



# **AP<sup>®</sup> Program Handbook**

Linfield Christian High School  
2010-2011

# STANDARDS FOR ADMISSION INTO AP COURSES

## Introduction

College Board AP courses are developed by a committee of college faculty and Advanced Placement teachers. AP courses cover the breadth of information, skills and assignments found in corresponding college courses. Each AP course has an exam that participating schools administer in May and represents the culmination of college-level work in a given discipline in a secondary school setting. The whole process of taking the AP exams is additional preparation for students headed to a competitive college where rigorous exams play an even more prominent role than in high school. Most colleges and universities in the U. S., as well as colleges and universities in 24 other countries, have an AP policy granting incoming students credit, placement, or both on the basis of their AP exam grades. The vision of an AP exam on the horizon provides a powerful inspiration for AP students. Students who participate consistently throughout the year will be well prepared for success on the exam.

## General Requirements

- B- or better in a prerequisite class or a C+ in a previous AP class
- Positive recommendation from present teacher
- Permission from the AP teacher
- Acceptable attendance record
- AP classes start one week early (attendance is mandatory)

- Parents/Guardians and students are to sign and turn in an **AP Student Expectations Agreement** on week after the first class meeting
- Students are encouraged to enroll in *no more than three* AP courses at a time. Special consideration may be given to some students who request to be enrolled in more than three AP courses

## AP Expectations

- AP classes are equivalent to college level classes. A college textbook will be used and will require a high level of reading comprehension. Assignments and course requirements will reflect college rigor.
- Study time required for an AP course is generally one to two hours per night. Time management is very important in meeting the demands of an AP course. Students are encouraged to evaluate their personal situation as they consider taking a part-time job or overextending themselves with co-curricular activities.

## Department Requirements

Each department may set requirements and prerequisites, including reading scores, summer work, recommended PSAT scores, math diagnostic tests, grades in prior classes, AP teacher approval, attendance record and any other assessment tool as long as standards are approved by the Chief Academic Officer and AP Program Coordinator.

## AP Benefits for Students

- Prepares students for college work
- Enhances standardized (PSAT, SAT, SAT Subject) test taking skills
- Improves students' chances of getting into competitive colleges
- Gives students a head start toward meeting college requirements
- Builds self-confidence
- Challenges students to use upper level critical thinking and writing skills
- Allows students to explore subject matter in depth
- Students earn an extra grade point for the weighted GPA

## Standards for Continued Enrollment in AP Courses

- Attendance is required. Ten absences will result in lowering the semester grade by 10%. Students exceeding this guideline may be asked to withdraw from the class at the discretion of the instructor and the approval of the principal.
- Students must maintain a grade of C or better for each grading period. Students falling **below a C** may be asked to withdraw from the course.
- Students who drop an AP class after **5** weeks in the first quarter will result in a "Drop F" on their transcript.

- Students who receive a D will NOT receive an extra grade point increase.
- Students whose classroom behavior and work ethic do not meet the standards necessary for academic success in an AP course may be required to drop the course.

## **Summer Assignments**

- AP classes may have summer assignments. Students who fail to complete the summer work that meets acceptable standards will not be eligible to register for the course. Completion of summer work is not a guarantee of acceptance.
- AP summer work will be posted on the Linfield website
- All summer due dates are determined by the individual AP teachers

## **AP Grading**

- All grades are earned during the course of the year. Some teachers may include performance on the national exam as part of the student's 4<sup>th</sup> quarter grade.
- An extra grade point for the weighted GPA is only awarded to grades of C- and above.
- Students transferring from AP to regular classes will have their grade raised 5% points.

## The AP Exam

- Each Advanced Placement subject area has a defined curriculum and a corresponding test administered through the College Board. The AP test for any particular course is given on a scheduled day in May throughout the country.
- A student can score from 1-5 on the exam. Many universities will give college credit or advanced standing for scores in the 3-5 range.
- All students enrolled in the course by the end of week three of the second semester are **required** to take the AP examination. Financial hardship cases must go through the Counseling office.

## Post AP Exam Time

Linfield expects AP classes to continue the learning process after the national exam is taken in mid-May. Students continue to work to meet course credit requirements after the national exam. This is a time for students to create a project, present a PowerPoint presentation, pursue readings, or any other group or individual student-centered activity.

## Tests/Alternative Assessment/ Final Examination

- Each AP course must give a fall semester final exam
- As much as possible the final exams must be similar to the AP national exam

## Standards for Teachers

- The teacher must create, submit and follow the course outline submitted to the College Board and fulfill the curricular requirements for the AP subject as outlined in College Board curriculum guides.
- Experienced AP teachers are encouraged to stay abreast of curricular and exam changes through the AP Central website, as well as through periodic attendance at Saturday College Board workshops or week long summer institutes in their field.
- Teachers are encouraged to consult the AP Central website <http://apcentral.collegeboard.com/apc/Controller.jsp> for lesson plan ideas, announcements, curriculum, news and other helpful information.
- Teachers must demonstrate professional growth in their subject area by reading materials, attending workshops, visiting a master teacher, or other opportunities.
- All summer work assignments and due dates must be sent to the Chief Academic Officer and AP Program Coordinator by mid-May.
- At a minimum, one major grade should be assigned after the national exam period for the weeks that remain of the 4th quarter.
- Teachers must administer a Spring semester final, which can be a final exam, a project or other alternative assessment.

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