



Policies

The top 5 most searched policies are provided first for convenience:

1. Academic Credit, Accreditation, and Transcripts
2. Course Costs and Fees
3. Extensions for Self-Paced Online Courses
4. Dropping a Course, Transferring to Another Course, and Refunds
5. Testing Sites for Online Courses

1. Academic Credit, Accreditation, and Transcripts

University Extension credit courses are full academic credit courses that will appear as "Extension Credit" or "Correspondence" on a student's official UT Austin transcript (unless taken for no credit). Credit is given in semester hour units. Most courses have a credit value of three semester hours. (See the university's [Credit Value and Course Numbers](#) policy page.)

Extension credit is generally accepted as transfer credit toward undergraduate degrees at other institutions, but acceptance of transfer credit is always determined by the institution to which a student is applying. If you are pursuing a degree elsewhere, please consult with your advisors at that university to determine UT Austin extension course applicability to your degree. (Students in UT Austin degree programs should consult with their academic advisor. See also the university's [General Information Bulletin](#).)

If you are taking an extension course for credit toward licensing or other professional requirements, please check with the appropriate licensing or professional organization before you enroll to be sure that the extension credit will be accepted.

University Extension courses are drawn from the course inventory of The University of Texas at Austin. The University of Texas at Austin is accredited by the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS), the regional accrediting organization for eleven states in the southeastern United States, including Texas.

Your grades for University Extension courses will be recorded by and permanently kept with The University of Texas at Austin's [Office of the Registrar](#). Transcripts are not issued for University Extension courses where a grade of Q (for a dropped course) is recorded or where the selected grade option for the course is "Audit."

Please note that you **must wait** until the final course grade is recorded with the Office of the Registrar before you can order a transcript. Use the Registrar's [See My Grades](#) application to confirm that your course grade is posted to your UT Austin transcript.

University Extension students that have never enrolled as admitted students at The University of Texas at Austin will only be able to use the [online transcript ordering system](#) for the **six months following their grade being posted**. While transcripts can be requested electronically during this time period, they cannot be sent electronically to the receiving institution, so it is necessary to complete the 3rd Party Mailing Address section of the form. After this six-month period, University Extension students that have never enrolled as admitted students at UT Austin must use this [transcript order form](#), and submit it via scan/email to transcripts@utexas.edu; or fax it to 512-475-7681 along with the \$10 ordering fee. *VISA is not accepted by the Office of the Registrar.*

More information on transcript ordering options and processes can be found on the Office of the Registrar's website.

2. Course Costs and Fees

Registering for a course constitutes an agreement to pay for it. All registrations received will be processed and all processed registrations will incur a minimum fee of \$40, even if a registration is subsequently withdrawn or if the student drops the course. Failure to redeem the debt will result in the cancellation of your course registration and a financial bar on your record until the debt is cleared. Students may pay by credit card at the time of registration. Other payment types will require invoicing. Checks returned for insufficient funds must be cleared by the university's Office of Accounting within ten days of notification. All fees will be refunded for courses canceled by University Extension.

Course fees vary depending on the field of study because the cost for providing instruction varies by program. For example, business and technical courses generally cost more than liberal arts courses. The total course fee consists of a basic registration fee plus any additional fees for special materials, equipment, labs, field trips, etc. Consult the specific course listings for the total course fee.

UT Austin employees who have been employed for at least four months and work at least twenty hours per week are eligible for a 10% course discount.

FEES LIST — ALL UNIVERSITY EXTENSION COURSES

- **Course Fee** (Varies, per course) — University Extension courses are individually priced, and the price per course is the same for all students, regardless of residency status.
- **Administrative Fee** (\$40) — Course fees include a \$40 non-refundable processing fee. This is an actively incurred debt charged at the time of registration on all payment types, including checks and invoices. This fee will be retained even if the student drops the course or withdraws the registration.
- **Library Fee** (\$10) — All students who are not simultaneously enrolled at The University of Texas at Austin will pay a \$10 library fee for each registration submitted. This entitles students to full library access, including use of proprietary databases, entitlement to check out books and use reserve materials in the library. UT Austin employees will have the library fee waived.
- **Returned Check Fee** (\$25) — If you pay by personal check and the check is returned for insufficient funds, you are assessed this fee and a bar is placed on your student record until payment is resolved.

FEES LIST — SEMESTER-BASED COURSES ONLY (Evening Classroom and Online Cohort)

- **Late Registration Fees** — A non-refundable late registration fee (between 10% and 15% of your course fee, depending on the course and the date you enroll) may be added at the time of registration for semester-based courses after the regular enrollment period. Late registration begins approximately 30 days before the semester start date.

FEES LIST — SELF-PACED ONLINE COURSES ONLY

- **Drop Fee** (\$95) — You may drop a self-paced online course during the first 15 days of enrollment. The course enrollment fee, minus a \$95 fee, will be refunded.
- **Transfer Fee** (\$50) — You may transfer from one self-paced online course to another, during the first 15 days of enrollment. Your transfer request will be processed when payment is submitted with the Drop/Transfer Request Form.
- **Four-month Extension Fee** (\$200) — You can purchase a one-time-only, [four-month course extension](#) at any time, for any reason and without restriction, before your course expires.
- **One-month Extension Fee** (\$75) — If you have progressed far enough in your course to complete the coursework within 30 calendar days, as determined by our course-by-course curriculum review, you may purchase a one-time-only, [one-month extension](#).

- **Exam Proctoring Fee** (Varies, per test site) — Check with your approved testing site for their exam proctoring fee.
- **Exam Resending Fee** (\$25) — This is a reprocessing fee if your exam expires or if you change testing sites. You must still have time remaining in your course to reprocess your exam.
- **Expedited Exam Mailing Fee** (\$28/domestic or \$75/international) — If you wish to expedite the mailing time of your exam, you can request an expedited mail service at uextesting@austin.utexas.edu or by calling the Testing Coordinator at 512-471-2900.

3. Extensions for Self-Paced Online Courses

If you realize during your initial five-month enrollment that you will need more time to complete a course, you can purchase a one-time-only, [four-month course extension](#) for \$200, at any time, for any reason and without restriction, before your course expires.

