

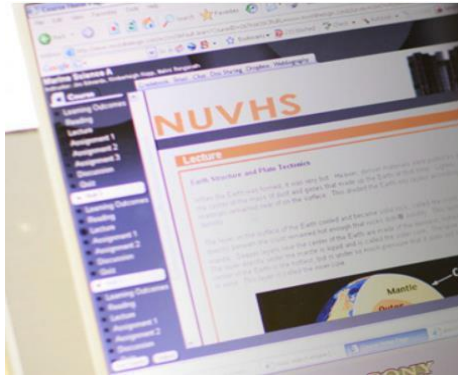
Student Handbook



NATIONAL UNIVERSITY
VIRTUAL HIGH SCHOOL

The Division of Pre-College Programs is
an affiliate of the National University System

Effective Fall 2017



All students, part-time and full-time, enrolled with National University Virtual High School (NUVHS) are subject to the guidelines set forth in this Student Handbook. Please take the time to review the information and share this document with your parents.

The Student Handbook outlines the procedures for admission to NUVHS, how to request a transcript for your course, technology requirements, tuition information, graduation requirements and student participation expectation and course completion requirements.

It also provides useful contact information for NUVHS staff, including the withdrawal and refund policy and details of the Family and Educational Rights and Privacy Act (FERPA).

If you have questions regarding the Student Handbook or the policies contained therein please contact the NUVHS administrative office at (866) 366-8847 or info@nuvhs.org.

Contact Us

If you would like to contact or receive additional information from National University Virtual High School, please use one of our points of contact listed below.

Telephone

Admissions:	(866) 366-8847
In-Class Technical Support:	(888) 892-9095
Student Concierge Service:	(866) 628-8988
Tuition and Scholarships:	(866) 366-8847
Registrar's Office:	(866) 366-8847
Human Resources:	(858) 642-8195

E-Mail

Admissions:	info@nuvhs.org
Tuition and Scholarships:	info@nuvhs.org
In-Class Technical Support:	learn@nu.edu
Registrar's Office:	info@nuvhs.org

Mail

Address correspondence as follows:
 National University Virtual High School
 660 Bay Blvd., Suite 110B
 Chula Vista, CA 91910-5200

Web

www.nuvhs.org
www.facebook.com/NUVHS



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General Information

Introduction



NUVHS is accredited by both the Western Association of Schools and Colleges Accrediting Commission for Schools (WASC-ACS) and the North Central Association Commission on Accreditation and School Improvement (NCA-CASI) through AdvancEd. NUVHS is an approved University of California online course provider and has an extensive number of UC a-g approved, CLRN-Certified[®], NCAA and NAIA approved courses. All Advanced Placement (AP[®]) courses are

approved by the College Board. NUVHS offers courses to full-time students seeking a diploma as well as part-time students who are currently enrolled in another high school. NUVHS has expanded curricular offerings to grades 6-12 with middle school courses.

Mission Statement

National University Virtual High School is committed to providing interactive, media-rich, educational opportunities in a flexible, student-centered learning environment to a diverse population of learners.

Core Values

Innovation	Opportunity	Achievement
NUVHS provides an innovative opportunity for students to attain a rigorous high school education over the Internet. The online learning platform enhances student learning through the use of multi-media. Course content and resources allow students to access learning opportunities related to topical areas via the Internet to enhance 21st century skills.	NUVHS provides online access to a high school education, creating opportunities for learning to students with a variety of educational needs including credit recovery, academic acceleration, or grade improvement. Further, the school's year-round open enrollment policy provides students greater access and flexibility to courses on a more flexible schedule.	The flexible student learning format aligns NUVHS courses with state and national standards so that students have the opportunity to increase their achievement. Students demonstrate their ability to perform academically in alternative learning environments, and have access to individualized attention from teachers to maximize achievement potential.

Collaboration	Flexibility
Collaboration on an organizational level occurs with the school's relationship with National University and other NU System affiliates. Collaboration also occurs through the collective efforts with other traditional schools as well as various other districts within and outside the state. Opportunities for collaboration among students and teachers avail themselves through the online course design and tools including asynchronous discussion boards, document sharing, Webliography and synchronous communication platforms.	In the instructional setting, teachers have the opportunity to focus on individual student needs, adapting the teaching process to the different learning styles, paces and levels for each student. This same flexibility in learning lends itself nicely to the organization's self-paced and open enrollment format. Students can accelerate their completion of materials they understand and spend more time in areas of the course or subject matter in which they may have some difficulty.

Expected Schoolwide Learning Results (ESLR's)

National University Virtual High School students will become:

Engaged Learners who:	Critical Thinkers who:
<ul style="list-style-type: none"> • Develop an understanding of their own preferred learning styles • Demonstrate self-directed learning skills through completion of assignments, projects and assessments • Incorporate relevant Internet and multimedia resources in their learning process 	<ul style="list-style-type: none"> • Effectively analyze and articulate cogent opinions on complex concepts or issues • Incorporate a variety of problem solving strategies in completion of projects, assignments and other course work • Formulate a framework for applying a variety of technology and Internet-based research strategies
Effective Communicators who:	Global Citizens who:
<ul style="list-style-type: none"> • Demonstrate sensitivity and awareness to tone and voice in multiple forms of communication • Utilize many forms of communication effectively • Enhance communication skills through the use of media-rich or other technology resources 	<ul style="list-style-type: none"> • Appreciate the value of diversity in the 21st century • Develop an understanding of the range of local and international issues facing today's global community • Demonstrate awareness of the importance of cultural sensitivity in today's world

Academics

Academic Calendar



NUVHS offers both first and second semester of each course every term so that students can complete courses whenever it is most convenient for them. Courses are available starting on the first date of the term and are open for enrollment until the published enrollment end date. Students are required to actively engage in and participate in their course for a minimum of eight weeks in any Advanced Placement (AP) course and a minimum of four weeks in any college preparatory course.

All students are required to complete their course(s) prior to the published end date of the term, regardless of their enrollment date. The school academic calendar can be located at:

<http://www.nuvhs.org/Academics/Calendar.html>

Instructors

All NUVHS teachers are California credentialed, considered highly qualified under No Child Left Behind (NCLB) and who provide a high level of student support. Most NUVHS instructors also possess masters and doctoral degrees. All teachers are experienced in teaching effectively in an online environment and are successful in creating strong virtual learning experiences for students. The faculty and curriculum developers understand the unique paradigm of online education and are well-versed in providing the personal one-on-one attention students need to be successful online.

Instructor Response Time

Teachers are available for questions that specifically relate to your coursework. You can send them a message through your course under “My Messages.” **Teacher response time is 24 to 48 hours Monday-Friday, excluding holidays.** Remember to visit your gradebook often while working in your course. From here you will be able to review the scores for your completed work and also review the feedback from your instructor for your completed work.

