



## Prescheduling Information 2022-2023 School Year

*This form contains important information concerning the prescheduling of courses for the coming 2020-2021 school year at AIS-Salzburg. Please contact the school office with any questions: [pmclean@ais-salzburg.at](mailto:pmclean@ais-salzburg.at)*

### **Information: School-wide Academic Promotion Requirements**

This important information concerns the AIS-Salzburg academic requirements for promotion to the next grade level following the completion of an academic year as well as prescheduling information for the coming academic year. Please review this information carefully and let us know if you have any questions concerning any aspect of these policies and requirements.

#### **I. Definitions**

**Promotion:** The progression from the present grade level to the next the following the completion of an academic school year composed of three trimesters and a final examination week.

**Academic Credits:** Credits are granted and received by the student for the successful completion of academic courses including those courses that are required as well as elective. The AIS-Salzburg Diploma is awarded to students upon successful completion of the program and the collection of a minimum number of academic credits in the various subject areas (see Diploma Requirements below). Academic credit is received only in courses at the high school level (grades 9 - 12). A full academic credit of 1.0 is received for successful completion of any high school course that meets for a minimum of four instructional hours per week through three trimesters. Partial credit (e.g., 0.5, 0.25) is awarded for successful completion of those courses that meet for less than four instructional hours per week or for less than three trimesters of the school year. Academic credit is awarded equally for all passing grades: a grade average of 60% or 100% are each awarded the same academic credit. For information on the credit assigned to particular courses please go [here](#).

**Passing Grades/Grade Averages:** Successfully passing of any given course at AIS-Salzburg is dependent upon receiving an average final grade of 60% or above. Grade averages below 60% for the year are considered failures and do not receive credit. Students and parents can remain immediately informed of all grade averages at any time throughout the academic year by logging into the PowerSchool® online information system.

**Final Grades:** The final grade for any course that meets throughout the school year at AIS-Salzburg is composed of four equal elements (25% each): Fall Trimester grade average; Winter Trimester grade average; Spring Trimester grade average; and Final examination (in grades 9, 10 and 11). In grade 12, the students are not required to sit final examinations, so the final grade average is composed only of the three trimester grades (33% each). In the junior-high grades (7 and 8), the three trimester grade results are averaged at 33% each as well.

**Grade-Point Averages:** GPAs are a numeric indicator of overall, average achievement in all courses taken at AIS-Salzburg (cumulative GPA) or for a particular school year (non-cumulative GPA). Grade-point averages are determined by granting a numeric value to the letter grades earned, totaling these, and then averaging them for a final indicator. Please note that at AIS-Salzburg, GPAs are weighted in that the points earned in full-credit courses are weighted proportionally more than those for partial-credit courses. A minimum cumulative GPA of 1.500 (exactly between a D+ and C-) is required for promotion and the awarding of the AIS-Salzburg High School Diploma. Final GPAs for any given school year are calculated once all grades have been submitted to the administration by the teaching faculty. More detailed information can be found [here](#).

**Final Examinations:** Comprehensive final examinations are an academic requirement in all high school grades except the 12th. Final examinations account for 25% of the final grade average in any relevant course and must be passed with a 60% minimum grade in order to earn credit in the course for the year. Even if the mathematical average of the four grade elements is above 60%, failure on the final examination forfeits the awarding of credit in the course. All final examinations are comprehensive of the material presented during the school year by the instructor.

**Required Courses:** Most of the academic courses at the school are required courses in which all students must be enrolled in at the grade level. These include: 2 English courses, 1 course in mathematics, 1 in science, 1 in social studies, and 1 in German language as well as physical education, ethics seminar, and an elective course.

**Elective Courses:** Elective courses are those which a student can freely choose to include in their schedule. All students are required to take at least one elective course each year except for seniors whereby the Senior Project requirements replaces the elective course requirement in grade 12 during the Fall and Winter Trimesters.

**Transcripts:** Transcripts are official records of a student's academic progress during any period of enrollment at the school. Transcripts officially confirm: (a) courses in which the student has been enrolled; (b) grades earned during each of the three trimesters and on a final examination if applicable; (c) the final, year-end grade average; and the amount of credit granted the student.

**Diploma Requirements:** Following four years of high school, a student is awarded the AIS-Salzburg Diploma based upon the total number of academic credits received. On average, a high school student will earn between 6.5 and 7.5 academic credits annually. For the school's diploma, a student must earn a minimum of 26 academic credits distributed as follows:

**English I:** 4 credits (three for incoming sophomores; two for incoming juniors; 1 for incoming seniors)

**English II:** 4 credits (three for incoming sophomores; two for incoming juniors; 1 for incoming seniors)

**German Language:** 4 credits (three for incoming sophomores; two for incoming juniors; 1 for incoming seniors)

**Mathematics:** 3 credits including Mathematics 9 & 10 and either Precalculus or Advanced Mathematics

**Science:** 3 credits including Biology, Chemistry and Physics or AP Environmental Science

**Social Studies:** 3 credits including World Cultures and U.S. History

**Math/Science:** 1 credit in a mathematics or science course at least one level higher than the minimum requirements

**Healthy Lifestyle Requirement (PE):** 2 credits (0.5 credits per year, each year)

**Electives:** 2 credits (0.5 credits per year, each year)

**Transferred Credits:** Students who were not enrolled at AIS-Salzburg during any of the four years of high school (grades 9, 10, and 11) have credits transferred to AIS-Salzburg through an evaluation process (Credit Transfer Analysis) which generally takes place at the time of application and the results remain in the official student file. If a student, for example, enrolls in grade 11 at AIS-Salzburg officially, a credit transfer has taken place whereby the academic work done at the previous school are recognized by the AIS-Salzburg administration and are added to the total to meet our diploma requirements. These transferred credits, however, do not appear on our official school transcripts which list coursework done and results achieved at AIS-Salzburg exclusively. All students must present official transcripts for any previous high school academic year before the start of the school year in September.

