

Iowa Online AP® Academy **Policies and Requirements**

IOAPA Policies and Requirements

About

The Iowa Online AP® Academy provides free online above-level courses to Iowa students who do not have access to on-site versions of such courses. The program was designed with talented students from small, rural schools in mind, but it is not exclusive to that population.

Courses include AP® courses for high school students and high school-level courses for eligible middle school students. Middle school courses are not AP® courses; rather, they are AP-preparatory, intended to equip students with sufficient skills and background knowledge to be prepared for future AP® courses in high school.

We hold two annual registration periods: one in late fall (for courses to be started the following spring semester), and one in late spring (for courses to be started the following fall semester). To enroll students in Iowa Online AP® Academy courses, certain requirements must be met (see below). If these requirements are met, the school's designated site coordinator should then register the school and students (see the "Getting Started" Guide).

Requirements

01 School Eligibility

- 1.) The school must be an accredited school in the state of Iowa. Home schooled students may take Iowa Online AP® Academy courses only if they sign up through an accredited Iowa school.
- 2.) The course must not currently be offered through the school district (or, in the case of middle school students, the course must not be offered at the student's grade level).
- 3.) Iowa Online AP® Academy courses must be scheduled into part of the students' regular school day. Schools should provide a designated time and space within the school building for students to work on each course.
- 4.) The school must not enroll more than 8 students per course.
- 5.) The school district must provide a course mentor (a teacher employed by the school district and licensed through the state of Iowa) and site coordinator (typically a TAG teacher or school guidance counselor) for their Iowa Online AP® Academy student(s). See below for details.
- 6.) The school district must provide lab space and equipment for all science courses (if applicable).
- 7.) The school must provide the needed technology and textbooks required for course completion.
- 8.) When students take the AP® exam at the end of the school year, the school or student must pay the exam fee. IOAPA may provide some AP Exam Scholarships.

02 Student Eligibility

High School

Students should be able to handle the academic rigor of a college level course, as well as the self-discipline and motivation necessary for an online course. Additionally, students should not be over-committed in their curricular and/or extracurricular activities. Please review suggested prerequisites listed in the course catalog, and use pre-tests for AP Calculus AB, AP Chemistry, AP Physics B, and AP Statistics.

Middle School

Please see our separate document that more fully states middle school recommendations.

Cost and Potential Fees

The Iowa Online AP® Academy covers all course fees for Iowa students, and schools provide the necessary course materials, lab equipment (if applicable), and technology required for course completion.

If a high school student chooses to drop an IOAPA course more than 13 school days after the start of the course, the school will be assessed a \$350 cancellation fee for each course he/she drops. Additionally, if a high school student is not active on his/her course for 21 consecutive school days, he/she will be dropped from the course and the school will be assessed the same \$350 cancellation fee. The drop fee currently applies only to high school students.

Additional Policies and Requirements

- Full-year courses cannot be started mid-year.
- Students who enroll in a full-year course are automatically enrolled in both semesters of the course. If a student does not wish to continue the course after completion of the fall semester, the school should let us know before the spring semester's drop deadline. Schools who do not notify us before the deadline are subject to the cancellation fee (see below).
- Students who fail the first semester of a full-year course will automatically be dropped from the second semester unless schools petition for an exception.
- If any student decides to drop a course, the site coordinator should contact the Belin-Blank Center to remove the student from the course. Please do not attempt to drop the student yourself.

Required Personnel

Each school designates a site coordinator and a mentor. (These can be the same person, but do not have to be). Site coordinators are typically teachers, TAG coordinators, and/or guidance counselors. Site coordinators are responsible for registering their school, enrolling students, making arrangements for course materials, and allocating time in the student's regular school day and space in the building for the student to work on the course.

Mentors must be licensed teachers in the state of Iowa. Mentors are responsible for proctoring exams/assignments, supervising students, and providing moral support, encouragement, and assistance to students as needed. Mentors are not responsible for answering questions about course content; rather, they can encourage students to contact their course instructors. The daily face-to-face support of Iowa Online AP® Academy mentors is crucial to student success.

As a small token of appreciation for this support, the Iowa Online AP® Academy provides mentors with a stipend of \$250 per semester, paid at the end of the semester. For more information relevant to site coordinators and mentors, please see our Site Coordinator and Mentor Handbook.



The Iowa Online AP® Academy covers all course fees for Iowa students, and schools provide the necessary course materials, lab equipment (if applicable), and technology required for course completion.