Courses



NUVHS offers a variety of college preparatory high school core subjects, electives and Advanced Placement courses in an interactive learning environment. All NUVHS courses are considered rigorous and college preparatory and have been written to California State Content Standards, National and Common Core standards when appropriate. All courses were developed by subject matter experts in their field and have

been further reviewed and assessed by University faculty to ensure quality, rigor and relevancy.

Each NUVHS semester course covers a typical semester’s worth of material and is comprised of the following:

- Unit learning outcomes that state the learning objectives students should accomplish throughout a specific unit. All courses consist of eight units, or modules, of learning.
- Required reading assignments based on the course textbook or other assigned reading.
- Unit lectures that include insight and analysis of the unit’s topics.
- Unit discussion boards where students and instructors communicate ideas and thoughts in a collaborative environment.
- Unit based assessments including a midterm and final examination to further assess each student’s academic acquisition
- Assignments for students to complete and submit to ensure mastery of learning objectives.
- Course resources that contain readings and documents to assist students in accomplishing unit objectives.
- A culminating project that allows students to synthesize the knowledge and skills acquired throughout the course.
- Availability of interactive software such as Blackboard Collaborate, which allows students and instructors to engage in real-time, online, voice and video communication.

Access to College Courses

NUVHS offers students an opportunity to enroll in pre-approved general education courses through National University as another avenue toward completing high school requirements. Eligibility for the program is based on prior academic achievement and grade level and is reviewed by NUVHS administration prior to approval. High school students must first be admitted to NUVHS before enrolling in a National University college level course. Please contact our Student Services Department at 1-866-366-8847 for assistance.

Getting Started After Enrollment

First Day of Class

National NUVHS requires that all students login to their course within three days of their start date. Upon enrollment at NUVHS, students will be assigned a nine-digit student ID number and will receive an automated email from noreply@okta.com. Students can log into their online course by selecting the “Login” link the NUVHS homepage or at <http://nuvhs.org/Login.html>

Student Orientation Tutorial

In addition to enrollment in his/her academic course, each student is enrolled in the NUVHS Student Orientation. All students are required to complete the orientation and then acknowledge the grade eligibility policies of NUVHS prior to starting their academic course. This orientation is available to students throughout the duration of enrollment and is intended to provide them with the necessary

training to successfully navigate the Learning Management System and to ensure they properly turn in assignments, participate in discussion forums and complete all course assessments.

Email Account

Be sure to save both info@nuvhs.org and noreply@okta.com in your computer’s address book to ensure you receive all correspondence from NUVHS.

Avoiding Inactivity Timeout

The course website will timeout after about 45 minutes of inactivity. If the site has timed out, simply log in again at the Single Sign-On login page: <http://nuvhs.org/Login.html>

Student Preferred Learning Styles

NUVHS provides students with tools to help them identify their personal learning preferences, creating a more relevant academic experience. A personal learning preference is the way in which students best learn information and how students will best demonstrate knowledge of a subject. NUVHS instructors are highly-qualified to teach in their subject area and are mindful of how the curriculum can be adapted to the personal learning preferences of each student. Every effort is made to ensure that the academic experience at NUVHS provides opportunities for each student to leverage his or her preferred style(s) of learning. Please see the section titled, “Students with Exceptional Needs” on page 20 if you require learning accommodations per and IEP or 504 plan.

Attendance

NUVHS assesses attendance using a performance based system which includes monitoring of, among other items, the following elements:

- The frequency and amount of time a student spends engaging in the course content
- Frequent and active participation in discussion forums
- Frequent and regular submission of classroom assignments
- Performance on all required homework assignments, projects, quizzes and exams
- Participation in online chats, as required

The Learning Management System tracks the time students and their instructors spend within their course(s). This tool provides both the instructor and NUVHS a means of assessing student activity within the course, course engagement progression and frequency, and assists in NUVHS focusing on student retention and academic success efforts. Students not adhering to the required participation and course pacing requirements in their courses risk jeopardizing their chances of success and may be temporarily withdrawn from the course due to non-participation.

Grade Eligibility

All NUVHS courses are academically rigorous, considered college preparatory, designed to be completed in a sequential order, and will cover an entire semester's worth of material. As such, it is important that students adhere to the following grade eligibility requirements in order to successfully complete all required coursework and to be eligible to receive a course grade. These are covered in more detail on page 29, in the Student Orientation and multiple times throughout each semester course:

1. The requirements for each course is equivalent to completion of a minimum of 90+ hours of class instruction at a traditional on-site high school
2. Students are required to spend a minimum of 11-15 hours per unit and a minimum of 3-4 days per unit actively working within the course. Students can submit a maximum of 2 units per week and must submit assignments as they are completed so that the teacher may review and assess student performance. For Advanced Placement (AP®) courses, students can submit a maximum of 1 unit per week.
3. Students must log in regularly to each course and demonstrate continued participation and completion of all course requirements. A minimum of 28 days of active participation is required in each college-preparatory level course (56 minimum days are required for AP semester courses).
4. Students will be assessed on all coursework and must complete 100% of course assignments for all units. All quizzes, midterms and finals must be completed and any missing assignments, activities, discussions, assessments, etc., not submitted, will result in "0" points for that item. Any assignments turned in after the term end date will not count toward a final grade.
5. Students must complete work individually and any incident of suspected cheating, plagiarism or collaboration on assignments violates the academic integrity expectations outlined at the time of your enrollment and may result in failure of the course or further disciplinary action as appropriate.

Pacing Guidelines

Although students have the flexibility to accelerate through the course materials, students must spend a minimum of **28 calendar days (4 weeks)** demonstrating regular participation and course work submissions in each semester course and a minimum of **56 calendar days (8 weeks)** of participation and submissions for each semester Advanced Placement (AP®) course. The pacing guides provided upon enrollment and accessible on the NUVHS website_ <http://www.nuvhs.org/Academics/Calendar.html> are intended to assist students in gauging the amount of work necessary for accelerated course completion depending on the date they begin working:

Requirements for <i>non-AP</i> Courses	16+ Weeks	8 Weeks	4 Weeks
Minimum Number of Days Active in Course	28	28	28
Hours Per Week	6-8	12-16	24-30
Unit Submission Rate	At least 1 unit of work every 2 weeks & submitting each unit's assignments in the course as completed	1 unit of work each week & submitting each unit's assignments in the course as completed	2 units of work each week submission of each unit's assignments throughout each week

****4 Week Session Note:** At this accelerated pace, students are to spend 7 days per week actively participating in coursework, completing other course requirements outside of the course and submitting course assignments within the course.

