



2017 Summer School Guidelines

Online learning provides flexibility for students to enjoy summer and earn high school credits. Students work at their own pace and time within the summer school parameters. Online courses are definitely more convenient and flexible, but are in some ways more difficult. Self-motivation and good time management are essential. Online learning requires a significant commitment of time and effort in order to be successful. **Students should be able to commit to approximately 16 hours a week per course.**

Enrollment

- **The summer session registration window is April 10 – June 1, 2017. Schools may request to open registration early.**
 - (Schools may open early and close earlier and/or extend the closing to June 9.)
- If the student is not sure they will need a course, it is suggested that the student go ahead and register. The student may withdraw if they pass the course at school.
- IOA offers one (1) Summer School session: **June 5 - July 20.**
- All course work must be completed by July 16.
- **Final exams will be scheduled at the school July 17 – 20. The final exam must be taken by July 20.** The final exam schedule is determined by the high school.
- Due to the condensed time frame of the summer session, students should enroll in a maximum of TWO (2) courses.
- **Students will NOT be able to enroll in both PE I and PE II.** Students may enroll in only one PE course.
- If the student plans to take TWO courses, they must register for both courses before registration ends.
- **Students will be required to work in BOTH semesters/course at the same time.**
- **While it is not recommended, if a student enrolls in both semesters of the following courses, the student MUST complete the first semester by June 26 to be eligible to move on into the second semester and complete it by July 20. Students may take both final course exams during the last week, or take the 1st semester exam in June at an alternate location other than the school. SEQUENTIAL COURSES:**
 - Algebra I & II
 - Geometry
 - Chemistry
 - Chinese I, II
 - French I, II
 - Spanish I, II, & III

Technology Requirements

- The student must have an active e-mail address, daily internet access and possess basic computer skills.
- INTERNET ACCESS - High speed, cable or wireless.
- Browser - Chrome or Firefox. Safari is problematic in some courses.
- Word processing, spreadsheet, presentation, Adobe Flash and updated Java programs are needed. (Microsoft Office products or Google).
- Course content may not be mobile friendly, which includes, iPhones and tablets.

Student Progress / Withdrawal Procedure

Students are given 7 weeks to complete the course(s). Students must complete 20% of the course work by June 19, 2017. Students are able to work on their own time and pace, but must progress on a consistent basis to successfully complete the course(s) within the 7 weeks. The withdrawal policy is as follows:

- Should a student choose to withdraw from a course before June 19 there will be no penalty. A Withdrawal will be reported to the school.
- To process a withdrawal, click on "Submit a Ticket" within the student's course and complete the withdrawal request.
- Be sure to include the student's name and title of the course.
- **Should a student choose not to complete the course after the 15 day withdrawal period, no refund will be issued. A failing grade will be reported to the school.**
- **Students must complete the Welcome Folder and at least 20% of the assignments by JUNE 19. Students who do not meet this requirement will be automatically withdrawn from the course, and a Withdrawal will be reported to the school.**
- If a student is automatically withdrawn, the student may petition the IOA administration office to be reinstated within three (3) days of being withdrawn.
- Students not enrolled in the sequential courses mentioned above, must complete all course work by July 16th.

Final Exams

Final Exams will be administered at the student's home school of enrollment July 17 – 20. The school determines the final exam schedule. After June 30th, students will be able to register through his/her account for the date and times of their exam.

If a student will not be available to take the final exam during the scheduled dates, he/she must seek other arrangements with a local library, learning center, community college or school in the area. Late final exams will not be accepted. All final exams must be completed by July 20, 2017. There are NO exceptions. Students who do not take the final exam will fail the course.

Final grades will be reported to the student's school by July 24, 2017

To enroll please visit the web site at www.indianaonlineacademy.org