

## Advanced Placement (AP) Waiver Policy

Students enrolled in Advanced Placement (AP) courses are expected to take the AP Exam in May. On rare occasions, a senior may use this form to seek a waiver from this requirement. Students granted an exemption from the AP Exam expectation retain a 1.2 grade weight for the course. Exam fees are nonrefundable.

### Opt-Out Criteria:

Students must meet all of the following criteria to be considered for an AP Exam waiver:

- Be a senior.
- Provide a compelling rationale for opting out of the AP Exam.
- Obtain permission to opt out from their parent(s)/guardian(s), course instructor, the Director of College Counseling, and the Vice President.

### Opt-Out Process:

Students who wish to opt out of taking the AP Exam must follow the procedure outlined below:

- Complete the **Advanced Placement Course Waiver Form**. Students who wish to opt out of multiple AP Exams must complete a separate waiver form for each course in which they are requesting an exam exemption.
- Obtain written approval from the following individuals:
  - The student themselves
  - The student's primary parent(s) or guardian(s) as listed in PowerSchool
  - The course instructor
  - The Director of College Counseling
  - The Vice President

### Deadline:

All completed and fully approved AP Course Waiver Forms must be submitted to the Registrar no later than April 15.

## Course Information

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Course: \_\_\_\_\_ Instructor: \_\_\_\_\_ Year: 20\_\_ - 20\_\_

Reason for this Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Required Approvals

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Course Instructor Signature

\_\_\_\_\_  
Director of College Counseling Signature

\_\_\_\_\_  
Vice President Signature

\_\_\_\_\_  
Parent/Guardian Signature