If you have progressed far enough in your course to complete the coursework within 30 calendar days, as determined by our course-by-course curriculum review, you may purchase a one-time-only, [one-month extension](#) for \$75. In order to qualify for the one-month extension, your midterm exam must have been graded and you must have met the threshold of submitted assignments determined for your course (viewable in the “Grades and Course Extensions” section of your course’s homepage). Our online purchasing system will audit your record to see if you qualify for this option.

To remain active in your course, you must purchase an extension before your course expires. Extensions cannot be purchased once your course has expired.

Extensions are not available for semester-based courses.

4. Dropping a Course, Transferring to Another Course, and Refunds

SEMESTER COURSES (Evening Classroom and Online Cohort)

If the course you originally registered for does not “make,” we will strive to fit you into another. We cannot, however, guarantee that you may transfer freely among courses once you are officially registered. All transfer requests will be at the director’s discretion and will be based on financial and enrollment factors particular to that course at that time. “No refund” policies also apply to courses into which you have already transferred once the “no refund date” has passed. Transfer requests should be made using the online Drop/Transfer Request Form.

Drop requests and petitions are generally initiated by the student. However, on the recommendation of the instructor concerned, and with the approval of the University Extension director, a student may be required to drop a course at any time because of neglect or lack of preparation.

University Extension follows the same drop procedures used in regular UT Austin programs. It becomes harder to obtain permission to drop a course as the semester progresses, and University Extension’s academic calendar should be consulted for drop deadlines.

- For a given semester, you have through the date noted on the calendar as the “last day to drop with no signatures required” to drop a course without the approval of University Extension or your UT advising office. You will receive the grade of Q (drop without penalty). No refund will be given after the refund deadline date noted on the academic calendar. You should use the online Drop/Transfer Request Form to make your request.
- From the “last day to drop with no signatures required” through the “last day to drop a class except for urgent and substantiated, nonacademic reasons” (as listed on the academic calendar), you may drop a course with the approval of the University Extension director and, if applicable, your UT advising office. You must use the [Petition to Drop Form](#) and submit it with any required signatures to University Extension for review. Approval or denial is at the director’s discretion. If approved, you will receive the grade of Q (drop without penalty). See also the Policies for UT Austin Students.

- After the “last day to drop a class except for urgent and substantiated, nonacademic reasons” has passed, a student may only drop if the following conditions are met:
 - » You have no pending investigation of academic integrity for this course.
 - » You can provide documentation to demonstrate “urgent and substantiated, nonacademic reasons.” In almost every case (e.g., health, mental health, accident, family death, substantial change in nature of job duties, military service), you will be required to produce a written appeal and documentation to support your request to be given a Q drop.
- Excessive and/or continued absence from a course does not constitute dropping the course. You must officially request to be dropped, using the [Petition to Drop Form](#) from the [Forms page](#). Failure to obtain the appropriate signature(s) and submit the completed form to University Extension by the deadline (“last day to drop a class except for urgent and substantiated, nonacademic reasons”) will result in a grade of F for the course.
- Students are expected to drop or withdraw from a course during the semester in which they are enrolled. When the semester is over, the record for that semester is closed. Since students have the option to drop or withdraw during the semester, requests to drop or withdraw after the semester is over will not be considered unless the student was somehow unable to drop or withdraw earlier. Requests for retroactive withdrawal will only be considered if there is sufficient and compelling documentation, and if the request for retroactive withdrawal is submitted to the University Extension office during the subsequent long semester.

Since each University Extension semester course is held only when the program is assured that sufficient enrollment is met, **the last day to receive a full refund of the course fee, minus a \$40 administrative fee per course, is approximately two weeks before the semester begins. Most courses allow a 50% refund through the first class meeting. Be sure that you are committed to the course if you register or stay registered after the refund date.**

The “last day for refund” applies to all registrations accomplished after the date noted on the semester calendar. No refund will be awarded after the deadline if you are in an already “made” course, a course still being held open, or a course into which you have already transferred. Students registered in canceled courses receive a full refund if they do not transfer to another course.

Credit card and cash refunds will be processed first; those paying by check must wait approximately six weeks after the check is deposited. If you pay by check and wish to receive a refund earlier, you must provide University Extension with a copy of your canceled check.

SELF-PACED ONLINE COURSES

During the first 15 days of enrollment, you may drop a self-paced course for a full refund, minus a \$95 fee, or you may transfer from one self-paced online course to another self-paced course, for a non-refundable \$50 fee. Either transaction can be initiated using the Drop/Transfer Request Form.

Note that if you transfer from one course to another:

- Your enrollment date and completion deadline will stay the same.
- You will either be charged an additional amount due or refunded any overcharge, if course fees vary.
- And you wish to change your original grading method (letter grade, pass/fail, no credit) for the new course, please indicate this change when you transfer.
- You may not transfer your enrollment to another person.

5. Testing Sites for Online Courses

Students are responsible for making their own arrangements for taking course exams and paying proctoring fees. All exams must be taken in a supervised environment with an approved proctor in an approved testing center hosted by an accredited university or community college.*

Students in the Austin area often find it convenient to take their exams at one of the UT Testing Services sites on the UT Austin campus. The Testing Center located at 2901 N. IH-35, Suite 1.400 is a pre-approved testing site. The Testing Center charges a \$50 proctoring fee per exam.

If you are unable to make arrangements with a Testing Center on the UT Austin campus, you must use the [Testing Site and Proctor Agreement Form](#) to request approval to take your exams at an alternate testing center near you. Check with your local college or university to confirm that they have a testing center that proctors exams for students of other schools. You could start with the list of testing sites that have been used by our students in the past. This list is not exhaustive, and you are not required to use a site from this list, but we do maintain a list of sites in [Texas](#) and [nationwide](#) for your convenience.

Your exam will be held at the testing site for a maximum of 30 days. (It will be fewer if you request your midterm exam with fewer than 30 days left before your course expiration date.) If your exam expires, or if you wish to change testing sites and you still have time remaining in your course, we may be able to reprocess your exam for an additional fee. Your exam will not be reprocessed for any reason once your course has expired.

