

Welcome to the UWHS program!

This document provides an overview of the key program policies and procedures for students who are registered for UW credit in UWHS courses offered at their high school. Click on the links below to navigate to each topic.

- ❖ [Registration](#)
    - [Registration Process](#)
    - [Registration establishes a permanent UW record](#)
    - [After you register](#)
    - [UW library access](#)
  - ❖ [Grading](#)
    - [Academic honesty](#)
    - [Change of grading option](#)
    - [Course drop and withdrawal](#)
    - [Final grades](#)
    - [Access to grades and transcripts](#)
  - ❖ [Credit transfer](#)
  - ❖ [Contact information](#)
- 

## Registration

### ***Registration Process***

To receive UW credit, you must complete the registration process and submit full payment by the registration deadline. This process can be completed via phone or mail. Retroactive registration is not allowed, and you are only eligible to register for credit if you are currently in the 11<sup>th</sup> or 12<sup>th</sup> grade. Click [here](#) for more information on registration and fees.

### ***Registration establishes a permanent UW record***

By registering for a UWHS course, you have established a permanent UW record. The grade you earn in the course will be recorded on your UW transcript. All future UW credit course activity (both other UWHS courses and coursework completed as a student at UW) is recorded on this permanent record of academic work. As you work on your college admissions applications, highlight your registration in a UWHS course; your participation demonstrates an ability to successfully engage in university-level coursework.

### ***After you register***

Once your registration materials are processed, you will receive a Transaction Summary and letter with your Private Access Code in the mail, which serves as confirmation that you have been registered for the course. Retain this paperwork as it includes your UW student number, which you will need in order to establish your UW NetID to access your grades, order transcripts, and access the UW Library system. If you do not receive the Transaction Summary, contact UW Educational Outreach Registration Services at (206) 543-2310 to confirm your enrollment and request that the document be re-sent.

### ***UW Library Access***

Once you have been registered in a UWHS course, you will be able to borrow materials from the [UW Library System](#). Online resources can be accessed using your [UW NetID](#). You can also check out materials in person. Access to the library system is valid for the duration for the course.

## Grading

### ***Academic honesty***

Though you are not taking the course on the UW campus, you are still considered a UW student. As such, you are expected to live up to the University's standards of academic honesty. Suspected misconduct in a UWHS course will be addressed in collaboration with the appropriate UW academic unit and your high school administration. For more details on UW's policy visit the UW Undergraduate Academic Affairs' [website](#).

## ***Change of grading option***

UWHS courses are graded on a 4.0 scale. You may elect to take a course on a satisfactory/not-satisfactory basis (S/NS); however, if you change to S/NS grading you may not be able to use the course to fulfill university graduation requirements in the future. The request to change your grading to S/NS must be made by specific deadlines. Visit [this page](#) for additional information on the impact of changing to S/NS grading as well the request deadlines.

## ***Course drop and withdrawal***

If you decide not to complete a UWHS course you must make an official withdrawal request in writing to UW Educational Outreach Registration Services. There are specific deadlines by when withdrawal requests must be made, *and failure to withdraw from a course by these deadlines may result in a permanent UW grade of 0.0 recorded on your UW transcript.*

Note that this request is separate from and in addition to any changes you make to your registration at your high school. If you change schools during the school year, you will still need to notify UW to avoid having a failing grade on your UW transcript.

For more information on the withdrawal policy and deadlines and process by which to make a withdrawal request, visit [this page](#).

## ***Final grades***

UWHS courses are graded using a numeric grading system in which the instructor may report grades from 0.7 (the lowest passing grade) to 4.0 in 0.1 increments, or a failing grade of 0.0. In general, 2.0 is the minimum grade required for the credits to fulfill university graduation requirements. Find more information on the UW grading system on this [website](#).

Final UW grades are assigned and reported by each instructor based on the standards used for the same course on the UW campus. Your final UW grade may be different than your high school grade for the course. If you have questions or a dispute about your grade, contact your instructor.

## ***Access to grades and transcripts***

Final and quarterly grade reports are not mailed to students. You can view your final UW grade on your unofficial transcript which is available on your MyUW account. To access your MyUW account you will first need to establish a UW NetID using your student ID number and Private Access Code, which are included with the transaction summary sent at the time of registration. For more information on how to establish your UW NetID and access your MyUW account, visit [this page](#).

In addition to viewing your unofficial transcript on your MyUW page you can also order an official transcript. Official transcripts can also be ordered using the [Transcript Request Form](#).

## **Credit transfer**

The UW credits earned by completing a UWHS course can be transferred to other colleges or universities. Since policies can vary, we recommend that you contact your prospective colleges or universities to verify whether or not your UW credits will be accepted and the requirements to ensure the credits transfer. See this [page](#) for a list of institutions in Washington State that generally accept credits earned through the UWHS program. To transfer UW credit to another college or university, it is generally required that the student have an official transcript sent to that institution. For information on requesting an official transcript, visit [this page](#).

Note that if you matriculate to the UW, your UWHS credits will appear automatically on your official UW student record and you will not have to take any further action to transfer the credits.

## **Contact information**

If you need your UW Student Number or Private Access Code, call the UW Educational Outreach Registration Office at (206) 543-2310.

To reach the UWHS Office, email [uwhs@pce.uw.edu](mailto:uwhs@pce.uw.edu) or call (206) 685-6404.