

# UNIVERSITY OF NEBRASKA HIGH SCHOOL

Accredited. College-Prep. Online.

## STUDENT HANDBOOK 2019-2020

UNIVERSITY OF  
**Nebraska**  
Online

# STUDENT HANDBOOK

Welcome to the University of Nebraska High School (UNHS). The following information has been prepared to provide students, parents, guardians and schools with information specific to course enrollment. This handbook can answer questions you may have about completing a course, graduation requirements, transferring credit and policies at UNHS. If you should have any additional questions, please contact Customer Service.

## Customer Service

Email: [highschool@nebraska.edu](mailto:highschool@nebraska.edu)

Phone: (866) 700-4747 (toll-free in the U.S. and Canada only)  
(402) 472-3388 (local or international)

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## HOW DO I BEGIN MY COURSES?

**Accessing Courses & Materials**

The course content (online and/or printed) will guide you through your course(s).

If your course is online, once you enroll you will receive an email (usually within 2 business days after enrollment) with how to access the online learning platform. You will be able to access coursework and grades within the online learning platform. Most online courses also have the option to purchase printed course content, along with having access to online content.

If you enroll in a print-only course or if you choose to proceed through your course from printed materials, you will access your course from the printed content (printed syllabus purchased with course during enrollment).

## HOW DO I SUBMIT MY COURSEWORK FOR GRADING?

**Online Submission:** All students receive access to the online learning platform, even if they are accessing their course content from print materials. All evaluations, projects and progress tests may be submitted online.

**Postal Mail Submission:** Students choosing to submit tests, evaluations and projects by postal mail rather than online, must select the \$35 Mail Processing service at the time of enrollment. Tests are mailed to the proctor and scan cards, lesson wrappers and addressed envelopes are mailed to the student. Students choose this option if proctors do not have the ability to download tests from the Internet.

Grading Scale University of Nebraska High School			
Letter Grade	Percent Scale	Grade Scale	AP Grade Scale
A+	98-100	4.0	5.0
A	93-97	4.0	5.0
B+	90-92	3.5	4.5
B	85-89	3.0	4.0
C+	82-84	2.5	3.5
C	77-81	2.0	3.0
D+	74-76	1.5	1.5
D	70-73	1.0	1.0
F	69 or below	0.0	0.0

For answers to other common questions, visit our FAQ section, at [highschool.nebraska.edu/FAQ](https://highschool.nebraska.edu/FAQ).

## WHAT DOES A PROCTOR DO?

A proctor is someone in the student's local area who:

- Supervises the student while taking closed-book progress tests
- Shares test results and feedback with the student once progress tests have been graded
- May monitor student progress

Depending on the arrangements made between the student, parent/guardian and proctor, a proctor may also answer questions about course material, provide motivation, assist in setting schedules and perform other duties. The proctor has access to the online learning platform to download progress tests and view student progress and grades.

Proctors administering progress tests for students must be able to download tests and follow procedures provided at the time of student enrollment. If the proctor is not able to use a computer, it is recommended that the student either choose another proctor or select the Mail Processing service at the time of enrollment so progress tests can be mailed.

**Who can be a proctor?**

The most acceptable choice for a proctor is a current or retired elementary, secondary or post-secondary level educator. The person could be teacher, counselor, administrator or extension educator. Other acceptable choices include head librarians, local clergy, and community and civic leaders.

Family members may not serve as proctors for students unless approved by UNHS administration, and then only in an extraordinary circumstance. If you feel your circumstance is extraordinary, you will need to secure approval from UNHS administration.

Military families may use base education officers, chaplains and superior commissioned officers. Families living overseas may use embassy or consulate officials or other approved non-family members.

All proctors of diploma students must be approved by the University of Nebraska High School. The local school district must approve proctors if the student is enrolled in the district and planning to transfer credit to one of the district's schools. Online proctoring services are not allowed.

To provide proctor information or have it updated:

- Students not transferring UNHS credit should complete the online Proctor Information Form.
- Students transferring UNHS credit should have the Local School Approval Form completed by their school official.

If a student and proctor are planning to use the online learning platform, both must have a unique email address. Due to security features, a student and proctor cannot share an email address.

## PROCTOR GUIDE

Our “Proctor Guide,” which provides step-by-step descriptions of proctor responsibilities, is available at [highschool.nebraska.edu/proctor](http://highschool.nebraska.edu/proctor).