**Do not be discouraged if you are residing outside of the U.S. and cannot find a "testing center." Outside of the U.S., college and university offices that provide testing center services frequently refer to these services as "exam proctoring" or "exam invigilating." You may also find offices that provide these services listed within a "student assessment center."*

The remainder of this document contains additional University Extension course policies that should be reviewed prior to enrolling in a semester-based or self-paced course. You can search for a specific policy or key term within the document by using the Find function (CTRL + F).

Policies Applicable to All University Extension Courses

Section Contents:

- Course Numbering
- Grade-Point Average (GPA)
- Grading System and Symbols
- Pass/Fail
- Privacy and FERPA
- Scholastic Dishonesty

Course Numbering

Courses in The University of Texas at Austin's course inventory are designated by numbers, or by numbers with a capital letter following. The numbers indicate both the rank and the credit value of the course. The first digit specifies the number of credit hours: course numbers 201 through 299 denote a value of two semester hours, 301 through 399, a value of three semester hours, and so on. The last two digits specify the rank of the course: 01 through 19 indicates lower-division courses; 20-79 indicates upper-division rank; 80-99 indicates graduate rank.

Two courses that have the same abbreviation and the same last two digits may not both be counted for credit unless the digits are followed by a letter. For example, Chemistry 610 and Chemistry 810 may not both be counted because they are substantially the same; however, English 325 and 325K may both be counted.

The letter A following a course number designates the first half of a course; B designates the second half. For example, Music 612A is the first half of Music 612; Music 612B is the second half.

Grade-Point Average (GPA)

The following grades are used: A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. Some individual courses may not be graded on the plus/minus grading scale.

The scale of grade-points is listed below. The symbols Q and X yield zero points. CR counts as hours taken, but no grade points are earned toward your grade-point average (GPA). Grade-point averages are computed on the basis of grades and number of semester credit hour units.

Letter Grade	Grade Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

In order to be eligible to continue taking extension courses, you must maintain a minimum grade-point average of 2.0 (C) on all coursework taken in which a letter grade is received.

If, after taking three courses with University Extension, you have not maintained a C average (2.0) for all extension courses taken, you will be barred from registering for more University Extension courses for one long session and any intervening summer session. A second dismissal will be for three calendar years, and in order to register for any courses after that time you must receive approval from the Director of University Extension. A student dismissed for the third time will not be allowed to register for further courses with University Extension.

Grading System and Symbols

Letter grades are used to record the instructor's evaluation of students' performance in a course. The following grades are used: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. Some individual courses may not be graded on the plus/minus grading scale.

If a student takes a course on the pass/fail basis, undergraduates earn either the symbol *CR* (credit) or a grade of *F*; graduate students earn either the symbol *CR* or the symbol *NC* (no credit).

The symbol *Q* is given when you officially drop a course without academic penalty.

After a grade has been reported to the Office of the Registrar, it may not be changed unless an error was made by the instructor. If you do not attend The University of Texas at Austin, your college or university has the option of accepting the grade toward your degree requirements.

Pass/Fail

A passing grade for undergraduates is *D-* or better; for graduates it is *C* or better.

If you are taking a semester course, check the **Change of Course Grading Status** deadline on the official [calendar](#) if you wish to change your grading status.

Students taking self-paced online courses are allowed to change their grading option one time during their course enrollment by submitting a request in writing, **before** completing 50% of their assignments.

If you are planning to use your extension credit hours toward a degree, please be aware before you register of the conditions your institution imposes regarding eligibility to take courses for pass/fail.

Privacy and FERPA

The University of Texas at Austin is committed to ensuring the privacy and accuracy of your confidential information. We do not actively share personal information gathered from our Web servers. However, because The University of Texas at Austin is a public institution, some information collected from the UT Austin website, including the summary server log information, emails sent to the website, and information collected from Web-based forms, may be subject to the Texas Public Information Act. This means that while we do not actively share information, in some cases we may be compelled by law to release information gathered from our Web servers.

As part of our commitment to maintain the privacy of our Web users, The University of Texas has developed this privacy statement. The statement has two purposes:

1. To educate users about privacy issues.
2. To inform users about specific privacy policies and guidelines employed at The University of Texas at Austin.

The University of Texas at Austin also complies with the Family Educational Rights and Privacy Act (FERPA), which prohibits the release of education records without student permission. Visit [The University of Texas at Austin Registrar's website](#) for more information about FERPA.

Scholastic Dishonesty

As a University Extension student, you are expected to work independently, without direct supervision, and to conduct yourself responsibly in accordance with that freedom. To obtain the greatest benefit from your course work, and for the sake of everyone enrolled in our courses, you must demonstrate the willingness to exercise self-discipline, personal responsibility, and scholastic integrity. We expect the course work and exams that you submit for course credit to be yours and yours alone. Plagiarism and other forms of scholastic dishonesty are serious academic violations that will not be tolerated.

The penalties for scholastic dishonesty on graded assignments include the possibility of failure in the course. Scholastic dishonesty in examinations will result in a grade of "F" on the examination and an "F" in the course.

For more information on the broad scope of scholastic dishonesty, including consequences of dishonesty and suggestions on how to avoid engaging in this misconduct, please see the [Student Judicial Services](#) website.

Policies Specific To Semester Courses

General Information:

- Instructional Quality Standards
- Location of Classes
- Safety and Security on Campus

Deadlines:

- Auditing Courses
- Cancellation of Low Enrollment Classes
- Class Attendance
- Course Prerequisites

Financial:

- Financial Aid / Course Load Certification
- Tax Credits and Forms

Grades and Exams:

- Course Appeals
- Final Examinations
- Incomplete Grades
- Make-up Final Examinations
- Repetition of a Course

Rules & Enrollment Requirements:

- Class Attendance
- Drug-free Classes
- Eligibility
- International Students
- Placement Tests
- Student Discipline
- Texas Success Initiative (TSI)
- UT Austin Policies
- UT Austin Students

General Information

INSTRUCTIONAL QUALITY STANDARDS

University Extension courses and instructors are approved by the appropriate academic department of UT Austin. The syllabus is designed at the same level of difficulty and requires the same amount of work from the student as the equivalent UT Austin course. The instructors are evaluated by students through the [Center for Teaching and Learning](#) at UT Austin, using the same methods applied to all UT Austin instructional faculty.

