



Elective Course Policy for BCS

1. Introduction

At BCS, we believe in providing our students with a holistic education, leveraging both traditional and online platforms. Through our partnership with Liberty University Online Academy (LUOA) and other approved online providers, we offer an array of online elective courses to supplement the educational experience of our junior and senior students.

2. Course Selection Criteria

BCS juniors and seniors are presented courses eligible for elective credit. It's important to note that if an online course mirrors a subject already offered in-person at BCS, students will not be permitted to opt for the online version.

3. In-school LUOA Work Periods

To support our students' online learning journey, BCS has integrated dedicated online periods within the school schedule. Students are expected to commit this time exclusively to their online coursework. Furthermore, a designated facilitator will oversee these sessions, ensuring that students remain focused on their online assignments. This facilitator will periodically provide progress updates to students and their families, ensuring transparency and keeping everyone informed.

4. Drop/Add Course Process

Any changes to online course selections should be approached with care. Students wishing to add or drop a course must complete the Drop/Add Process and form, available at the upper school administration office. Changes are considered solely for valid educational reasons, excluding preferences like changing lunch periods or specific instructors. The principal retains the authority to review and approve any schedule change requests.

5. Withdrawal and Schedule Changes (LUOA)

Course Drop Before Start: A student can drop a course before its commencement. This ensures flexibility in course selection and allows for last-minute changes in academic strategy.

Inactivity-Based Drops: Inactivity in online courses is identified by a failure to submit assignments via Canvas. It's important to note that simply logging into the vendor platform or merely accessing course materials doesn't qualify as active participation. If a student remains inactive:

- **Before 30 days:** The student can drop the course upon request, resulting in a full tuition refund to the school.
- **After 30 days of inactivity, LUOA will assign the student an FN (Failure for Non-Completion) grade.** Before this action, LUOA dispatches reminder emails on the 7th, 14th, 21st, and 28th days of inactivity.

30-Day Trial Period: LUOA provides a risk-free 30-day trial for their program. Opting for withdrawal before the commencement of the second month will result in:

- The student receives a withdrawal (W) designation.
- A full refund of the tuition to the school.

However, any withdrawal past this 30-day window will lead to any charges being the responsibility of the student.

Post-Trial Period Withdrawal: If a student decides to withdraw after the initial 30 days but before the last month of the course, the following will ensue:

- The course will attract charges, and the family will be financially responsible.
- Such withdrawals must be initiated by contacting the academic advising team at LUOA. It's mandatory for a parent/guardian to formally request the withdrawal, post which the academic advisor will oversee the withdrawal process and coordinate with Student Accounts for any financial updates.

Last 30 Days Rule: It's crucial to highlight that students cannot withdraw during the final 30 days of their course. This is to ensure academic integrity and commitment to course completion.

6. Course Change Procedures

Any request for a course change is rooted in academic necessity. Such changes are facilitated through a conference involving the student, the parent/guardian, and an administrator, ensuring the student's academic success is at the forefront of the decision.

7. Completion Expectations

BCS holds the expectation that any online course initiated during the school year will be concluded by the end of the school calendar and for graduating seniors, 10 days prior to graduation. Although online course end dates might extend beyond BCS's academic calendar, our students must wrap up their online coursework within our school year framework.

8. Course Fees and Payment

During the academic year, the cost of LUOA courses is shared by BCS and the participating student. Courses undertaken during the summer months will be the financial responsibility of the student's family. The cost of online courses will be charged through FACTS. The costs of online courses from LUOA and Liberty University during the 2025-2026 school year are:

For high school courses take through LUOA:	\$100 for .5 credit; \$200 for 1 credit
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For college credit courses with Liberty University:	\$200 for 1 credit and \$50 for each additional credit.
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The cost of courses approved by the administration from other providers are the responsibility of the student's family. In addition, BCS does not extend onsite support for summer courses. For summer course enrollments, parents are encouraged to contact the upper campus administration office and complete the FACTS form, facilitating a smooth billing process.

9. Conclusion

BCS's adoption of online elective courses underscores our commitment to diversified learning opportunities. It is essential that students, with the guidance of their families, make thoughtful course choices and adhere to the outlined policies, ensuring a seamless and enriching educational journey.