## PARENT/GUARDIAN INFORMATION

Many students who enroll in the University of Nebraska High School are not associated with a school or learning center. Students learning in an independent environment may need someone to help them stay on task or to motivate them, sometimes on a daily basis. UNHS recommends a parent/guardian or other support person review the course introduction for each course and work with the student to establish a timeline for course completion. It is further recommended that the parent ask the student for their username and password so the parent can also view the student’s progress.

Each course contains a Student Record to provide a suggested time frame for completing work. Students have one year from the date the enrollment is processed to complete the course. Minimum course completion is five weeks from the date UNHS receives the first graded assignment for the course.

## ONLINE LEARNING PLATFORM

Students enrolled with the University of Nebraska High School receive access to the UNHS online learning platform where they submit assignments and assessments, check grades and access their online course(s).

Once an enrollment is processed, students receive an email message with their username and password for the online learning platform and their proctor also receives an email message with his or her username and password. Students may log in at any time from [highschool.nebraska.edu](http://highschool.nebraska.edu).

Proctors will use the online learning platform to download progress tests, check grades and monitor student progress. Following completion of the course, access to the course will end.

Once logged in, click “Guide” for a step-by-step tutorial explaining how to navigate the system.

## TECHNOLOGY REQUIREMENTS

If you have a computer, Internet access, email account, and word processing software, you will be able to navigate the online course content, submit assignments, and communicate with your teachers.

The following minimum computer requirements will allow you to complete online courses through our online learning platform. Some courses may require additional technology. Please browse our courses for complete computer requirements.

### Internet Connection:

- High-speed connection recommended.
- 56k modem acceptable for most courses.

### Web Browser:

- Recommended: Internet Explorer® 6 or newer
- Mac Users: Firefox

*Note: Other Internet browsers may be used besides IE, but students may experience issues with navigation and/or functionality.*

### Word Processor:

- Microsoft Word® 2003 or newer, or other word processing software capable of saving documents in .docx or .rtf format.

## DIPLOMA PROGRAM

The University of Nebraska High School offers a diploma program. UNHS is accredited by the Nebraska Department of Education and AdvancED, and core and AP courses are NCAA-approved. Students who meet the specific requirements established by the University of Nebraska High School are granted a diploma. Students may choose to enroll in the general education or college preparatory course sequence.

### DIPLOMA PROGRAM ELIGIBILITY

To earn a UNHS diploma, students must earn a minimum of 200 credit hours (20 units). Graduation requirements are based on state accreditation requirements. There are no age or grade restrictions for the diploma program, but please keep in mind that courses are written to grade level. For guidelines on the appropriate grade level by course, please visit [highschool.nebraska.edu](http://highschool.nebraska.edu).

### GRADUATION REQUIREMENTS

	Subject	Credit Hours	Carnegie Units	Number of Courses	Courses that Fulfill Requirement
	<b>Language Arts</b>	<b>40</b>	<b>4</b>	<b>8 (7 if option 1 below is chosen)</b>	
Option 1	English plus	30	3	6	Any English (ENGH) course
	World Language	10	1	1 (1 year)	plus any French (FREH), Spanish (SPNH), Latin (LATH), Chinese (CHIN) or German (GERM) course
Option 2	English	40	4	8	Any English (ENGH) course
	<b>Social Studies</b>	<b>30</b>	<b>3</b>	<b>6</b>	
	American History	10	1	2	American History 1 and 2 (SSTH 033 and 034) or AP U.S. History 1 and 2 (SSTH 071 and 072)
	American Government	5	.5	1	Civics (SSTH 001), American Government: Theories, Policies and Politics (SSTH 037) or American Government: National Level (SSTH 038)
	Social Studies	15	1.5	3	Any Social Studies (SSTH) course
	<b>Math</b>	<b>30</b>	<b>3</b>	<b>6</b>	Any Math (MTHH) course
	<b>Science</b>	<b>30</b>	<b>3</b>	<b>6</b>	Any Science (SCIH) course
	<b>Multicultural Studies</b>	5	.5	1	World Cultures 1 or 2 (SSTH 053 or 054), Multicultural Literature (ENGH 015) or AP Comparative Government and Politics (SSTH 073)
	<b>Financial Skills</b>	5	.5	1	Business Math 1 (MTHH 009), Business Math 2 (MTHH 010), Personal Finance (BUSH 033), Economics (BUSH 035) or Financial Algebra (MTHH 047)
	<b>Career Education</b>	5	.5	1	Career Planning (CPLH 003), Winning in the Workplace (BUSH 031), Entrepreneurship (BUSH 037) or Introduction to Health Care (HLTH 025)
	<b>Electives</b>	<b>55</b>	<b>5.5</b>	<b>11</b>	See suggested programs of study on the following pages