LOCATION OF CLASSES

You will receive an email listing the classroom location for semester-based evening classroom courses when the course has achieved minimum enrollment. If you register for the course after it has achieved minimum enrollment, the location will be posted on your receipt. Classroom locations will be posted on the University Extension [homepage](#) the week before classes begin.

SAFETY AND SECURITY ON CAMPUS

The university has instituted safety and security procedures and services, but the personal safety of each individual who enters the campus is his or her own responsibility. Use common sense as you would in any urban area when choosing pathways to your classes. If you need special assistance in an emergency, there are yellow poles with blue lights placed around the campus from which you may call the police.

The most common crime on campus is theft of personal property resulting from students leaving bags and backpacks unattended in libraries and other locations. You can avoid this by keeping your property with you at all times.

In compliance with the Student Right to Know and Campus Security Act of 1992, the university makes available to students and employees an annual security report. This report, entitled Information for University Students and Employees – Campus Security and Crime Awareness and A Drug Free University, describes procedures for reporting criminal actions and emergencies occurring on-campus; information about security in campus residences and facilities; the enforcement authority of campus police; references to programs regarding security procedures, sex offenses (forcible and non-forcible) and responsibility of individuals for their own safety; the handling of disciplinary proceedings concerning alleged sexual assault; rights of and assistance available in cases involving sexual assault; monitoring and reporting of criminal activity at off-campus property owned or controlled by registered student organizations; and crime statistics required by the statute. This report is available from the Office of Human Resources, the Office of Admissions, and the Office of the Vice President for Student Affairs.

Deadlines

AUDITING COURSES

If you wish to audit a semester course rather than enroll for academic credit, the fee for each course will remain the same in most cases. You may wish to audit if you are not exempt from [Texas Success Initiative \(TSI\)](#) requirements and do not wish to take the test or if you are taking the course only for self-enrichment. Changing to or from an “audit” status is not allowed past the first day of the semester. Coursework that is audited will not appear on a University of Texas at Austin college transcript.

CANCELLATION OF LOW ENROLLMENT CLASSES

All courses are offered contingent upon minimum enrollment requirements. University Extension reserves the right to cancel low-enrollment courses when necessary.

Please do not attend your first class without checking to make sure the course has “made.”

You will receive a full refund if the course is canceled, or you may transfer to another course on a space-available basis.

COURSE PREREQUISITES

University Extension courses respect prerequisite requirements, which are listed as part of the course description. If you do not provide requested documentation to demonstrate that you have satisfied a prerequisite you will be withdrawn without a refund and a registration bar will remain on your student record.

Financial

FINANCIAL AID AND COURSE LOAD CERTIFICATION

- **UT Austin Students** — In most cases, University Extension’s semester courses can count toward your “full course load certification” for financial aid and similar certifications as long as you meet the required minimum daytime enrollment hours (usually six hours) and are making satisfactory academic progress as determined by the [Office of Student Financial Services \(OSFS\)](#). Talk to OSFS for more details. If approved, students typically pay for their UEX course(s) and bring their receipt to OSFS, which will then reimburse students out of their financial aid award. UT Austin students may not currently use their financial aid toward any UEX self-paced online courses.
- **Students Enrolled at Another School** — If you are receiving financial aid at another institution of higher education, University Extension can issue you a letter at your request certifying your registration. You may include this with other documentation of courses in applying for financial aid, but we cannot guarantee it will be accepted.
- **Students Not Enrolled Elsewhere** — Federal or state subsidized financial aid is not available if you are taking only University Extension courses. Students with no financial aid privileges at a college or university may

qualify for various loan programs tailored to meet the needs of nontraditional students. The specific terms and time needed to process applications varies with the loan program. Students who are unable to pay the entire course fee at the time of registration may be eligible for a payment plan. Please contact the University Extension office for details.

TAX CREDITS AND TAX FORMS

The following information is provided as an explanation only and should not be construed as tax advice. IRS tax benefits may be available for higher education expenses.

The IRS 1098T form is issued to students with qualified tuition and fee expenses paid in the previous calendar year. The forms are generated by UT's Office of Accounting and are available to view and print after January 31. Students can retrieve them electronically at [MY IRS 1098T Tax Form](#) and will also receive them by mail at the address on file for the student.

If you have taken courses with University Extension, or with both University of Texas at Austin and University Extension, the breakdown of these payments will be listed with the form's Supplemental Information.

For more detailed information on tax credits and deductions, consult the university's [Office of Accounting website](#). Check with your tax advisor about using University Extension courses for educational tax credits.

Grades and Exams

COURSE APPEALS

Appeals must be submitted in a timely manner and with appropriate documentation. Appeals to reconsider a final course grade may be submitted up to one long semester (fall or spring) after you complete the course. All other appeals must be made as soon as is practical, and always before the course has been completed or has expired.

If you believe your instructor has made an error on an assignment or exam grade, you should first discuss any grade disputes with your course instructor. If you and your instructor cannot work out the dispute, you have the right to file an appeal with University Extension.

If you wish to appeal for an exception to a particular administrative policy, you should appeal directly to University Extension.

- All appeals must be in writing. We cannot accept appeals via phone or in person, but you may fax or email a written appeal.
- All appeals must include
 - » Your name and University of Texas EID
 - » Course title and number
 - » Instructor name
 - » A clear, detailed description of your appeal
 - » An explicit statement of request
 - » Supporting documentation (Note: if your appeal concerns a medical or mental health situation, please do not include diagnostic or specific information about your condition as part of your documentation.)

FINAL EXAMINATIONS

Classes that meet at the same time during a semester all have a common examination time. Before you enroll in a course, please check the times listed on our official calendar to make sure you will be free to take the final examination when it is scheduled. Examinations begin promptly at the scheduled hour and do not continue beyond the three hours allocated in the official schedule. No final examinations may be given before the examination period begins, and no change in time is permitted from that printed in our official calendar.

An instructor with a compelling reason to change the time of an examination must obtain the approval of the director of University Extension before announcing an alternative examination time to the students. With the approval of the director of University Extension, an instructor may choose not to give a final examination; however, if an examination is given, all students must take it, and no exemptions may be allowed except according to a uniform exemption policy announced to the class.

