties or regarding a referral for evaluation for special education or 504 services.</li> <li>Individual Education Plan</li> </ul>	
Campus Behavior Coordinator	<a href="mailto:dustin.payne@austin.utexas.edu">dustin.payne@austin.utexas.edu</a>	Questions or concerns regarding student discipline	
College, Career, and Military Readiness (CCMR) Coordinators	<a href="mailto:melissa.freeman@austin.utexas.edu">melissa.freeman@austin.utexas.edu</a> <a href="mailto:tamara.porras@austin.utexas.edu">tamara.porras@austin.utexas.edu</a>	<ul style="list-style-type: none"> <li>CCMR (TSIA)</li> <li>Advanced Academics (AP Exams, SAT, PSAT/NMSQT, ACT)</li> <li>G/T Services</li> </ul>	
Title IX Coordinator	<a href="mailto:bbacom@austin.utexas.edu">bbacom@austin.utexas.edu</a>	Report an incident of sexual assault, interpersonal violence (including domestic and dating violence), stalking, sexual harassment, and sex discrimination	
AP Professional Development	<a href="mailto:apsi@austin.utexas.edu">apsi@austin.utexas.edu</a>	<ul style="list-style-type: none"> <li>Advanced Placement Summer Institute</li> <li>Advanced Placement Professional Development</li> </ul>	
District Partnership	<a href="mailto:uthspartner@austin.utexas.edu">uthspartner@austin.utexas.edu</a>	<ul style="list-style-type: none"> <li>District Partnerships for Independent Courses</li> <li>Blended Learning Training</li> </ul>	
CBE – Districts	<a href="mailto:uthspartnercbe@austin.utexas.edu">uthspartnercbe@austin.utexas.edu</a>	<ul style="list-style-type: none"> <li>Credit by Exams District Partner</li> </ul>	
CBE – Individual Parent	<a href="mailto:uthsrequestcbe@austin.utexas.edu">uthsrequestcbe@austin.utexas.edu</a>	<ul style="list-style-type: none"> <li>Credit by Exams Individual/Parent</li> </ul>	
Business Office	<a href="mailto:uthsaccounts@austin.utexas.edu">uthsaccounts@austin.utexas.edu</a>	<ul style="list-style-type: none"> <li>Accounts Payable</li> </ul>	
<b>District Administration</b>		<b>Campus Administration</b>	
Executive Director	Dr. Melissa Chavez, Ph.D.	Texas Diploma Program	Dr. Darnell Horton, Ed.D.
Superintendent	Dr. Michael Caudill, Ed. D.	Principal	
Assistant Superintendent	Barry Bacom		
Director of Finance	Jenny Davis	International Diploma & Independent Courses Program	Dan Diehl
Director of Curriculum and Instruction	Kristina Huff	Principal	
Director of Student Services	Julie Joesel		
Director of Testing Services	Ileana Mendez	Texas Diploma Program	Dustin Payne
Director of Graduation Pathways	Tamarra Porras	Associate Principal – Students with last name A-K	
Director of Educational Programs	Oscar Arroyo		
Technology Director	James Garza	Texas Diploma Program	
Director of District Programs	Melissa Freeman	Assistant Principal – Students with last name L-Z	Carlos Caro
Assistant Director of PEIMS & Reporting	Sarah Gottwald		

Physical Address:  
 UT High School  
 1616 Guadalupe, Suite 0.134  
 Austin, TX 78701

## Appendix B: Scholastic Honesty

UT High School students in all programs are expected to work independently, without direct supervision, and to conduct themselves responsibly in accordance with that freedom. To obtain the greatest benefit from their coursework, and for the sake of everyone enrolled in our courses, students must demonstrate the willingness to exercise self-discipline, personal responsibility, and scholastic integrity. We expect the coursework and exams that students submit for course credit to be theirs and theirs alone. Plagiarism and other forms of scholastic dishonesty are serious academic violations that will not be tolerated. Scholastic dishonesty encompasses, but is not limited to, cheating, plagiarism, collusion, and any act designed to give an unfair academic advantage to the student.

