

ADMINISTRATIVE PROCEDURE

ADVANCED PLACEMENT PROGRAM

6143

Procedure No.

September 2, 2021

Date

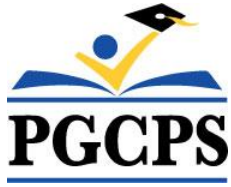
- I. **PURPOSE:** This administrative procedure shall establish guidelines for consistency within Prince George’s County Public Schools for Advanced Placement opportunities.
- II. **POLICY:** The Board of Education of the Prince George’s County Public Schools believes that all students can learn and achieve at high levels, that rigorous performance standards and achievement standards are essential components of developing and delivering quality instruction, and that regular assessment is an important component of an effective teaching and learning environment and an important tool in measuring students’ learning. (Board Policy 5121)
- III. **BACKGROUND:** Advanced Placement (AP) is a program in the United States and Canada created by the College Board which offers college-level curricula and examinations to high school students. American colleges and universities may grant placement and course credit to students who obtain high scores on the examinations.

The College Board’s Advanced Placement (AP) program’s major focus is to facilitate the transition of high school students into successful college experiences. The thirty-four courses offered by the College Board are developed in conjunction with college and university faculty members. The AP program allows students to complete college-level studies while still in high school. All students enrolled in the program are encouraged to take the respective AP course exam and are awarded weighted grades for the additional work required by the courses. Each student must check with the desired college/university to determine the respective requirements to earn course credit for an AP course.

The College Board has been working diligently to provide all students with the opportunity to take a rigorous high school curriculum by expanding access to AP, especially to underrepresented minorities. Through the use of the Preliminary SAT and AP Potential, a web-based program, students will be identified who may not be enrolled in honors/challenging courses. School counselors can notify parents of the student’s potential and encourage the students to enroll in courses that will be more academically challenging.

IV. **DEFINITIONS:**

- A. **Advanced Placement:** College Board AP courses providing an opportunity for a rigorous college-level curriculum.
- B. **Weighted Grade:** In the AP program, selected courses are approved for additional weighting. The letter grade for the AP course will be converted to numerical equivalents when computing the high school Grade Point Average (GPA) as follows: A=5.0; B=4.0; C=3.0; D=2.0; E=0.



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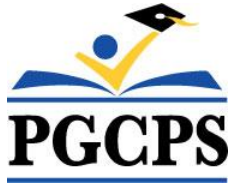
V. PROCEDURES:

A. **Teachers**

1. Teachers of an AP course must have a College Board account and be registered with the College Board as the teacher of record for the AP course.
2. All AP classes must be set up in MyAP at the beginning of each school year allowing students to join the class and register for the exam.
3. Teachers of an AP course must complete the initial audit as outlined by College Board to have their syllabus approved and course officially authorized.
4. Teachers of an AP course must review the College Board Unit Guides and submit their course syllabus to the College Board annually.
5. Teachers must ensure their course is reauthorized by the College Board each school year.
6. Teachers must participate in College Board sponsored training for their respective content area every 3-5 years, as made available, to begin or continue teaching AP courses.
7. Teachers of an AP course must read and adhere to guidelines in the Course Exam and Description Binder provided by College Board to ensure the course is being taught with fidelity and aligned to the outcomes set forth by College Board for student success.

B. **Summer Assignments for Students Prior to the Course**

1. Summer assignments for AP students are at the discretion of the high school principal.
2. If school policy allows for summer assignments to be assigned, appropriate support must be in place to ensure students are given access to assistance and resources. Students must receive complete instructions on how and where to access necessary resources.
3. Grading of summer assignments should provide students with feedback to support their understanding of the content, but should not impact their grades for the upcoming school year.
4. Students who enroll late or transfer in must be given every opportunity to complete the assignment.
5. Summer assignments should be of reasonable length and students must know the exact date they are due upon returning for the new school year.



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C. Entrance Criteria for Student Enrollment in AP Courses

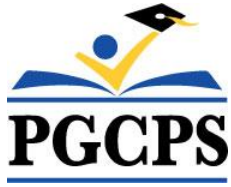
1. PGCPS has an open access policy for AP courses. Students should not be denied access to AP courses. Schools should follow the guidelines in the Administrative Procedure 6150 Educational Requirements and Options to ensure students are following the proper course sequence.
2. A student's PSAT test score and other factors such as motivation and desire to succeed in the course should be considered for entry into an AP course, but should not limit a student's access to AP courses.
3. All interested students should be provided the opportunity to take an AP course.
 - a. It is recommended that schools provide opportunities for remediation for students who are not successful in an AP course prior to their removal from that course.
 - b. AP courses should be promoted to and accessible for all students. No barriers should be created for any student who desires to participate in AP coursework.
4. It is recommended that every high school host an AP Academic Fair allowing students to engage with the teachers to make an informed decision on which AP course(s) to take.