INCOMPLETE GRADES

You receive an "X" when you have been given additional time to complete coursework that is of passing quality. University Extension instructors follow official UT Austin guidelines found in the General Information Bulletin and in the Graduate Catalog concerning the requirements for completing a grade of "X." An "X" should be assigned only if the student has been informed and the exact procedures by which the student will make up the work are agreed upon. The assignment of an "X" constitutes a contract between the student and the instructor. It is often helpful to have the arrangement in writing, specifying what the student is expected to do to complete the course, including due dates. Undergraduate coursework must be completed and the instructor must report a final grade on or before the last date for grade reporting in the next semester, excluding any intervening summer session. Students who fail to complete work in the allowed time will receive an F for the course.

If graduate coursework is not completed before the end of the course, the instructor may report the symbol "X" (incomplete) to the registrar in place of a grade. The student must then complete the course requirements and the instructor must report a final grade by the end of the grade reporting period in the student's next long-session semester of enrollment. If this deadline is not met, the symbol "X" is converted to the symbol "I" (permanent incomplete). If the student is not enrolled during a long-session semester for twenty-four months following the end of the semester in which the "X" is reported, and the instructor does not report a final grade, then the symbol "X" is converted to the symbol "I." The symbol "I" cannot be converted to a grade. When the symbol "I" is recorded, the symbol "X" also remains on the student's record. (UT Austin students please see the section UT Austin Students.)

MAKE-UP FINAL EXAMINATIONS

If you miss your final examination because of serious illness or a similar compelling emergency, you should contact your instructor as soon as possible to make arrangements to take a make-up exam. Requests for make-up exams are subject to approval and may require medical or other relevant documentation. Depending on the instructor's availability, the make-up exam may be scheduled in a proctored testing environment and may require a proctoring fee.

If the date for your make-up exam falls after the last day of final exams you may initially receive an Incomplete (X) for the course on your transcript. Your transcript will be updated after your instructor has submitted your final grade.

REPETITION OF A COURSE

The last grade that you earned in a course is your official grade. If you repeat a course and have two or more grades, all the grades and all semester hours are used to calculate your grade-point average and determine your eligibility to take more courses. In the College of Business Administration, the College of Communication, the College of Engineering, the College of Liberal Arts, the College of Natural Sciences, the School Of Nursing, and the College of Pharmacy you may not repeat for credit a course in which you earned a grade of C or better.

Rules and Enrollment Policies

CLASS ATTENDANCE

You are expected to attend class regularly. Instructors are responsible for implementing attendance policies and must notify students of their attendance requirements and explain in the first week how class attendance will relate to the final course grade.

If you need to be absent from a class or examination for the observance of a religious holy day, you may complete the work missed within a reasonable time after the absence, provided you give proper notice of your absence to your instructor, in writing, within fourteen days of the classes you will miss to observe a religious holy day. For religious holidays that fall within the first two weeks of the semester, you must give written notice on the first day of the semester. You must personally deliver the notice to your instructor who must sign and date and file it with the University Extension office.

DRUG-FREE CLASSES

University Extension at The University of Texas at Austin complies fully with the Drug-Free Schools and Campuses Act of 1989, which deals with the unlawful possession, use, or distribution of drugs and alcohol by students and employees on university property or as part of any university-sponsored activity. The university makes available to all enrolled students information about standards of conduct regarding alcohol and drugs, applicable legal sanctions under public law, health risks associated with the use of illicit drugs and the abuse of alcohol, drug and alcohol counseling, treatment resources on campus, and the disciplinary sanctions that may be imposed in instances of misconduct involving alcohol and drugs. This information is available from the Office of Human Resources, the Office of Admissions, or the Office of the Vice President of Student Affairs.

ELIGIBILITY

You are eligible to enroll in University Extension classroom credit courses if:

- You have a high school diploma or GED (courses may also be taken for dual high school/college credit with appropriate signatures)
- You are not on active scholastic or disciplinary dismissal from any institution of higher education
- You possess the prerequisites listed for the course for which you register
- You have satisfied the requirements of the Texas Success Initiative (TSI)
- You have maintained a 2.0 grade point average for all courses taken with University Extension (after taking three courses)
- You are in good financial standing and have no active bars with University Extension
- Newcomers to Texas may take these courses immediately after arrival without jeopardizing any future eligibility to qualify for in-state tuition after one year of residency in Texas

INTERNATIONAL STUDENTS

Since University Extension offers no degrees, enrollment in Extension classes alone will not qualify you to reside in the U.S. on a student visa. If you also attend UT Austin while on a student visa, you must obtain the signature of an advisor in the International Office on your University Extension registration form before enrolling in Extension courses. You are responsible for monitoring your visa status.

PLACEMENT TESTS

Placement tests may be listed as a prerequisite for certain courses. This is noted in the course description. Please contact the [Center for Teaching and Learning \(CTL\)](#) at 512-232-2662 for information regarding CLEP and other placement tests.

STUDENT DISCIPLINE

When you enroll in a course through University Extension, you join a community committed to academic integrity, freedom of expression for all community members, and mature and responsible behavior. Questions regarding policies related to student conduct, including disciplinary regulations, should be referred to the University Extension office. University Extension administers student discipline according to established procedures, taking into account the due process rights of individuals involved.

TEXAS SUCCESS INITIATIVE (TSI)

The Texas Success Initiative (TSI) is a state-legislated program designed to improve students' success in college. University Extension is legally obliged to enforce TSI regulations. TSI regulations apply to all students who register in University Extension courses, except those who audit for no credit. All enrolling students must meet one of the exemptions below or pass the TSI Assessment, a basic skills test required of all students enrolling in courses for academic credit at any Texas public college or university.

You are exempt from TSI if you meet any one of the conditions listed below, in which case you must provide official documentation to the University Extension office by the deadline noted on a given semester's calendar.