"Cheating" includes, but is not limited to:

- Copying from another student's work.
- Using materials not authorized by a testing proctor.
- Possessing materials that are not authorized by a testing proctor, such as cell phones, lessons, books or notes.
- Knowingly using or soliciting, in whole or in part, the contents of a test.
- Collaborating with or seeking aid from another student without authorization during a test.
- Substituting for another person, or permitting another person to substitute for oneself, in taking a test or in completing any course-related assignment.
- Using, buying, stealing, or transporting some or all the contents of a test, test rubric, homework answer, or computer program.
- Failing to comply with instructions given by the person administering the test.

"Plagiarism" includes, but is not limited to, appropriating, buying, receiving as a gift, or obtaining by any means someone else's work and then submitting that work for credit as if it were one's own.

"Collusion" includes, but is not limited to, unauthorized collaboration with another person in the preparation of an academic assignment offered for credit.

"Falsifying academic records" includes, but is not limited to, altering or assisting in the altering of any official record of the University.

### Scholastic Honesty Guidelines

Phase I: The student has committed their first career offense.

Consequence: Warning from the instructor and loss of points for the particular portion of the assignment with the opportunity to redo that portion of the assignment.

Phase II: The student has committed their second career offense in ANY course.

Consequence: Disciplinary action from administrator, contact of parents, and loss of credit for the particular assignment.

Phase III: The student has committed their second and third offense in the SAME course.

Consequence: Failure of the course (**a grade of 0 on the exam and a 0 for the course grade**).

\*If the second and third offenses are in different courses, see Phase II.

### Important Information Regarding AI

All student work must reflect the student's own thinking, effort, and ability, as opposed to artificial intelligence. Students may utilize generative AI tools to enhance their understanding and approach to assignments. However, proper attribution is crucial; students must clearly document and acknowledge any use of AI on graded submissions, whether for brainstorming, or refining work. Use of AI during exams or without explicit permission is prohibited. Students are responsible for ensuring their submissions comply with scholastic honesty standards. Please consult your instructor in advance if you have questions regarding the appropriate use of AI tools in coursework.

# Appendix C: School Calendar

 <span style="font-size: 24pt; font-weight: bold;">The University of Texas at Austin</span> <span style="font-size: 36pt; font-weight: bold;">UT High School</span>							2025 - 2026 Calendar																																																																																																															
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<p><b>6 Weeks Dates:</b>                      1st Six Weeks: 8/11/25-9/19/25                      2nd Six Weeks: 9/22/25-10/31/25                      3rd Six Weeks: 11/3/25-12/18/25                      Finals/Re-exam: 12/11/25-12/18/25                      4th Six Weeks: 1/8/26-2/13/26                      5th Six Weeks: 2/16/26-4/3/26                      6th Six Weeks: 4/6/26-5/22/26                      Finals/Re-exams: 5/7-5/14 (Seniors); 5/15-5/22</p>							<p><b>LEGEND:</b></p> <ul style="list-style-type: none"> <li><span style="border: 1px solid black; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Semester Begin/End</li> <li><span style="border: 1px solid black; background-color: lightblue; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Six Weeks Grading Periods</li> <li><span style="background-color: lightblue; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Last day for Assignment Submission</li> <li><span style="background-color: yellow; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> School Holiday</li> <li><span style="background-color: lightgreen; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Student Holiday &amp; Staff PD/Intercession</li> <li><span style="background-color: cyan; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Finals &amp; Re-exams Window</li> <li><span style="background-color: lightblue; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Senior Final Exam &amp; Re-exam Window</li> <li><span style="background-color: gray; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Summer School</li> </ul>							<table border="1" style="width: 100%; text-align: center;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> </thead> <tbody> <tr><td colspan="7">July 2026</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>							S	M	T	W	Th	F	Sa	July 2026							5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																																																									
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Revised: September 30, 2025

[Back to Table of Contents](#)