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**Title of Policy:** On-Line Courses**Date Approved:** January 2013**Approved By:** Administration, Student Services Personnel

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**Purpose:** To provide clear and consistent guidelines surrounding students participating in On-Line courses.

**Scope:** This policy applies to all Rockway faculty and students (full and part-time).

**Policy:**

1. **Limited Number:** Rockway students will be allowed to enroll in only one On-Line course at a time. Students must have fully completed one course before enrolling in a second On-Line course. (Rationale: This limit acknowledges that On-Line courses are difficult for students to successfully complete because no teachers are involved for supervision or support. Further, a limit ensures that the work load of On-Line courses is respected alongside the workload of Rockway courses.)
2. **Enrolment Restrictions:** Rockway students will be allowed to enroll in an On-Line course only if they fulfill the minimum course load requirements as described in the Course Calendar and one or more of the following are in place.

Online Courses may be limited to Grade 11 and 12 Students based on the individual student's suitability for self-directed learning. An assessment of this will be completed by teachers and student services.

Note: Universities reserve the right to penalize students for repeated a Grade 12 course, so careful consideration of repeating a course is advised.

- a. **Course Offering:** Students will be allowed to enroll in an On-Line course if the course is not offered by Rockway (Rationale: In this situation an On-Line course can be a positive way for students to expand course credit offerings.)
- b. **Timetable Conflict:** Students will be allowed to enroll in an On-Line course if a timetable conflict prevents a student from taking the course at Rockway. If a student's timetable can be adjusted to take the course at Rockway this will happen as a priority. The school will not enroll students in an On-Line course if and when the same course is available to them in their timetable. (Rationale: We offer courses using teacher expertise and support for the benefit of students. Students pay tuition for our courses - and there is no tuition reduction if they take an On-Line course instead. Students need to work with and learn from all kinds of teachers - even those whom they may not consider a "favorite".)
- c. **Taking a Course Again:** A student will be allowed to enrol in an On-Line course if they have completed the course at Rockway and want to take the same course again in order to earn a higher grade. (Rationale: Students taking the same course in school from the same

teacher does not typically result in significant academic improvement. The option of re-taking the course in a different format may help student academic performance.)