Grade Reporting

ITEM	LAST ACTIVITY	GRADE
Weighted Total View Description Grading Criteria		5.00
Course Resources Exploration Test View Description Grading Criteria	Nov 17, 2014 12:28 PM UPCOMING	5.00
Message Center Quiz Test View Description Grading Criteria	Nov 17, 2014 12:27 PM GRADED	5.00

It is NUVHS policy to follow the guidelines established by the federal “No Child Left Behind Act” in the area of student achievement, testing, and accountability. Teachers will “measure student performance against expectations for a student’s grade level” in order to

meet state requirements and accurately assess student learning. Students are expected to keep their parents/guardians up-to-date on their course progress by regularly sharing their “Gradebook” that can be found within the course. Grades are reported only for students officially registered in classes. Although it is requested that instructors submit grades within ten working days from when a student completes his/her course, due to the varying requirements of each course, instructors are allowed a reasonable time assess student performance and to submit grades. Students should direct questions regarding the accuracy of a grade to their teacher.

Definition of Grades

Students will be awarded a grade at the end of the term based on the percentage of points in the gradebook and having met all of the requirements in the Grade Eligibility Agreement (Appendix B).

- **A** = Outstanding Achievement - Significantly Exceeds Standards
- **C** = Acceptable Achievement - Meets Standards
- **I** = Incomplete Grade
- **WF** = Withdrawal/Fail
- **B** = Commendable Achievement, Exceeds Standards
- **D** = Marginal Achievement - Below Standards
- **W** = Withdrawal

Letter Grade	Percentage Earned
A	95%+
A-	90% - 94%
B+	87% - 89.9%
B	84% - 86.9%
B-	80% - 83.9%
C+	77% - 79.9%
C	74% - 76.9%
C-	70% - 73.9%
D+	67% - 69.9%
D	64% - 66.9%
D-	60% - 63.9%
F	59% and lower

Grade Point Average

Student grades are assigned grade points according to the values specified below and grade percentage scale to the left. The student's grade point average (GPA) is determined by the grade points times the number of credits received. Each semester course is equivalent to five credits. Physical education (PE) grades are not calculated into the GPA.

- **A** = 4.0
- **B+** = 3.3
- **B-** = 2.7
- **C** = 2.0
- **D+** = 1.7
- **D-** = 0.7
- **A-** = 3.7
- **B** = 3.0
- **C+** = 2.3
- **C-** = 1.7
- **D** = 1.0
- **F** = 0.0

All grades are final. Students are not allowed to complete additional work after the final

grade has been assigned or to repeat examinations in order to improve a grade. Starting in the Fall 2010 term, Advanced Placement (AP[®]) courses are weighted on a 5.0 scale.

Transcripts

Due to the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, all requests for transcripts must be submitted in writing and include the eligible student's identification number. To request an official transcript, visit the NUVHS website at: <https://secure1.nu.edu/vhs/transcript-request.cfm>. General processing time is 5-10 days. To pay for an overnight transcript or for any other transcript related questions, please contact the NUVHS office at 1-866-366-8847 or info@nuvhs.org.

Course Credit

Withdrawing from a Class

A student's parent/guardian must notify NUVHS via email, fax or telephone of their student's intent to formally withdraw from a course.

- If a course is dropped on or before 5 p.m. on the 7th calendar day of enrollment, the student will not see the dropped course on their NUVHS schedule, academic record or transcript.

- If a formal withdraw request is made after the 7th calendar day of class, and on or before the 20th calendar day, the student will receive a ‘W’ (withdrawal) on his/her transcript. A ‘W’ should have no negative impact on the student’s NUVHS GPA, depending upon how the grade is viewed and transferred by a student’s home school.
- Students who withdraw after the 20th calendar day will receive a ‘WF’ (withdrawal/fail) on his/her transcript. This grade may negatively affect the calculation of a student’s overall GPA on his/her transcript, depending upon how the grade is viewed and transferred by a student’s home school.

Students can withdraw from a course until the last day of the term. However, we encourage parents to contact NUVHS prior to the end of the term. NUVHS administrative staff and instructors are available to assist students and their parent/guardian in exploring alternatives that may allow the student to successfully complete the course in lieu of withdrawing.

Course Reinstatement

Please contact our office prior to the course enrollment term deadline date at 1-866-366-8847 or info@nuvhs.org to discuss your re-enrollment from the course you have been withdrawn from.

Course Extension

Extensions are granted on a case by case basis, and only in extreme situations. Extensions for course completion are at the discretion of the NUVHS administration together with the teacher, and must be approved in advance before the term end date. When submitting an extension request, please note the following requirements.

- An extension will only be considered if the student has completed at least the first 5 units, and the student is working in the 6th unit or beyond.
- If an extension is granted, the extension time period will be no more than one week past the term end date.
- Students must contact their teachers directly by email to request an extension and should be prepared to provide appropriate documentation to verify their need for an extension. This may include a note from their parents, doctor, or other supporting documents.
- If a student does not hear back from the teacher before the term end date, s/he should assume that the published term end date applies.
- If incomplete assignments are not completed and submitted within the extension period, the instructor will assign a course grade based upon the student’s achievements and performance in the course, factoring in zero points or “F” grades for any unsubmitted assignments.

Incomplete Grades (Course In Progress)

Students who will not be able to finish a course in the term in which s/he is registered may choose to re-enroll in the subsequent term and complete the coursework there. Students must notify their instructor and contact the NUVHS Student Services department before the term end date to request the option of a Course in Progress. This option is granted at the discretion of the NUVHS administration together with the Student Services department, and may only be issued once for a

given course.

Enrolling in the subsequent term will require payment of tuition fees for that term. For the first term, the course grade will be set to an “Incomplete” and this grade will remain on the student’s academic record. The grade earned in the subsequent term will appear separately on the academic record.

Students may request that their gradebook scores be transferred from the first term to the next, so that they do not have to start at the beginning of the course. Please note the following criteria will apply when scores are transferred.

- Only scores within the first four units may transfer. No scores in units five and beyond will transfer.
- Only scores that are 70% or above may transfer. No scores that are below 70% will transfer.

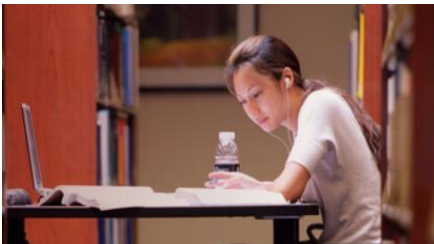
Repeating Courses

Students may choose to retake a course to improve their grade only once. Retaking a course will not replace the initial grade assigned on the first attempt but will be reflected on the transcript as a having taken the course a second time. Five (5) credits will only be awarded for repeated classes if the original grade was a “D” or “F.” Both the original grade and the new grade will be reported on the student’s transcript, but only the new grade will be calculated into the student’s GPA.