D. AP Seminar Courses

1. This elective seminar course provides students with the opportunity to act as independent learners within their concurrent AP course(s). Students will use this allocated time to organize notes, complete assignments, work on projects, and practice additional skills necessary to pass the AP Exam. The course is recommended as a companion to their standard credit-based AP class for students who require additional practice, guidance, and experience beyond the available instructional time.
2. This is not a required course for students, but students should be strongly encouraged to take the course for additional support with the AP course content and exam preparation.
3. Students participating in the seminar course should receive two grades a week based on completion of and/or participation in identified classroom and homework assignments.
4. This course is NOT the AP Seminar course associated with the Capstone Program.

E. The AP Exam

1. AP Coordinators must read and adhere to ALL guidelines in the Supervisor



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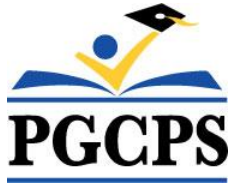
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Manual for AP Exams.

2. AP Coordinators must set up the AP Registration and Ordering System at the beginning of each school year to ensure all AP classes are created and students are able to join their AP class.
3. All students should be encouraged to take the corresponding AP Exam.
4. AP Exams are given on a predetermined schedule in May of each year.
5. Students do not need to be enrolled in an AP class in order to take the exam. AP Exam scores may earn the successful student college credits, although credit/placement is entirely at the discretion of the individual college/university.
6. Students who choose to take an AP Exam, but are not enrolled in the AP course, will not receive credit for that course.
7. Students who plan to take the AP Exam at the end of the year, must register through their account at myap.collegeboard.org by October 31st of each school year.
8. AP Coordinators must collect all AP Exam Acknowledgement Forms by October 31st to confirm exam participation by students.
9. Students who are granted permission by their zoned school to enroll in an AP online course are also encouraged to take the AP Exam.
10. Additional information on AP Exam fees and payment is available at www.pgcps.org/ap.

F. **Students with IEPs and 504s**

1. The 504 plan and IEP of all students who are taking AP courses must be reviewed in October to ensure accommodations are offered for classroom instruction.
2. The AP Coordinator should work with the Services for Students with Disabilities (SSD) Coordinator at their school to identify any students in AP classes who are eligible for exam accommodations.
3. If a student and/or parent requests 504 and/or IEP accommodations for an AP Exam, that request must be submitted to the College Board by the AP Coordinator and/or the SSD Coordinator in time to meet the established College Board deadline. All exam accommodations are reviewed and approved by the College Board.



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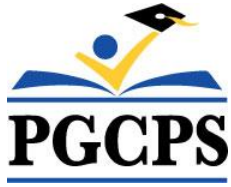
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G. Students Withdrawing from an AP Course

1. Students should document their concerns in writing as to why they want to withdraw from an AP course and submit to their Professional School Counselor.
2. The AP teacher should provide students with support before a student is allowed to drop an AP course.
3. Professional School Counselors should discuss all options with the students and parents before dropping the course.
4. Students may withdraw from the AP class once steps “a” and “b” have been completed and there is no resolution.
5. See Administrative Procedure 5121.3 Grading and Reporting High School for withdrawal procedures.

VI. COMPLIANCE AND MONITORING:

- A. Schools will keep a copy of each student’s request to withdraw letter and the support plan that was implemented before a student was allowed to drop a course. The folder should be titled Advanced Placement Course Withdrawal and should include the school year in the title. There should be a folder for each school year.
- B. Teachers of an AP course must have a College Board account and be registered with the College Board as the teacher of record for the AP course.
- C. AP Coordinators must set up all AP classes in MyAP at the beginning of each school year allowing students to join the class and register for the exam.
- D. Teachers of an AP course must complete the initial audit as outlined by College Board to have their syllabus approved and course officially authorized.
- E. Teachers of an AP course must review the College Board Unit Guides and submit their course syllabus to the College Board annually.
- F. Teachers must ensure their course is reauthorized by the College Board each school year.
- G. Teachers must participate in College Board sponsored training for their respective content area every 3-5 years, as made available, to begin or continue teaching AP courses.
- H. Teachers of an AP course must read and adhere to guidelines in the Course Exam and Description Binder provided by College Board to ensure the course is being taught with fidelity and aligned to the outcomes set forth by College Board for student success.
- I. AP Coordinators must read and adhere to ALL guidelines in the Supervisor Manual for



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AP Exams.

- J. AP Coordinators must set up the AP Registration and Ordering System at the beginning of each school year to ensure all AP classes are created and students are able to join their AP class.
- K. AP Coordinators must collect all AP Exam Acknowledgement Forms by October 31st to confirm exam participation by students.
- L. The AP Coordinator should work with the Services for Students with Disabilities (SSD) Coordinator at their school to identify any students in AP classes who are eligible for exam accommodations.

VII. **RELATED PROCEDURES:**

- Administrative Procedure 6150, Educational Requirements and Options in Secondary Schools;
- Administrative Procedure 5121.3, Grading and Reporting for High Schools, Grade Nine Through Grade Twelve; and
- Administrative Procedure 5123.2, General Procedures Pertaining to Promotion, Retention and Acceleration of Students.

VIII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Department Curriculum and Instruction within the Division of Academics which is responsible for procedural review and update.

IX. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new procedure.

X. **EFFECTIVE DATE:** September 2, 2021