### SUGGESTED PROGRAMS OF STUDY

The University of Nebraska High School offers a wide range of courses, providing students options to meet their individual goals as they work towards UNHS graduation requirements. Students may choose a path that prepares them for vocational or technical school, the military or other non-college avenues. Others may choose to prepare for college. Diploma students should work with UNHS academic advisers to design the appropriate program of study for their needs. Following are two sample programs, both of which lead to a UNHS accredited diploma.

## COLLEGE PREPARATORY SAMPLE PROGRAM

Students wishing to continue their education at a college or university should consider enrolling in courses listed within the UNHS college preparatory program of study. While colleges and universities may have different requirements, UNHS courses should meet these requirements. It is the student's responsibility to visit with an admissions officer at their college or university of choice to be sure what courses are needed to fulfill admission requirements.

Sample Program of Study A		
Subject	First Semester	Second Semester
NINTH GRADE		
English	Ninth Grade English 1 (ENGH 031)	Ninth Grade English 2 (ENGH 032)
Mathematics	First Year Algebra 1 (MTHH 031)	First Year Algebra 2 (MTHH 032)
Science	Physical Science 1 (SCIH 023)	Physical Science 2 (SCIH 024)
Social Studies	World Geography 1 (SSTH 021)	World Geography 2 (SSTH 022)
Language	5 credit hours: Students may choose from French, Spanish, Latin, Chinese or German	5 credit hours: Students continue year-long language course
TENTH GRADE		
English	Tenth Grade English 1 (ENGH 035)	Tenth Grade English 2 (ENGH 036)
Mathematics	Geometry 1 (MTHH 035)	Geometry 2 (MTHH 036)
Science	Biology 1 (SCIH 025)	Biology 2 (SCIH 026)
Social Studies	World History 1 (SSTH 031)	World History 2 (SSTH 032)
Language	5 credit hours: Students may choose from French, Spanish, Latin, Chinese or German	5 credit hours: Students continue year-long language course
ELEVENTH GRADE		
English	Eleventh Grade English 1 (ENGH 039)	Eleventh Grade English 2 (ENGH 040)
Mathematics	Second Year Algebra 1 (MTHH 039)	Second Year Algebra 2 (MTHH 040)
Science	Chemistry 1 (SCIH 031)	Chemistry 2 (SCIH 032)
Career Education	Career Planning (CPLH 003), Winning in the Workplace (BUSH 031), Entrepreneurship (BUSH 037) or Introduction to Health Care (HLTH 025)	<i>Not required</i>
Social Studies	American History 1 (SSTH 033)	American History 2 (SSTH 034)
Multicultural Studies	<i>Not required</i>	World Cultures 1 or 2 (SSTH 053 or 054), Multicultural Literature (ENGH 015) or AP Comparative Government and Politics (SSTH 073)
TWELFTH GRADE		
English	Twelfth Grade English 1 (ENGH 043)	Twelfth Grade English 2 (ENGH 044)
Mathematics	Precalculus: Analytic Geometry (MTHH 043)	Precalculus: Trigonometry (MTHH 044)
Science	Physics 1 (SCIH 035)	Physics 2 (SCIH 036)
Social Studies	American Government: Theories, Policies and Politics (SSTH 037)	American Government: National Level (SSTH 038)
Financial Skills	Economics (BUSH 035)	<i>Not required</i>
Elective	<i>Not required</i>	Introduction to Statistics (MTHH 041) or Financial Algebra (MTHH 047)

## GENERAL DIPLOMA SAMPLE PROGRAM

Students preparing for vocational or technical school, work, military or other non-college plans may consider the University of Nebraska High School's general diploma program, which includes some required courses and several opportunities for individual selection.