Resources and Support

Textbooks

Many courses require the purchase of textbook and other related materials. The cost of textbooks varies based on the course. Students are responsible to purchase all books and supplies necessary for the course in which they are enrolled and should acquire all materials prior to beginning coursework. Some courses may not require textbooks and others may include access to an online textbook free of charge. Course Material Fee: \$60/course (Effective 2017 Fall Term for some courses. Please refer to the current NUVHS Course Approval Chart for specific courses.)For more information, please reference the Textbook List available on the NUVHS website.



NU Library

All students have access to extensive library services through the National University Library System (NULS). Students have 24/7 access to a wide range of online books and articles as well as fast and free access to the extensive collection of print resources housed in the Central Library. All NUVHS students may access the library resources through the NUVHS homepage by clicking

on "Library". If students have any library related questions, they may contact the library through refdesk@nu.edu or 1-866-682-2237.

NU Math and Writing Centers

NUVHS students also have full access to National University's Writing and Math Centers. The

Writing Center offers individual tutoring sessions online, by phone, or at a National University campus. For information on how to schedule an appointment please visit the National University Writing Center and Math Center pages on the National University website, www.nu.edu. Students can also access these services from the NUVHS website at www.nuvhs.org under the “Student Services” section. Additional links on this page also provide helpful information in preparing for exams, managing classroom time and course completion and succeeding in online courses.

NU Career Center

Students also have access to the Career Center sponsored by National University. The Career Center offers easy-to-use online resources on numerous career services - from counseling to career assessments to resume/cover letter writing assistance. Online services through this department provide convenient and helpful resources, counseling and guidance.

Student Concierge Services

In conjunction with the National University System, NUVHS students and parents also have access to the Student Concierge Services (SCS), which provides another level of student support. SCS is prepared to answer many questions about NUVHS and its courses. Support is provided by phone by calling 1-866-366-8847 between 7am and 12am (midnight) seven days a week.

Student Support



The NUVHS administrative staff monitors the successful achievement of each student's educational goals, their progression through courses of study, and the achievement of graduation requirements for full-time students. Students are provided the support, guidance, and advice needed to successfully achieve their academic and career goals.

Students will be contacted regularly when they have not been logging into their courses, submitting work, or interacting with the students and instructor as expected. For more information about the minimum requirements of a course, please refer to the course syllabus and the Grade Eligibility Agreement.

Technical Support

Students who require technical support should call (888) 892-9095 or send an e-mail to learn@nu.edu. NUVHS works with the Center for Innovation in Learning (CIL), part of the National University System, to provide timely and effective technical support for NUVHS students and instructors. If computer/technical issues are not resolved within 48 hours of notifying CIL, students should contact their course instructor.

Please note: *All academic concerns such as questions on lectures, course assignments, and due dates should be directed to the teacher, rather than the technical support staff.*

Graduation and Promotion Requirements (Full-time Students)

Promotion through Grade Levels

For fulltime students, the promotion or retention from one grade level to the next is based on the number of credits earned. The criteria for grade placement is based on the actual number of credits held on September 1st of each year and are as follows:

- **Grade 9** - Less than 55 credits
- **Grade 10** - 55 or more credits / less than 110
- **Grade 11** - 110 or more credits / less than 170
- **Grade 12** - 170 or more credits

NUVHS will notify the parent/guardian of a student who has not earned enough credits to be promoted to the next grade level. Students who are not promoted to the next grade level may attempt to make-up missed credits during subsequent terms.

Graduation

Full-time students must successfully complete a minimum of 12 semester courses within an academic year to meet residency requirements with NUVHS. Students must complete a minimum of **230 credits** in the following subject matter areas, (based upon Education Code 51225), to earn a diploma through NUVHS.

English – 40 credits			
English 9 A/B	10 Credits	English 11 A/B	10 Credits
English 10 A/B	10 Credits	English 12 A/B	10 Credits
Mathematics – 20 credits			
Algebra I A/B	10 Credits	Algebra II A/B	Recommended
Geometry	10 Credits		
Social Science – 30 credits			
World History A/B	10 Credits (grade 10)	American Government	5 Credits (grade 12)
US History A/B	10 Credits (grade 11)	Economics	5 Credits (grade 12)
Science – 20 credits			
Biological Science	10 Credits	Physical Science	10 Credits
Foreign Language/Arts – 10 credits			
10 credits of Foreign Language or 10 credits of Fine/Performing Arts			
Physical Education – 20 credits		Health – 5 credits (grade 9)	
Computer Literacy – 5 credits (or approved alternative)		Electives – 80 credits	

The following entrance requirements table is provided for students planning to pursue admission to the University of California or California State University systems.

Graduation Requirements Planning Tool			
Includes University of California and California State University Entrance Requirements			
High School Subject Area	NUVHS Minimum Graduation Requirements	UC Requirements for Freshman Admissions	CSU Requirements for Freshman Admissions
English	Four years of approved courses	Four years of approved courses	Four years of approved courses
Mathematics	Two years, including Algebra I & Geometry (Algebra II recommended)	Three years, including Algebra, Geometry, and Intermediate Algebra. (Four years recommended)	Three years, including algebra, intermediate algebra, and geometry.
Social Studies	One year of world history, one year of U.S. history, one half-year of American government and one half year of economics.	Two years of history/social science, including one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government; and one year of world history, cultures, and geography.	Two years, including one year of U.S. history or U.S. history and government and one year of other approved social science.
Science	Two years, including one year of biological science and one year of physical science.	Two years with lab required, chosen from biology, chemistry, and physics. (Three years recommended)	Two years, including one year of biological and one year of physical science with lab.
Foreign Language	One year (may be replaced with one year of visual and performing arts)	Two years in same language required. (Three years recommended)	Two years in same language required.
Visual and Performing Arts	One year (may be replaced with one year of foreign language)	One year of visual and performing arts chosen from the following: dance, drama/theater, music, or visual art.	One year of visual and performing arts chosen from the following: dance, drama/theater, music, or visual art.
Physical Education	Two years		
Electives	80 credits	One year*	One year*
<p>*Must be chosen from approved academic courses in history, English, advanced mathematics, lab science, foreign language, social science, or fine arts.</p> <p style="text-align: center;"><i>Chart adapted from California Education Code:</i></p> <p style="text-align: center;"><i>Retrieved December 8, 2016 from http://www.cde.ca.gov/ta/ac/pa/documents/oct14item05ho1.pdf</i></p>			

The NUVHS Student Services department will advise full-time students to meet their future academic and professional goals, including university admission.

Student Responsibilities

Code of Conduct



Students are expected to conduct themselves in a responsible manner that reflects sound ethics, honor and good citizenship. It is a student's responsibility to maintain academic honesty and integrity and to manifest his/her commitment to the goals of NUVHS through his/her conduct and behavior. Students are expected to abide by all NUVHS policies and regulations. Any form of academic dishonesty, or inappropriate conduct by

students or applicants may result in penalties ranging from warning to dismissal, as deemed appropriate by NUVHS.