You are exempt if you:

- have a bachelor's degree or associate's degree.
- have satisfactorily completed college-level coursework at an accredited institution of higher education.
- have previously attended any Texas public institution and have been determined to have met readiness standards by that institution.
- have served on active military duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States for at least three years.
- were honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States on or after August 1, 1990.
- took the SAT I less than 5 years ago and made a qualifying score of 1070 total, with 500 verbal and/or 500 math.
- took the ACT less than 5 years ago and made a qualifying score of 23 composite, with 19 English and/or 19 math.
- took the TAKS test less than 5 years ago and made a minimum score of 2200 on the math, which exempts you from the math section; and/or a minimum score of 2200 on the English Language Arts section with a writing subsection score of at least 3, which exempts you from the reading and writing sections.
- took the STAAR exam with a minimum score of Level 2 on the English III End-of-Course for reading and writing and a minimum score of Level 2 on the Algebra II End-of-Course for math.
- are a non-degree seeking or non-certificate seeking student.

If you do not have the required official documentation stating that you are TSI exempt at the time you register, your registration form will serve as a temporary affidavit that you have satisfied this requirement. Official documentation, such as a diploma or transcript from an accredited institution, must be provided by the date listed in the calendar for the semester. We cannot make exceptions to this date. No refunds will be given if you register and are withdrawn because you fail to provide official TSI documentation. Therefore, it is best to provide this documentation when you register.

If you have not passed one or more sections of the TSI Assessment, you must be enrolled in a Developmental Studies Program (DSP). If you are currently in DSP elsewhere, you must provide official documentation of enrollment. Please notify the University Extension office as soon as possible if you will be required to enroll in a DSP while taking extension courses. Failure to provide University Extension with appropriate documentation by the deadline will result in your withdrawal from any course(s) without a refund.

If you register for University Extension courses contingent upon attending a developmental program and fail to honor the terms of that program, you will be withdrawn without a refund.

If you are unsure of your TSI status, contact the University Extension office. Information about the TSI Assessment may also be obtained from the [Texas Success Initiative office](#).

UT AUSTIN POLICIES

You may wish to refer to [UT Austin's General Information Bulletin, Undergraduate Catalog, and Graduate Catalog](#) for further detailed information about UT Austin's policies, such as Student Discipline and Conduct; Prohibition of Sexual Harassment; Prohibition of Racial Harassment; Prohibition of Hazing; and Policy on AIDS, HIV, and Hepatitis B Infection.

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas System or any of its component institutions on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

The provisions of this bulletin do not constitute a contract, express or implied, between any applicant, student, or faculty member and The University of Texas at Austin, The University of Texas System or University Extension. University Extension reserves the right to withdraw courses at any time, change fees, rules, calendar, curriculum, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

UT AUSTIN STUDENTS

Some colleges require approval for their students to be simultaneously enrolled with University Extension. Liberal Arts, Education, and Natural Sciences do not require prior approval. Students in other colleges should check with their advisor before registering. University Students who register without the required approvals will be dropped from their course(s) and will remain responsible for processing and related fees.

Graduate students are permitted to count up to six total hours of University Extension graduate credit in their programs of work only if they have the proper forms signed by their graduate advisors and the office of the Graduate Dean. The procedure for obtaining permission is:

1. Fill out a University Extension registration form as well as the form entitled "Graduate Student Request to Take an Extension Course." Your graduate coordinator should have these forms. If not, contact the University Extension office.
2. Have both forms signed by your graduate advisor and the Office of Graduate Dean in MAI 101.
3. Submit both signed forms to the University Extension office with your payment.

Graduate students may also take courses with undergraduate numbers, but those courses will not count for their program of graduate work and will not qualify for financial aid except in rare circumstances and with special permission from the sponsoring department and the graduate school.

Course grades are recorded automatically on your UT Austin transcript as "extension credit." These grade points count in your overall UT GPA.

Your grades are sent to the Registrar by the deadline set by UT Austin. Note that University Extension is obliged to give its final examinations during UT Austin's "dead days" (because of space limitations on campus). Check the semester calendar for exact final examination times. If you sign up for a University Extension course, you accept this condition.

University Extension follows many but not all of the same deadlines as UT Austin for drops, grading status change requests, incompletes, and withdrawals. Therefore, refer to University Extension's calendar for these deadlines. Please also note that:

You are not automatically dropped from your University Extension classes if you withdraw from The University. You need to inform University Extension separately if you have received permission from your dean's office to drop all of your classes.

If you needed your dean's office approval to take a University Extension class, you also need your dean's office approval to drop the class.

In most cases, University Extension semester courses can count toward your “full course load certification” for financial aid and similar certifications. This means that financial aid is available to admitted UT Austin students who are enrolled for six hours or more in the regular day program. (Graduate students must check with their graduate advisor first about whether the course can be included in their aid package.)

Payment for your University Extension course is due at the time you register. If you cannot pay at that time, please see your financial aid counselor or call [Student Financial Services](#) (512-475-6282) and work out some arrangement for an emergency loan or an alternative. If you qualify, UT Austin Financial Aid will reimburse you for your UEX courses, provided you have proper dean’s permission to register.

Self-Paced Online Course Policies

Logistics and Deadlines:

- Textbooks
- Pacing and Instructor Feedback
- Course Completion
- Grades and Exams:
- Exam Day Materials
- Exam Day Rules
- Exam Grades
- Exam Requests
- Reexamination Petition
- Reviewing Graded Exams
- Rights and Responsibilities:
- Saving Your Work
- Acceptable Use
- Change of Personal Information
- Course Appeals
- Web Accessibility

Logistics and Deadlines

TEXTBOOKS

Your course readings will come from one or more textbooks. Some courses may require other learning resources as well, such as workbooks and CD-ROMs.

Many self-paced online courses cannot be started without the required textbook and you have a limited time to complete your course after you register. Therefore, we recommend that you get the textbooks before you register for a course.

University Extension does not sell or provide textbooks. Purchase or rent your textbooks as soon as you can from the vendor of your choice. Always order by the ISBN number to make sure you get the proper edition. Many sites such as [BookFinder.com](#) or [DealOz.com](#) allow searches (by ISBN) of new and used books from several vendors at the same time for easy comparison shopping.

PACING AND INSTRUCTOR FEEDBACK

Courses are organized into learning modules to help you master concepts and content in one module before moving on to the next one. That means you must complete one module — including having received graded

feedback from your instructor — before moving on to the next one. The course structure is programmed this way and cannot be overridden by your instructor or our staff.