Sample Program of Study B		
Subject	First Semester	Second Semester
NINTH GRADE		
English	Effective Reader Skills (ENGH 005)	Basic Expository Writing (ENGH 023)
Mathematics	Business Math 1 (MTHH 009)	Business Math 2 (MTHH 010)
Science	The Science of Health (SCIH 011)	5 credit hours elective
Social Studies	World Geography 1 (SSTH 021)	World Geography 2 (SSTH 022)
Language or Elective	French, Spanish, Latin, Chinese or German; or 5 credit hours elective	French, Spanish, Latin, Chinese or German; or 5 credit hours elective
TENTH GRADE		
English	Ninth Grade English 1 (ENGH 031)	Ninth Grade English 2 (ENGH 032)
Mathematics	Pre-Algebra 1 (MTHH 021)	Pre-Algebra 2 (MTHH 022)
Science	Physical Science 1 (SCIH 021)	Physical Science 2 (SCIH 022)
Social Studies	World History 1 (SSTH 031)	World History 2 (SSTH 032)
Language or Elective	World Language or 5 credit hours elective	World Language or 5 credit hours elective
ELEVENTH GRADE		
English	Tenth Grade English 1 (ENGH 035)	Tenth Grade English 2 (ENGH 036) or American Literature Studies (ENGH 011)
Mathematics	First Year Algebra 1 (MTHH 031)	First Year Algebra 2 (MTHH 032)
Science	Biology 1 (SCIH 025)	Biology 2 (SCIH 026)
Career Education	Career Planning (CPLH 003), Entrepreneurship (BUSH 037), Winning in the Workplace (BUSH 031) or Introduction to Health Care (HLTH 025)	<i>Not required</i>
Social Studies	American History 1 (SSTH 033)	American History 2 (SSTH 034)
Elective	<i>Not required</i>	5 credit hours
TWELFTH GRADE		
English	Eleventh Grade English 1 (ENGH 039) or Short Stories (ENGH 019)	Eleventh Grade English 2 (ENGH 040) or Effective Speech Communication (ENGH 047)
Mathematics	Geometry 1 (MTHH 035)	Geometry 2 (MTHH 036)
Science	Earth Science (SCIH 041), or Science of Nutrition (SCIH 012)	<i>Not required</i>
Social Studies	American Government: Theories, Policies and Politics (SSTH 037), American Government: National Level (SSTH 038) or Civics (SSTH 001)	World Cultures 1 or 2 (SSTH 053 or 054) or Multicultural Literature (ENGH 015)
Financial Skills	Personal Finance (BUSH 033)	<i>Not required</i>
Electives	<i>Not required</i>	10 credit hours

Please note: For complete information about the UNHS diploma program, please visit [highschool.nebraska.edu](https://highschool.nebraska.edu).

## COLLEGE PREPARATION AND ADMISSION

Students are responsible for their college research, admission applications and test registration. The University of Nebraska High School will prepare the Secondary School Report upon request. Students must order official UNHS transcripts with this report.

## POLICIES/INFORMATION

### ACADEMIC HONESTY POLICY

All students enrolled with the University of Nebraska High School are expected to observe a code of academic honesty. The following information explains the Academic Honesty policies and procedures. Any compromise of this Academic Honesty policy, whether it involves copying a homework assignment, cheating on a test or plagiarizing written responses, will be treated seriously by the teachers and administration of the University of Nebraska High School.

#### Plagiarism

The University of Nebraska High School's definition of plagiarism is outlined below. All UNHS students are responsible for understanding this definition.

Plagiarism, as defined by UNHS, is presenting someone else's work as your own (i.e., without proper acknowledgment of the source) or submitting examinations, reports, speeches, drawings, lab notes or other academic work in whole or in part as your own when such work has been prepared by another person or copied from another person. Plagiarism also includes copying answers word-for-word from the course syllabus without including a citation of sources used.

#### Turnitin

In order to help identify plagiarism in student work, the University of Nebraska High School has enlisted the help of Turnitin, an internationally recognized program that identifies uncited, unoriginal information in student work. Students are reminded to always cite sources whenever they utilize information from the web or any other resource. Students caught violating UNHS plagiarism or other academic policies will be subject to disciplinary action.

#### Cheating

The following descriptions are offered to help students, proctors and parents understand how the University of Nebraska High School defines cheating:

- Allowing someone else to copy your work.
- Copying or attempting to copy from a test, exam, or assignment of another student.
- Having someone else complete your work for you.
- Using or attempting to use unauthorized materials, information, notes, study aids or other devices for a test, examination or assignment.