Netiquette

Students are responsible for good behavior on the school network. Students must always show consideration and respect when participating in NUVHS classes. Obscene, profane or threatening language online, as well as offline, will not be tolerated. Students cannot cut, copy, or plagiarize internet content or the work of online classmates. Authenticity and integrity in schoolwork plays a major role in evaluation. NUVHS teachers utilize various technologies, including online plagiarism software, that can authenticate student work and identify plagiarism. Copying the work of others, allowing others to knowingly copy work, and/or misusing content from the Internet can result in removal from NUVHS courses and possible dismissal from the institution.

Students should be cautious about email messages from anyone, particularly adults, asking for personal information, attempting to arrange meetings, or engaging in personal contact. Students should disclose to teachers any message received that is inappropriate or that causes uncomfortable feelings.

Any distribution of unsolicited email to online classmates is prohibited. Email messages to online classmates should be limited to welcomed correspondence that is course-related. Students are subject to all local, state, and federal laws. NUVHS administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Internet.

Accepted Use Policy



NUVHS believes that the benefits afforded to educators and students from access to the Internet far exceed any disadvantages. Nevertheless, the Internet and online resources can be abused. Parents/guardians of minors are ultimately responsible for setting and conveying the standards that their student(s) should follow. With parental help, students will adhere to the NUVHS Accepted Use policy.

Student use of the NUVHS Academic Network must be consistent with the National University Virtual High School's primary goals. Students will not use the NUVHS Academic Network for illegal purposes of any kind. Students will not use the NUVHS Academic Network to transmit threatening, obscene, or harassing materials. NUVHS will not be held responsible for student participation and behavior in such activities. Students and their parents/guardians will recognize that NUVHS cannot be held responsible for the materials that may be received as a result of using the NUVHS Academic Network to access external resources. These resources include but are not limited to the World Wide Web and email accounts. Students agree to notify their instructor or NUVHS immediately if they receive any such materials. Student should recognize that email access or accounts should not be considered secure.

Students will not use the NUVHS Academic Network to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network. Files accessible via the NUVHS Academic Network are assumed to be the property of the specified organizations and individuals unless otherwise specified. Students will respect the rights of copyright holders and not use any such materials without their express permission. Students agree not to use NUVHS Academic Network resources to conduct or engage in personal business for profit on behalf of themselves or others.

Students and their parents/guardians must understand that student access to the NUVHS Academic Network is developed to support NUVHS educational responsibilities and mission. In addition, NUVHS makes no warranties with respect to the NUVHS Academic Network service, and it specifically assumes no responsibilities for:

- The content of any advice or information received by a student or employee from a source outside NUVHS, or any costs or charges incurred as a result of accepting such advice.
- Any costs, liability or damages caused by the way the student or employee chooses to use his/her NUVHS Academic Network access.
- Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of NUVHS
- While NUVHS Academic Network supports the privacy of electronic mail, students and employees must assume it cannot be guaranteed.

Academic Dishonesty

Academic dishonesty includes cheating, plagiarism and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means. NUVHS teachers regularly check for plagiarized work using an online plagiarism technology. Students caught plagiarizing work, will not be eligible to earn a final grade for their course. Below is a list of some of the forms academic dishonesty may take. Academic dishonesty in any form is a grave offense and will not be tolerated.

- Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Altering or misrepresenting the information presented in a course gradebook in any manner

- Submitting work previously submitted in another course without the consent of the instructor.
- Sitting for an examination by surrogate or acting as a surrogate.
- Submitting academic work that was purchased or acquired from another source for assessment
- Assuming another individual's identity or allowing another person to do so on the student's behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student's grade or academic standing
- Conducting any act that defrauds the academic process.
- Plagiarism is the presentation of someone else's ideas or work as one's own. As such, plagiarism constitutes fraud or theft.'
- Representing the words, ideas or work of another as one's own in any academic exercise.

Academic dishonesty is a very serious offense and can warrant any of the following actions to occur:

- Trigger an investigation
- Permanent academic dismissal / suspension
- Issuance of a failing grade (F) for any course in which it is suspected academic dishonesty has occurred
- Notifying primary high school of any issues of academic dishonesty that have occurred
- Issuance of a failing grade for any assignments where it is suspected academic dishonesty has occurred
- Including academic dishonesty sanctions on a student's official academic history and transcript
- Notifying post-secondary universities or colleges of any issues of academic dishonesty that has occurred which can negatively impact a student's admission qualification for University.
- Notifying parents/guardians in writing.

Harassment and Discrimination

NUVHS prohibits unlawful harassment between members of the NUVHS community, including communication of any form amongst students, between students and NUVHS faculty and/or staff, and any third parties directly or indirectly related to the NUVHS Academic Network. NUVHS is committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally and socially. Such an atmosphere must be free of intimidation, fear, coercion and reprisal.

NUVHS prohibits discrimination or harassment on the basis of race, ethnic or national origin, religion, age, sex, color, physical or mental disability, or marital or veteran status under any program or activity offered under its control. In addition, NUVHS maintains a strict policy that prohibits sexual harassment, which includes harassment based on gender, pregnancy, childbirth, or related medical conditions and inappropriate conduct of a sexual nature. This policy applies regardless of the gender or sexual orientation of the complainant or the alleged harasser.

Disciplinary Actions

The Vice Chancellor, in consultation with his/her designees, will determine the appropriate disciplinary actions for student violations of the code of conduct as they arise. The severity of the offense is the prime determiner in deciding the appropriate consequence. Any inappropriate behaviors that are outlined in the student handbook that are reasonably considered detrimental in a high school setting are grounds for immediate removal from the NUVHS program. Possible actions

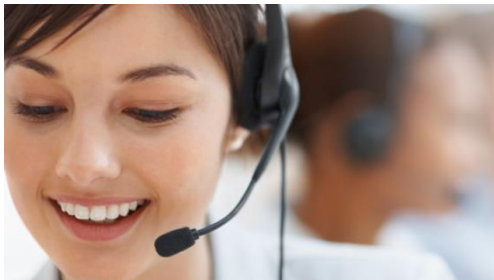
may include but are not limited to:

- Verbal warning and notification to parent and/or legal guardian.
- Placement on “temporary conduct probation.” A student’s online academic network activities will be monitored for the duration of the student’s current course(s) and the course(s) the student takes in the subsequent term.
- Suspension from NUVHS program for a specified period of time.
- Permanent removal from NUVHS.