Instructors will grade assignments and exams within 3 business days of receipt. They will respond to non-graded communications (if submitted through the Learning Management System) within 2 business days.

Please note that weekends and holidays are not business days and that exams transmitted via mail or courier require additional processing time. Final course grades generally take about two weeks for processing and posting to a transcript.

COURSE COMPLETION

The statutory time allowed for coursework completion is **five months** from the date of enrollment. Completing coursework means that you have submitted all assignments, taken the midterm exam(s), and have had them graded. You must request your final exam before your course expiration date or you will be dropped from the course, and you will not have the option to get back into the course once it has expired.

If you realize during your initial five-month enrollment that you will need more time to complete a course, you can purchase an extension.

A one-time only four-month course extension without any restrictions is available for \$200. A one-time only one-month extension is available for \$75. In order to qualify for a one-month extension, your midterm exam must have been graded and you must have met the threshold of submitted assignments determined for your course (viewable from "Course Home" in your online course). Our online purchasing system will audit your record to see if you qualify for this option. To remain active in your course, you must request the extension before the expiration of your original five-month enrollment period.

To meet graduation and other deadlines, keep the following in mind:

- You will be eligible to request your final exam after all midterms have been graded and you have submitted 100% of your assignments. You must request your final exam before your course expiration date. Once your request is approved, you will have 30 days to take your exam.
- Grades will be posted to your course site approximately two weeks after you have taken the exam. Grades may take an additional week or more to be officially recorded by the university and/or other institutions.
- Deadlines for graduation, scholastic status updates, scholarships, admissions, etc., vary considerably even within a single institution. University Extension strongly recommends that you consult your advisor or other administrative contact for deadlines for your particular situation.

Grades and Exams

EXAM DAY MATERIALS

You will be informed of any allowed materials when you request to take the exam. Most exams require nothing more than a pen or pencil; however, you may be permitted to bring other materials for some exams. For example, some math courses allow the examinee to bring a graphing calculator.

Your exam request confirmation will indicate allowed materials. Bring to the examination only those materials allowed.

EXAM DAY RULES

To take an exam, you must present a recent, approved photo identification card (ID). The name on the photo ID must match the name on the exam. Approved photo identification cards include your:

- driver's license
- school ID
- military ID
- valid passport

If you do not have a photo ID, you will need to apply for one now so you will have it by the time you need to take your first exam.

EXAM GRADES

Each course has specific rules about when midterms and final exams may be taken and how they figure into your course grade. Read the specific rules for your course to learn what the requirements are for that course.

In general, the following rules apply:

The exams account for at least 50% of your course grade.

You must pass the final exam (60% or better) to pass the course.

NOTE: The course rules supersede University Extension general policies.

We will send a grade report to you approximately three weeks from the date you take your final exam. If you would like to review your graded exam, you may review it at the Testing Center on the UT Austin campus or your alternate testing site for up to one long semester after your exam date.

The exam will be destroyed after one year.

EXAM REQUESTS

Before you request any exams, make sure we have your correct mailing and email address on file. You can check and update your contact information through [UT Direct](#). Once you have done that, request your exam via the appropriate link (Midterm or Final) on your course home page.

If you cannot take your exam at a pre-approved testing site, you must get formal approval of a proctor and site from University Extension using the Testing Site and Proctor Agreement Form. The Testing Site and Proctor Agreement Form is accessible through the online exam request process and on our Forms page. Approving alternate sites can take days or even weeks, so please allow time to secure approval for your testing site before you plan to take an exam.

MIDTERM EXAM

Keep in mind that your midterm exam must be graded before you can request your final exam. To maximize your opportunity for instructor feedback and to pace your learning effectively, you should request your midterm exam according to the planning guidelines in your course outline.

When you request an exam online, you will receive an email confirmation that includes your exam expiration date and a notification of what materials you are permitted to bring to your exam. If you are taking your exam at a UT Testing Site on the UT Austin campus, it will be ready within one or two business days; processing may take a little longer at alternate sites.

If you have not received a confirmation email within two business days of submitting your exam request, please contact University Extension's Testing Assistant at 512-471-2900. If you are taking your exam outside Austin, we also recommend that you contact your testing site before you go to take your exam to confirm that it has arrived in good order.

FINAL EXAM

To be eligible to request your final exam, you **must** have submitted all assignments and received a grade on your midterm exam. You must request your final exam before your course end date.

The process to request your final exam is the same as for the midterm exam. If your testing site is not pre-approved, you need to request formal approval of your testing site via a Proctor Agreement Form.

You will have 30 days to take your final exam after you have successfully requested it. You should plan to take your exam at least three weeks before you need the course grade on your transcript.

FINAL EXAM REQUEST DECLINED

If you have not submitted all assignments and received a grade on your midterm exam, your request to take the final exam will be declined.

If you believe that you have taken all necessary steps to make yourself eligible to take the exam and your request is still declined, please contact University Extension's Testing Assistant at 512-471-2900 or uextesting@austin.utexas.edu.

REEXAMINATION PETITION

If you fail the final exam but have at least a 70% average on all other coursework, you may petition University Extension to take a reexamination.

Reexamination Policies

- Reexaminations will not be automatically granted and will only be considered for courses with comprehensive finals.
- If University Extension grants the petition, reexamination must take place within two weeks.
- The student must earn a grade of 70% or above on the reexamination in order to pass the course.
- If the grade earned on the reexamination is less than 70%, the final course grade of F will remain.
- A \$30 fee is required to process approved reexamination requests.
- Students should contact the University Extension office if they wish to file a petition for a reexamination.

REVIEWING GRADED EXAMS

Students are permitted to review their graded exams once per exam to study for future exams and to prepare a grade appeal. (See the Course Appeals policy for more details about the appeal process.)

Exam Review Rules

- You may review your exam only at a proctored setting.
- The review will be proctored under the same conditions under which you took the exam in terms of time allowed and materials permitted.
- You may only review your exam once.
- You are **not** permitted to write on the exam.
- You are **not** permitted to take notes about the exam out of the testing environment with you unless you are submitting a grade appeal.
- If you are preparing a grade appeal, you may take notes and write your appeal to your instructor **only on testing center supplied paper**.
 - » The notes and appeal letter will be collected by the proctor and returned to University Extension with the exam.
 - » The appeal letter will be sent to your instructor for consideration.
- You must review your exam within 30 days of receiving approval. After 30 days, your exam will be returned to our archive, and you will need to file your review request again.
- The overall time you have to review your exam must be within one long semester after your exam date.