- Giving information in an unauthorized manner to another person for academic tests, examinations or assignments.

### Additional Forms of Academic Dishonesty

- Falsification/Fabrication: UNHS defines falsification as the alteration of information, while defining fabrication as the invention or counterfeiting of information. Fabrication also includes fabricating an otherwise justifiable excuse, such as illness, injury, accident etc., in order to avoid or delay timely submission of academic work or the taking of an examination.
- Unauthorized Assistance: This includes helping or attempting to help another student to commit an act of academic dishonesty and is considered academic dishonesty as well.
- Alteration of Feedback: Changing or destroying grades, scores or markings on a test or examination is prohibited.

### Disciplinary Actions Resulting from Academic Dishonesty

If a teacher with the University of Nebraska High School finds that a student has committed any act of academic dishonesty, the teacher may recommend to UNHS administration, depending on the severity of the situation, one of the following:

- No credit (zero grade) for the written assignment or exam
- A failing grade for the entire course (forfeiting the tuition)
- Repeated academic dishonesty may result in dismissal from UNHS.

UNHS administration will follow up with the proctor/student/parent/local school administration, as appropriate. A new proctor will be required if it is determined that the proctor promoted or supported the dishonesty.

The University of Nebraska High School realizes that the temptation to cheat while taking an independent study course may be especially great; after all, the teacher isn't watching while the student completes his/her work, but accepting the responsibility for one's own actions is a vital piece of individual success.

### APPROPRIATE USE POLICIES

Appropriate use policies at the University of Nebraska High School incorporate ethical and honest behavior and demonstrate respect for physical and intellectual property, system security protocols and the individual's rights to privacy, freedom from intimidation or harassment.

By enrolling in courses at UNHS, students accept the terms of this policy and acknowledge that they hold the University of Nebraska High School harmless for any injury or offense they may suffer by accessing information on the Internet.



Any attempt to break into or tamper with the system operations, student records or grades will result in permanent cancellation of privileges.

## **COPYRIGHT**

U.S. Copyright and other applicable laws protect course materials developed by Instructional Design & Development staff for University of Nebraska High School courses. Consumable items, such as the syllabus, are intended for one-time use by enrolled students only, and may not be reprinted or republished.

## **ELECTRONIC CHECK RE-PRESENTMENT POLICY**

In the event that your check is returned unpaid for insufficient or uncollected funds, UNHS may re-present your check electronically. In the ordinary course of business your check will not be provided to you with your bank statement.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The University of Nebraska High School (UNHS) complies with the Family Education Rights and Privacy Act (FERPA) regarding demographic and academic information. This information may not be released without the expressed consent of the student, except for information deemed public directory information.

UNHS has designated the following information as public directory information: student's name, dates of attendance, grade level, enrollment status (full-time or part-time), the most recent educational agency or institution attended, participation in officially recognized activities and sports, diplomas, honors and awards received.

UNHS administration will release public directory information to the admissions offices within the University system. This information may also be used in publications such as newsletters, honor roll or other recognition lists and the graduation program.

Students and their parents/guardians have the right to request that public directory information not be used in these publications and may do so by writing to UNHS. If this is done, public directory information will be maintained in the student file and will not be released in any manner.

The FERPA policy also governs the release of student records for students under age 18 and students age 18 and older. Students 18 or older must provide UNHS written consent in order for parents or legal guardians to have access to their student records and/or information. They may do so by completing and submitting the "Student Record Release Form" available at [highschool.nebraska.edu/forms](https://highschool.nebraska.edu/forms).

## **FINANCIAL HOLDS**

Final course grades and UNHS transcripts will not be available until account balances have been processed and paid in full. Checks that are returned to UNHS as unpaid due to insufficient or uncollected funds may be electronically resubmitted for payment and a \$35.00 returned check fee will be assessed.

## **GRADE APPEAL POLICY**

Students who wish to appeal a test grade or course grade may do so in writing via an email to [unhsteach@nebraska.edu](mailto:unhsteach@nebraska.edu). Appeals must be made within 30 days of the posting of the test grade or the course grade. Information in the request should include: student name, ID number, course name, specific assignment being appealed, as well as the reason for the grade appeal.