When a violation has occurred, a report, including the date, time and circumstances of the alleged act, will be submitted to the school. This report includes a description of the actions of all parties involved, names of witnesses available and documentary evidence that supports the charge. Students wishing to report a violation should file the report through the school administration. Upon receipt of the report, administration will determine if a NUVHS policy may have been violated by the student. If there is sufficient information, the student will be contacted in writing informing the student of the charges in sufficient detail, including the time and place the alleged violation occurred and the penalty that would be appropriate if the student did in fact violate the policy.

Student Support Services

Student Admission



The National University Virtual High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship or other school-administered programs.

National University Virtual High School is committed to ensuring that students feel connected to their peers. Through interactive functions such as threaded discussions, live chat rooms, interactive board activities, and the student pages in the learning management system, students are provided consistent, regular and quality interaction, creating a rigorous and relevant learning environment.

Full-Time Students

Full-time students attend NUVHS for their high school program of study with the intent to graduate and receive a diploma from NUVHS. Full-time students are required to register for six courses per semester. The following materials are required for a full-time student enrollment:

- Application for Admission
- Document Record
- Enrollment Agreement
- Release of Transcript Form
- Student/Parent/School Compact
- Official Transcripts
- Immunization Record
- Non-refundable Application Fee of \$60

NUVHS requires all incoming full-time students to have a cumulative grade point average of 2.0 (C) or better. A student applicant with a GPA below 2.0 may be admitted on probationary status if the student demonstrates sufficient evidence of his/her potential to successfully complete college preparatory high school courses. A student will be released from probationary status when he/she shows proficiency in three consecutive NUVHS classes with a cumulative GPA of “C” or better. Probationary status students who do not maintain a 2.0 GPA during their first three courses may be subject to dismissal.

NUVHS permits students to attend one term of courses prior to the school’s receipt of an official transcript showing courses completed previously, only if an unofficial transcript is provided or verbal verification of the student’s GPA from a school administrator is provided. NUVHS assumes no responsibility for courses taken in duplication prior to receipt and review of a student’s official transcripts. The NUVHS staff will work with parents/guardians to ensure that all admissions requirements are met.

As part of graduation requirements, all NUVHS students must meet institutional residency requirements of a minimum of 12 semester courses or 60 semester units completed through NUVHS.

Part-Time Students

Part-time students are students who take NUVHS classes as a supplement to another program/course of study and they are not seeking to earn a diploma from NUVHS. Part-time students typically take one to two courses per semester. These students may take NUVHS courses for a variety of reasons including remediation, acceleration, Advanced Placement examination preparation, college acceptance, or general enrichment.

Part-time students who wish to transfer NUVHS credits to their primary high school must present an approved Course Transferability Verification Form to NUVHS administration prior to registration in their course. The transferability of credit is not determined by NUVHS, but rather the student’s primary institution. Upon request, the NUVHS staff is available to connect with the counselor of the student’s primary institution to provide information regarding NUVHS courses and curriculum. The following materials are required for part-time students to be successfully enrolled into NUVHS:

- Application for Admission
- Document Record
- Enrollment Agreement
- Course Transferability Verification Form
- Student/Parent/School Compact
- Release of Transcript Form
- Non-refundable Application Fee of \$60

Students with Exceptional Needs

While a student’s local school district, special education local plan area (SELPA), county office of education, state school, certified non-public school or other public agency is responsible for ensuring that appropriate special education services are provided, NUVHS is committed to making education accessible and meaningful for all students. NUVHS is aware of the growing number of students who

have special needs and believes that online learning may provide an opportunity for these students to achieve their academic goals.

During the enrollment process, if NUVHS is informed that an Individualized Education Program (IEP) has been created for a student or NUVHS identifies that a student has special needs, NUVHS will collaborate with the student's parent/guardian to discuss possible accommodations that would be necessary for the student to be academically successful. NUVHS will not be held responsible if the school is not informed prior to the student beginning an online course.

NUVHS staff will work closely with the student's teacher(s) and the appropriate public agency to help meet a student's unique needs. Referrals will be made to appropriate school, community, state, or federal agencies for services that cannot be directly accommodated by NUVHS staff and teachers. If the above named agencies fail to ensure adequate student services, NUVHS will assist parents/guardians in contacting their local county office of education or the California Department of Education.

Students with Disabilities

NUVHS complies with the Americans with Disabilities Act of 1990 and Section 504 of the Federal Rehabilitation Act of 1973. Accordingly, qualified persons with disabilities may not, on the basis of that disability, be denied admission or subjected to discrimination in admission decisions. Further, no qualified student with a disability, on the basis of that disability, may be excluded from any academic, research, counseling, financial assistance, or other secondary education program or activity that NUVHS provides to all students.

Nontraditional High School Aged Students

Nontraditional high school aged students are students who do not fall within the general ages of a typical high school student (12-18). NUVHS offers middle school level courses to students in grades 6-8. Additionally, middle school aged students who are prepared to advance, and have met all prerequisites for specific courses, are eligible to take individually identified high school level courses. Adult-aged high school students are eligible to take NUVHS high school courses through the NUVHS Continuing Education program, which leads toward an accredited high school diploma.

Admissions Appeal Process

The Special Circumstances Review Committee (SCRC) is established to review all student admissions appeals that may not fall within general admittance guidelines. Any applicants who are denied admission and wish to appeal the decision may do so by submitting a letter of written appeal to NUVHS. SCRC will review all written appeals to determine whether a student is eligible for admission. Parents/guardians will be informed of the appeal decision no later than 30 calendar days after NUVHS receipt of the written appeal. All SCRC appeal decisions are final.

Receiving Official Transcripts from Other Institutions



For full-time students, NUVHS cannot accept transfer credits earned at other institutions until an official transcript(s) has been received. Upon receiving the “Release of Transcript” form, NUVHS will make up to two requests for the student’s official transcript(s). If a student’s official transcript(s) has not arrived within four weeks, a second request will be submitted and the student will be notified. Thereafter, it becomes the parent/student’s responsibility to ensure that NUVHS receives the requested transcript(s). NUVHS will only accept credits in transfer from other regionally accredited high schools or institutions.

Transcripts from other institutions that have been presented for admission or evaluation become a part of the student’s academic file and are not returned or copied for distribution. Official transcripts should be sent to:

National University Virtual High School
Attn: Fulltime Students—Transcripts
660 Bay Boulevard, Suite 110B
Chula Vista, California 91910-5200

Tuition and Scholarships

NUVHS is a non-profit, 501(c)(3) organization. Unlike public schools, NUVHS receives no government funding and is a tuition-based institution dedicated to providing quality, rigorous high school education to all students.