Notes:

- If you wish to review your exam at a proctored test site other than the UT Austin Testing Center, you should review the exam at the proctored testing site where you originally sat for the exam.
- If you wish to review the exam at a site different than where you sat for the exam, you must complete a Proctor Request form and file it with University Extension's Testing Assistant. Once the proctoring site is approved, your exam will be sent to that approved site for you to review.

- Be aware that a proctored site may charge a proctor fee to allow you to review your exam. Check with your proctored testing site for details.

Requesting an Exam Review

Send an email to uextesting@austin.utexas.edu to request an exam review. In your request, please include

- Your name
- Your EID
- Course name and number (i.e., E316K: Masterworks of American Literature)
- Exam to be reviewed (i.e., midterm, final, etc.)
- Review location (i.e., UT Austin Testing Center at 2901 N. IH-35, Rm. 1.400, original proctor site, etc.)
- Review reason (i.e., to study for future exam or to prepare a grade appeal)

After your request has been processed and the proctor approved, if applicable, University Extension will notify you where and when your exam is available for review.

Rights and Responsibilities

SAVING YOUR WORK

University Extension strongly advises you to make and retain a copy of all submitted work and to keep a back-up copy of course-related materials such as ungraded assignments, self-assessments, your notes on the course readings, graded and returned assignments, and instructor feedback. Doing so will allow you to continuing working and/or review your own progress in the unlikely event of a technological mishap.

ACCEPTABLE USE

University Extension students are expected to obey and conduct themselves in accordance with the penal and civil statutes of the local, state, and federal government, Rules and Regulations of the Board of Regents, and University regulations and administrative rules.

Your continued participation in a University Extension course indicates your agreement to the policy set forth below. This policy explicitly **excludes** the following activities:

- Using the University Extension online course network for any disruptive communications, such as “broadcast” messaging, whether commercial (“spam”) or non-commercial.
- Searching for, obtaining, or tampering with confidential information belonging to other users, including, but not limited to, passwords, personal data, course submissions, and course grades. Students must respect the privacy rights of all network users.
- Sharing with another user any confidential information belonging to other users or oneself. It is your responsibility to keep your password and personal information private.
- Harassing or abusive behaviors. The University Catalog defines harassment as “conduct that is sufficiently severe, pervasive, or persistent to create an objectively hostile environment that interferes with or diminishes the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the University.” Students will treat their instructors, fellow students, and support staff with the same level of respect accorded to the members of a physical classroom environment.
- Redistributing any proprietary software obtained from the copyright holder. The University does not condone or accept responsibility for any misuse of proprietary software.
- Engaging in any form of collusion or scholastic dishonesty. In the case of online course participation, scholastic dishonesty includes all forms of Internet plagiarism, such as the copying or use of copyrighted text or images. Students are not permitted to submit someone else’s work as if it were their own. If you perform Internet research as part of an assignment, you must give proper credit to the sources you find and use, according to your instructor’s specifications.

The University of Texas at Austin does not accept responsibility for any conditions arising from a student's failure to abide by these policies. Moreover, the University does not accept responsibility for any content contained in an external Internet source (such as a website or newsgroup) that is accessed by students in online courses, either as part of a course-related activity or as the result of a student's own initiative.

Read more about [The University of Texas at Austin Acceptable Use Agreement](#).

CHANGE OF PERSONAL INFORMATION

Change of Name

University policy is to maintain educational records under your full, legal name. You may change the name on your permanent academic record by presenting a certified copy of the appropriate documentation to the Registrar at the University of Texas.

- Correcting the spelling or the proper sequence of your name requires a copy of your birth certificate.
- To change your name, you must present a notarized request and a copy of the signed court order showing your new legal name.
- To assume your spouse's name following marriage, you must present a notarized request and a copy of the marriage certificate.
- If you wish to discontinue use of a married name and resume use of the original family name or another name, you must present a divorce decree or a signed court order showing restoration of the original or other name.

Change of Contact Information

University Extension must have your correct local and permanent addresses, email addresses, and telephone numbers. Official correspondence is sent to the most recent address you provide. If you move and fail to correct the address, or if you change your email address, you are not relieved of the responsibility of collecting mail or email from us on the grounds that the correspondence was not delivered.

SELF-PACED ONLINE COURSE APPEALS

Appeals must be submitted in a timely manner and with appropriate documentation. Appeals to reconsider a final course grade may be submitted up to one long semester (fall or spring) after you complete the course. All other appeals must be made as soon as is practical, and always before the course has been completed or has expired.

If you believe your instructor has made an error on an assignment or exam grade, you should first discuss any grade disputes with your course instructor. If you and your instructor cannot work out the dispute, you have the right to file an appeal with University Extension.

If you wish to appeal an exam grade, you may review your graded exam at the testing center that administered and proctored your exam in a proctored setting. You may take notes necessary to craft your appeal, but you may not make copies or take any parts of the exam out of the proctored setting.

If you wish to appeal for an exception to a particular administrative policy, you should appeal directly to University Extension.

- All appeals must be in writing. We cannot accept appeals via phone or in person.
- All appeals must include
 - » Your name and University of Texas EID
 - » Course title and number
 - » Instructor name
 - » A clear, detailed description of your appeal

- » An explicit statement of request
- » Supporting documentation (Note: if your appeal concerns a medical or mental health situation, please do not include diagnostic or specific information about your condition as part of your documentation.)

WEB ACCESSIBILITY

University Extension at The University of Texas at Austin strives to make our website accessible to people with disabilities. Currently, all of our content fully conforms with Priority 1 Web Content Accessibility Guidelines (WCAG 1.0) as published by the Web Accessibility Initiative of the World Wide Web Consortium (W3C). Our website also complies with the State of Texas policy and with the Section 508 standards.

We will continue to upgrade our website design and content to ensure that it achieves complete compatibility with all of the standards and recommendations as outlined by the above agencies.

If you have comments or suggestions for improving our website, please [email](#) us.