## **NCAA STUDENT ATHLETES**

NCAA student athletes who enroll with UNHS will want to enroll in NCAA-approved courses. View at NCAA Eligibility Center using code 281316.

It is the student's responsibility to meet NCAA eligibility requirements and deadlines. They are advised to also keep a portfolio of all assignments and teacher comments. Students are also responsible for ordering transcripts.

Proctors working with NCAA student athletes are to retain hard copies of all tests in a separate secure file folder. Coaches and parents are not to serve as proctors for their student-athletes.

## **NEBRASKA DIPLOMA STUDENTS/PARENTS INFORMATION**

### **Compulsory Attendance**

Parents are reminded that Nebraska has compulsory attendance laws. Truancy (compulsory attendance) laws are directed at parents/guardians. Ultimately, it is a crime for the adult with custody of the child to violate these laws. The parent/guardian's legal responsibility is to "cause [a child of mandatory attendance age] ...to attend regularly a public, private, denominational, or parochial day school which meets the requirements for legal operation...each day that such school is open and in session, except when excused by school authorities." *See Neb. Rev. State. 79-201 (2)*. When the decision is made to enroll a child in the University of Nebraska High School as a diploma student, it is important for the parent/guardian to withdraw the student from the local school district. The administration of UNHS will notify the Nebraska Department of Education of the enrollment with the University of Nebraska High School when the student is a Nebraska resident.

The county attorney in the resident county has authority to enforce the truancy laws, and the administration of the University of Nebraska High School will provide information as requested regarding compulsory attendance.

## STUDENT RECORD RELEASE AUTHORIZATION

The *Student Record Release Form* is used by the University of Nebraska High School (UNHS) to authorize the release of any student records. This form is available at [highschool.nebraska.edu/forms](https://highschool.nebraska.edu/forms) or by contacting Customer Service.

The University of Nebraska High School policy governing release of student educational records requires that written permission be given by the student as well as by the parent/legal guardian for students under age 18.

If students are 18 years or older, UNHS may not release information to anyone without student written permission and signature.

## TRANSFERRING CREDIT

If you have existing high school credit and would like to earn your diploma from the University of Nebraska High School, begin by completing a *Transcript Evaluation Form*, available at [highschool.nebraska.edu/forms](https://highschool.nebraska.edu/forms). If a student has attended multiple high schools since ninth grade, UNHS must receive an official transcript from each school. UNHS academic advising will provide an accurate evaluation of your transferable credit hours and a list of remaining courses to earn your diploma from UNHS.

Students receiving a diploma from UNHS must successfully complete 25 credit hours with UNHS regardless of the number of credit accepted for transfer from other schools. UNHS reserves the right to determine credits that will be allowed as transfer credits.

Official transcripts must be mailed to UNHS; or UNHS will accept e-transcripts from the following providers:

- Parchment
- SCRIP-SAFE
- National Transcript Center/Hobsons

Transcripts must be presented in English. Certified, literal (line-by-line) English translations must be received for all academic records not originally in English and must accompany the original transcripts written in the native language. Translations must be completed by an independent certified translator or performed and sealed by the country's embassy. Translations from unverifiable sources will not be accepted.

### Transferring Credit from Accredited Schools

Credits earned at accredited secondary schools will be evaluated as they equate to the UNHS credit hours system. International programs approved by the Ministry of Education will be reviewed as accredited. An accredited school is one that has state accreditation from the state in which it is located and/or regional or national accreditation and is able to produce an official high school transcript.

## Transferring Credit from Non-Accredited Schools

Students transferring credits from non-accredited schools must provide an official transcript and take the California Achievement Test (CAT) to validate their credits. The CAT is available online at [academicexcellence.com](https://academicexcellence.com). Please use the code "UNHS" so results are automatically submitted to UNHS. We strongly recommend that a proctor be used. For additional registration details, please contact Customer Service. Academic credits may be validated in mathematics, social studies, English and science. UNHS will accept a total of 50 credit hours (five Carnegie units) per academic year for core and elective courses combined.

Homeschool students follow the same procedure as students from unaccredited schools (above). Transcript records must include a listing of subjects taken at each grade level. Each subject should be accompanied by a listing of the major textbook, including title and publisher, used in the course.

