

I. Advanced Placement Courses

- A. All schools labeling a course “AP” must follow the subject-specific audit process and receive College Board approval in order for the course to be listed on high school transcripts.
- B. AP Courses must be reauthorized by the school administrator or designee each year.
- C. Revisions to AP courses are determined by the College Board. Periodic revisions mandated by the College Board must be followed for a course to maintain the “AP” course label.
- D. AP courses are offered to students at the secondary level in accordance with the ACPS High School Programs of Study.
- E. Counselors and AP teachers shall assist with student placements in AP courses.

II. Advanced Placement Teachers

- A. In order to be approved as an AP teacher in an AP course, the teacher must attend and successfully complete a College Board Summer Institute for training in that specific course.
- B. AP teachers must submit a subject-specific syllabus and audit form to College Board for review and approval.
- C. A teacher transferring between schools or teaching another AP designated course must follow the audit process.

III. Advanced Placement Testing and Grading

- A. Students have the option and are highly encouraged to participate in the AP examination.
- B. Payment for exam participation is the responsibility of the student; financial support may be given to those students who qualify based on state determined criteria.
- C. Grades given in AP courses follow the weighted grade policy established by ACPS. In order to receive the weighted grade, a student must take the AP course and participate in the course exam during the same school year.
- D. College Board exam scores range on a five point scale (comparable to a college grade: 3=C, 4=B, 5=A). Colleges and universities, however, establish their own credit and placement policies.

IV. Advanced Placement Online Courses

- A. In special qualifying circumstances AP online courses may be offered to highly accelerated secondary students during the regular school day.
- B. An online course may only be offered if the course is in the ACPS High School Programs of Study. Special qualifying circumstances include but are not limited to the following: (1) ACPS may not have a vetted teacher; or (2) class is not offered during the regular school schedule.
- D. All procedures are to be followed as indicated in the document Online Course Guidelines
- E. A Student Participation Agreement and an Academic Integrity and Ethics Agreement shall be completed by the student and parent/guardian to indicate compliance with the AP online participation expectations.
- F. In any case a student may earn a maximum of seven (7) AP credits per academic year.
- G. As funding is available, the Board of Education will pay for the approved online course and the AP examination fee. Therefore, students enrolled in an AP online course must participate in the AP examination.
- H. If removal from the online course is the option due to incomplete assignments and lack of participation, and is the overall decision made, the parent/guardian may have the responsibility of refunding the cost of the course and resources and/or the student may not apply for future participation in an online course.

Board Reviewed 10/10/17	Superintendent Approved 10/10/17
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