Application and Tuition Payments

To begin the admissions process, a non-refundable application fee of \$60 is due together with a completed NUVHS admissions application. Tuition payment is due on or before the start date of the class. Tuition payments may be made by check or money order through the mail, or by credit card. Checks and money orders should be made out to National University Virtual High School. For the current academic year, tuition rates are:

- \$310.00 per semester course
- \$395.00 per semester Advanced Placement (AP®) course
- Materials Fee: \$60/course (Effective 2017 Fall Term for some courses. Please refer to the current NUVHS Course Approval Chart for specific courses.)

Scholarships

NUVHS has limited scholarship opportunities for math and science courses, made available through a grant provided to the school. Scholarship information is available on the school website including specific scholarship requirements and all required application forms. Typically scholarships do not cover the application fee of \$60.00, and are intended to help supplement tuition costs rather than the full cost of tuition.

Late Fee

A \$25 late fee may be assessed when a tuition payment is not received by the first day of class. All records are withheld from students who have any outstanding financial obligations to NUVHS including release of transcripts, of verification of enrollment or course completion.

Returned Check Fee

A \$20 returned check fee may be assessed when a tuition payment is returned by our financial institution. All records are withheld from students who have any outstanding financial obligations to NUVHS including release of transcripts of verification of enrollment or course completion.

Refund Policy

Students are accepted and registered for classes with the understanding that they will remain for the entire course. Faculty contracts and the commitment of other NUVHS resources are made on that assumption, creating obligations that are not relieved when students withdraw. NUVHS refund policy is designed such that students who withdraw from a course share in the costs incurred. Refund calculations are based on the date and time a parent/guardian informs NUVHS of their intent to drop his/her student from an NUVHS class. All drop requests must be made through email, fax, or over the telephone. For more information, please see the section “Withdrawing from a Class” on page 10.

Tuition refunds are determined according to the following requirements:

To receive a full tuition refund, the student’s parent/guardian must submit a drop request no later than 5:00 p.m. Pacific Standard Time on the seventh calendar day from the day his/her student registers for a class. This date is calculated on the date a student registers and not the date a student actually logs into the course. Students or parents who inform NUVHS of their intent to withdraw their student after the seventh day of class will be ineligible for a tuition refund.

Fees Subject to Change

Tuition rates and other fees are available on the school website. NUVHS reserves the right to modify tuition rates and fees at any time. NUVHS dual-credit courses are considered “Undergraduate Courses” through National University and the fees for these courses are calculated at the standard University tuition rate.

Financial Appeals Process

Students who wish to appeal the denial of a requested refund must do so in writing no later than 30 calendar days after withdrawal date from the course. The Special Circumstances Review Committee (SCRC) will review all written appeals to determine whether a student is eligible for a refund. Determination of the appeal will be provided by letter of the appeal decision no later than 30 calendar days after receipt of the written appeal. All SCRC financial appeal decisions are final.

Family Educational Rights and Privacy Act (FERPA)

National University Virtual High School maintains all student records in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended.

Inspect/Review of Records

NUVHS will provide a student the opportunity to inspect and review his/her education records within 45 days of receiving a written request. If a student resides in San Diego, CA, students and/or the parent/guardian can set up a time to inspect and review the student's records at the National University Virtual High School administration building located in Chula Vista, CA. If a student lives outside of San Diego, CA, NUVHS will make arrangements for the student's records to be mailed to the student's home address.

Amendment of Records Request

A written request from an eligible student or parent/guardian to amend information perceived to be inaccurate or misleading in the student's education record must be submitted to NUVHS staff. NUVHS will make a decision on whether or not the information in the student record should or should not be amended.

The eligible student or parent/guardian has the right to a formal hearing conducted by the Special Circumstances Review Committee if the request to amend the record is denied by NUVHS. After the formal hearing, if the school determines not to amend the record, the eligible student or parent/guardian has the right to place a statement within the record setting forth his/her view about the contested information.

Release of Records

Student records will not be released to outside parties without written consent of the parent/guardian or eligible student unless the third party falls under the following conditions noted in FERPA.

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Directory Information

Directory information is the information in student records that can be disclosed by NUVHS personnel without receiving consent from an eligible student or parent/guardian. NUVHS

determines the following to be directory information:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Honors and awards
- Dates of attendance

An eligible student or parent/guardian of a NUVHS student must make a request in writing if they do not wish to have directory information disclosed. Once the request is received, the student record will be placed on Privacy Act Lockfile, which is a status where no student information whatsoever will be released.

Technology Awareness:



System Requirements (Windows Users)

- Windows 7 or 8 recommended (XP and Vista supported)
- 1 GB RAM
- High Speed Internet connection (e.g.: DSL, Cable, etc.)
- Note: Dial-up Internet connection is supported
- Headset with microphone using a USB connection
- Sound card and speakers

System Requirements (Mac OS Users)

- MAC OS X 10.7 (Lion), 10.8 (Mountain Lion) or 10.9 (Mavericks) recommended
- G4, G5 or Intel Processor
- 2 GB RAM
- High Speed Internet connection (e.g.: DSL, Cable, etc.)
- Note: Dial-up Internet connection is supported
- Soundcard & Speakers
- Headset with microphone using a USB connection

Screen Resolution

We recommend setting your screen resolution to 1280 x 1024 or better. If you currently see a horizontal scroll bar at the bottom of your screen and would like to eliminate this, you can do so by resizing your screen. If you need help with your screen settings please below for instructions on resizing your screen.

Email account

All students will need an email address to register for online courses. Free accounts can be established online with sites like Yahoo, Hotmail and Gmail. Special characters can cause problems with some systems that make it difficult to reach the intended mailbox. NUVHS suggests that users avoid special characters (for example +, &, \$, etc.) in email addresses.

Since our learning management system allows for just one email account to be associated with each student, we recommend listing the student's email since they will need to be checking the account to ask questions of their teacher and receive all reminders. When the student does not have or does not regularly check their email address, a parent email address can be listed instead or a new account can be created where both parents and students can access the information.

Browser Requirements

Windows Users

- Blackboard supports Microsoft Internet Explorer 9 and above and the most recent releases of Mozilla Firefox and Google Chrome

Mac OS Users

- Web Browser: Blackboard supports the most recent releases of Safari, Mozilla Firefox and Google Chrome. OSX 10.7 and 10.8 users are encouraged to use Firefox and Chrome. OSX 10.9 users are encouraged to upgrade to Safari 7.OS X 10.7 (Lion) or 10.8 (Mountain Lion) Recommended

Feature Requirements

NUVHS online courses may include the use of interactive software called Elluminate which allows students and instructors to engage in real-time, online vocal and video communication. Traditional speakers and a microphone will work with Elluminate; however, NUVHS highly recommends using a headset when using Elluminate to communicate in the online class. Elluminate sessions are conducted in real-time but will also be posted within the course so that students can review the topics covered if they cannot attend the live session.

Some courses have additional software and hardware requirements. To find out if a course has specific requirements, please review the latest NUVHS Textbook list, found on the Student Bookstore page.