## Duplicate Credit Hours

If a student has taken two courses considered to be duplicate, only one core-course credit will be granted. A one-year course that is transferred to UNHS is considered as one course and will receive a maximum of one core-course credit. For example, Algebra 1 spread over two years would receive one unit of credit. Students may choose to retake a course to improve their grade. Only the course with the higher grade will be recorded for credit. This policy meets NCAA compliance.

## Transferring UNHS Credit to a Student's Local School

If transferring UNHS credit to the student's local school, a signature of the local school administrator is required. Please submit a *Local School Approval Form*, available at [highschool.nebraska.edu/forms](https://highschool.nebraska.edu/forms).

## TUITION AND COSTS

For the most up to date information on tuition, costs and optional services, visit [highschool.nebraska.edu/pricing](https://highschool.nebraska.edu/pricing).

### Transcripts

Transcripts will include a list of completed UNHS courses and a summary of accepted credit transferred from other schools. To obtain your official transcript from the University of Nebraska High School, please complete and sign a *Transcript Request Form*, available at [highschool.nebraska.edu/forms](https://highschool.nebraska.edu/forms) or go through Parchment Secure Transcript Services.

## STUDENT OPPORTUNITIES

### Graduation Ceremony

Each year in June, UNHS hosts a graduation ceremony and reception to honor new graduates. Eligible students and their families are encouraged to attend this event. For more information, visit [highschool.nebraska.edu/graduation](https://highschool.nebraska.edu/graduation).



*UNHS graduates in attendance at the June 14, 2019 in-person UNHS graduation ceremony.*

### Honor Roll

To qualify for UNHS honor roll, students must be seeking a UNHS diploma. They must complete five or more courses earning a grade of A or B in all courses during the designated time period. Time periods run August 1 through January 31 and February 1 through July 31. UNHS presents the honor roll list twice each year in the newsletters and through news announcements on the website.

### K.O. Broady Scholarship Opportunity

The K.O. Broady Scholarship Fund awards a limited number of scholarships annually on the basis of financial need, scholastic record and availability of funds.

Applications become available in late summer/early fall annually and winners are usually announced in October. Check our website or contact UNHS Customer Service with questions.

### Dual Enrollment

The University of Nebraska High School partners with the University of Nebraska at Omaha (UNO) to offer students the opportunity to earn college credit for UNHS courses. By successfully completing courses in the program, students receive an official UNO transcript (fees apply) for the course(s) as well as UNHS high school credit. For approved courses, eligibility requirements, application instructions and deadlines, please visit [highschool.nebraska.edu/dual-enrollment](https://highschool.nebraska.edu/dual-enrollment).

## AP International Diploma

UNHS offers a variety of AP courses, the completion of which may qualify students to earn an AP International Diploma (APID). The APID is a globally recognized award for students interested in pursuing university study outside of their native country. It requires students to display mastery on AP Exams across several disciplines, and represents an exceptional level of achievement. For more information, please visit [highschool.nebraska.edu/courses](https://highschool.nebraska.edu/courses).

## UNIVERSITY REGULATIONS

Contact the University of Nebraska High School for changes that may have occurred since publication of this handbook.

Acceptance of registration by the University of Nebraska and admission to any educational program of the University does not constitute a contract or warranty that the University will continue indefinitely to offer the program in which the student is enrolled. The University expressly reserves the right to change, phase out, or discontinue any program. The listing of courses contained in any University catalog or schedule is by way of announcement only and shall not be regarded as an offer of contract. The University expressly reserves the right to: (1) add or delete courses from its offerings; (2) change time or locations of courses or programs; (3) change academic calendars without notice; (4) cancel any course for insufficient registrations; or (5) revise or change rules, charges, fees, schedules, courses, requirements for degrees and any other policy or regulation affecting students, including, but not limited to, evaluation standards, whenever the same is considered to be in the best interests of the University.

It is the policy of the University of Nebraska not to discriminate on the basis of sex, age, disability, race, color, religion, marital status, veteran status, national or ethnic origin, or sexual orientation in its educational programs, admissions policies, employment policies, financial aid, or other school-administered programs. This policy is enforced by federal law under Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, and the Bylaws and Policies of the Board of Regents of the University of Nebraska. Inquiries regarding compliance with these statutes may be directed to AA/EEO Officer and Ombud, University of Nebraska, 222 Varner Hall, Lincoln, Nebraska 68583-0745, (402) 472-8404, or to the Director of the Office for Civil Rights, Department of Education, Washington, D.C. 20202.