



Kunming International Academy

EXPECTATIONS AND POLICIES for Advanced Placement (AP) Courses 2015-2016

All students enrolled in an AP course (whether online or on-campus) are required to read and agree to the following expectations and policies regarding participation in AP courses.

Pre-Requisite Policy

KIA offers some on-campus AP options as well as some online AP courses. Students will only be considered eligible to take an AP course if they meet the following requirements:

- Course pre-requisites for AP course (for example: Chemistry is a pre-requisite for AP Chemistry)
- Overall GPA of at least 3.0 from the previous school year
- KIA subject teacher recommendation/approval
- Parent permission and agreement to the expectations and policies for AP courses
- Administrative approval from the guidance counselor and principal

Students must submit an AP Course Interest Form with the above categories completed. When necessary, a meeting may be set up to review concerns and/or deny placement in AP courses.

Due to extra costs involved in ordering materials and the time it takes to obtain those materials, current KIA students will not be allowed to enroll in online AP courses for the next school year after May 1st of the current school year.

Course Participation Expectations

The Advanced Placement classes have expectations within their accelerated educational environment that each student must maintain. These expectations include:

- Maintain an overall average of 70% or higher in each AP course during each grading period
- Complete and submit assignments on time
- If the AP course is an online course, students must agree to all online course policies (a signed Expectations and Policies for Online Courses Form must also be completed)
- Maintain an overall GPA of 2.0 or higher for each grading period
- Take the AP Exam for each AP course in May (fees will be paid by KIA)
- Maintain regular class attendance and avoid tardies (AP participation will be reviewed if a student has more than 5 absences from the AP class in one semester)
- Attend all classes the week prior to and of AP course midterms and finals as well as the AP exam(s) – a doctor's note will be required for any absences during this time.

Course Participation Fees

Because of the extra costs associated with Advanced Placement courses (teacher training, materials, etc) students will be required to pay a non-refundable fee of 2,000 RMB per course. For 2016-2017 AP enrolment, please submit a 1,000 RMB deposit per AP course to the KIA Finance Department by 27 May 2016.

The full payment for AP courses must be paid prior to or on the first day of school.

- 1 course: 2,000RMB
- 2 courses: 4,000RMB
- 3 courses: 6,000RMB

Drop/Withdrawal Policy

- For online AP courses, in addition to applying the school drop/withdrawal policy for online courses, the student will also be responsible for any fees for the acquisition of textbooks that exceeds the schools fee to drop the course.
- For on-campus AP courses, the KIA drop/withdrawal policy applies

Disciplinary Policy

In the event that a student does not meet the above expectations, the following actions will be taken:

1. Contact the parent (email, phone call or meeting) about the situation
2. The KIA guidance counselor and principal reserve the right to require a student to drop an AP course if improvement is not made.
3. The KIA online course coordinator, guidance counselor and principal reserve the right to require a student to drop an online AP course if improvement is not made. Students will be charged an online course drop fee to cover expenses that KIA has accrued.

AP Exam Policies

All students enrolled in an AP course through KIA (on-campus or online) are expected to take the AP Exam in May.

- Exam fees are included in the AP course participation fee
- Exam registration are due in February
- All students taking AP Exams are required to be at a Pre-Administration Session in late April

KIA is an approved testing site for the AP Exams. However, KIA is not obligated to offer all AP Exams to all students. To compensate for extra time, staff and costs associated with giving additional AP Exams, any full-time KIA student interested in taking an AP Exam for a course that the student is not enrolled in through KIA will adhere to the following:

- Exam registration and fees are due in February (KIA does not cover exam fees for students that have not paid the KIA AP Course Participation Fee)
- KIA is not obligated to administer the AP Exam requested (determination will be made on schedule and staff available)
- A 300 RMB testing fee, in addition to the Exam Fee, will be charged for EACH AP Exam administered to students who are not enrolled in the AP course through KIA
- All students taking AP Exams are required to be at a Pre-Administration Session in late April

Please sign below and return to the KIA guidance counselor.

No student will be allowed to enroll in an AP course without the completion of this form.

STUDENT: _____ GRADE: _____

AP COURSE(S): _____

I have read and understand the expectations and policies outlined above for participation in AP courses through KIA. By signing this contract, I am expressing my commitment to participating in an AP course(s) provide as well as my agreement to the policies established.

STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____