If students experience technical difficulties, they should contact the NUVHS help desk directly at 888-892-9095 or via e-mail at learn@nu.edu. The help desk can be reached 24 hours a day.

FOR NUVHS USE ONLY

Student Number: _____



NATIONAL UNIVERSITY
VIRTUAL HIGH SCHOOL

**STUDENT/PARENT/SCHOOL
COMPACT**

660 Bay Blvd, Suite 110B, Chula Vista, CA 91910 • 866.366.8847 • Fax 858.642.8750

Educational responsibility must be assumed by the entire school community including the school, the students, and the parents/guardians. Through working together as a team, we create a supportive environment that fosters achievement in the classroom and beyond. With motivation and determination, students can produce exceptional work. To strengthen this commitment, we ask that you carefully read through this compact; it outlines the responsibilities of each party. Your signatures verify your commitment to support this educational pursuit.

Student Name: _____ **Date:** _____

Student Agrees to:	Parent/Guardian Agrees to:	School Agrees to:
<p>Demonstrate frequent and quality participation in completing all course requirements on a regular basis, and submitting assignments as they are completed. A minimum of 4 weeks (28 calendar days) of ongoing participation must occur for all semester courses, and a minimum of 8 weeks (56 calendar days) participation for all semester AP® courses.</p>	<p>Ensure that his/her student regularly participates in all course requirements including homework, assignments, assessments and discussion forums. Ensures students maintain frequent and quality participation and adhere to the required participation expectations set forth by the school.</p>	<p>Provide access to academically rigorous, college preparatory coursework and to ensure students have access to maintain consistent, frequent and qualitative participation of all required coursework to adhere to the academic standards set forth for all courses.</p>
<p>Help create and maintain an online school environment which promotes the success and respect of others and oneself.</p> <p>Produce high quality work that meets or exceeds course standards.</p>	<p>Uphold his/her student to a level of academic integrity that exemplifies honesty and compassion for themselves and their fellow classmates.</p> <p>Ensure that his/her student will maintain proper usage of online resources when operating on the NUVHS academic network.</p>	<p>Provide a respectful, safe, and supportive online high school experience.</p> <p>Provide an interactive, media rich and high quality online education which is standards based and emphasizes project-based learning.</p>

FOR NUVHS USE ONLY

Student Number:



NATIONAL UNIVERSITY
VIRTUAL HIGH SCHOOL

**STUDENT/PARENT/SCHOOL
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660 Bay Blvd, Suite 110B, Chula Vista, CA 91910 ▪ 866.366.8847 ▪ Fax 858.642.8750

Dedicate the necessary time (approximately 11-15 hours per unit) to complete and submit assigned work and participate in chat sessions and threaded discussions.

Complete and submit 100% of assignments, quizzes and tests with academic integrity. Submit a maximum of 2 units per week or 1 unit per week for AP® courses. Submit unit work as completed to teacher for feedback and assessment.

Read and agree to the policies stated within the National University Virtual High School Student/Parent Handbook.

Acknowledge that this document serves as official policy for all NUVHS students. The student may be subject to dismissal if the above policies are disregarded.

Communicate regularly with NUVHS about concerns or ideas for the student and his/her progress.

Communicate the value of education by providing home support and by closely monitoring academic activities and progress.

Read and agree to the policies stated within the National University Virtual High School Student/Parent Handbook.

Acknowledge that this document serves as official policy for all NUVHS students. The student may be subject to dismissal if the above policies are disregarded.

Provide certified instructors who will motivate their students to engage in all aspects of an interactive online learning environment.

Supply students with tools to help them identify their personal learning style and several systems of support, including technical support, online library resources, student and counseling services, and E-mentors.

Provide student and counseling services for students and parents/guardians regarding both the social and academic aspects of online high school courses.

Notify students and parents/guardians of any changes made to the handbook and official NUVHS policies.

Student Signature

Parent/Guardian Signature

NUVHS Representative

GRADE ELIGIBILITY AGREEMENT

Congratulations on your decision to become a student at National University Virtual High School. This agreement covers your obligation to be eligible to earn a grade from NUVHS. By completing this agreement, I agree to the following terms:

Equivalency: I will complete the equivalent of 90 hours of coursework in this semester course. (This is the equivalent to the completion of a semester class at a site-based traditional school).

Duration: I will log in to my course regularly and be actively working within each of my courses for a minimum of 4 weeks (28 calendar days) or 8 weeks (56 calendar days) for Advanced Placement AP® courses. (This is defined as 28 (or 56) days of meaningful online activity and not 28 (or 56) days from the first day of course activity.)

Pacing: I will spend a minimum of 11-15 hours per unit and a minimum of 3-4 days per unit actively working within my course with the understanding that I can submit a maximum of 2 units per week worth of work or a maximum of 1 unit per week for Advanced Placement AP® courses. Additionally, I will submit all assignments as I complete them.

Assignments: I will be assessed on all coursework. I will complete 100% of course assignments, for all units. I will submit unit assignments and complete discussion board posts, on a weekly basis. All quizzes, midterms and finals must be completed in order to earn a course grade. Any missing assignments, activities, discussions, assessments, etc, not turned in by me will result in "0" points for that item and will lower my final grade for the course. Any assignments turned in after the course deadline will not count toward my final grade.

Plagiarism: I will not plagiarize by presenting someone else's work as my own. I understand that if I use someone else's ideas or words I must acknowledge and / or use quotations for their words. While it may be tempting to plagiarize, doing so does not let me learn and have the satisfaction from doing the work on my own.

Academic Plagiarism Check: I understand that my teacher will check for plagiarized work using an online plagiarism technology (where applicable) and if I am caught plagiarizing work, I will not be eligible to earn a final grade for this course.

Removal: I will work actively in my course and submit assignments as I complete them so that I can receive teacher feedback which will enhance my learning experience. I understand that if I do not login and actively participate in my course on a weekly basis by submitting work as it is completed, that I may be dropped from my course due to a lack of participation.

Gradebook: I will keep my parents/guardians up-to-date on my course progress by sharing my gradebook. I will not alter or misrepresent the information presented in my course gradebook in any manner.

Final Agreement: By submitting this agreement, I understand that I will follow the guidelines outlined above by National University Virtual High School (NUVHS) and that NUVHS may withhold my final grade or exercise disciplinary action for any violations of academic honesty or violations of appropriate conduct in an online course.

I understand that if I have selected "I don't agree" to any of the terms above that I will not be able to begin my course until I agree to these terms and that I should contact NUVHS Student Services to discuss my withdrawal from this course.

Please contact NUVHS at (866) 366-8847 for any questions regarding these requirements.



NATIONAL UNIVERSITY
VIRTUAL HIGH SCHOOL