## ***II. Schedule Offerings, 2022-2023 School Year***

The following courses will be offered at AIS-Salzburg for the 2022-2023 school year:

### **Grade 7**

Junior High English Literature & Composition  
Junior High English Nonfiction & Communication  
Junior High Mathematics I  
Junior High Science  
World History  
German Language (at any appropriate level)  
Elective  
Junior High Ethics Seminar  
Healthy Lifestyle Requirement

### **Grade 8**

Junior High English Literature & Composition  
Junior High English Nonfiction & Communication  
Junior High Mathematics II  
Junior High Science

World Geography  
German Language (at any appropriate level)  
Elective  
Junior High Ethics Seminar  
Healthy Lifestyle Requirement

### **Grade 9**

English 9 Literature & Composition  
English 9 Nonfiction & Communication  
Mathematics 9  
Biology  
World Cultures  
German Language or Literature (at any appropriate level)  
Elective  
Ethics Seminar II  
Healthy Lifestyle Requirement

### **Grade 10**

English 10 Literature & Composition  
English 10 Nonfiction & Communication  
Mathematics 10  
Chemistry  
United States History  
German Language or Literature (at any appropriate level)  
Elective  
Ethics Seminar III  
Healthy Lifestyle Requirement

### **Grade 11**

English 11 Literature & Composition  
English 11 Nonfiction & Communication  
Precalculus  
Physics or AP® Environmental Science  
AP® Human Geography  
German Language or Literature (at any appropriate level)  
Elective  
Ethics Seminar IV  
Healthy Lifestyle Requirement

### **Grade 12**

English 12 Literature & Composition or AP® English Literature  
English 12 Humanities  
AP® Calculus AB or Advanced Mathematics  
AP® Chemistry or AP® Environmental Science  
AP® European History or AP® Psychology  
German Language or Literature (at any appropriate level)  
Senior Project  
Ethics Seminar V  
Healthy Lifestyle Requirement  
Elective (Spring Trimester only)

#### *Notes:*

- a. German IV/V is considered AP® level.*
- b. German level is independent of grade level and determined by transcripts and pretesting.*
- c. Electives offered in 2022-2023 include (tentatively): Studio Art, Music Lessons, Yearbook, German Tutorials, French Language and Culture, Spanish Language and Culture, Italian Language and Culture, and Drama*
- d. Load requirements demand that all students are enrolled in all subject areas each year at AIS-Salzburg unless mitigating circumstances are recognized by the school administration.*
- e. All students in grades 7 through 12 will have one period of study time built into their schedule in 2022-2023 except those who choose to add an additional course during this period.*
- f. Enrollment in AP® level courses in grades 11 and 12 are dependent upon teacher and administrative approval.*

### III. Preschedules

Students enrolled for the 2022-2023 school year who have submitted an Admissions Agreement to the front office, will receive a preschedule which indicates which courses will be in their academic schedules for the upcoming school year. Where there are choices of courses, the administration will query the students as to their preference and they will confirm this in September. During this prescheduling period, only the full-credit academic courses are listed. Electives may be chosen at the start of the school year or during the summer months. Prescheduling assists the school administration in identifying the numbers of students enrolled in any given course as well as determine staffing assignments. Prescheduling for 2022-2023 for returning students will take place in May and confirmed over the summer.

### IV. Frequently Asked Questions (FAQ)

***Q: I may fail one of my full-credit, required courses this year. Will I be promoted to the next grade level and will I have to re- take the course and earn the credit later?***

All students who fail no more than one of their full-credit, required courses are promoted to the next grade level the following school year. However, the credit in the course failed will need to be made up at some point before graduation. Occasionally, this is possible by including the failed course in the following years' schedule (e.g., repeating a German Language course), but in most cases, this must be done by taking a recognized, accredited online course or summer course and sending the official transcripts to AIS-Salzburg. The course and credit will be transferred and listed on AIS-Salzburg transcripts, but the failure in the in-school course will remain listed as well.

***Q: I failed two of my full-credit, required courses this school year. What happens now?***

Failing two or more full-credit, required courses denies promotion to the next grade level in the following school year unless at least one of the courses is repeated and credit gained over the summer vacation period. Such coursework can be done through an online, accredited program with approval by the AIS-Salzburg administration and agreed to before study begins. If the course is successfully completed and transcripts received by the school, then the student is promoted to the next grade level. All failed courses but one must be made up over the summer months to avoid repeating the grade level of the previous year. Therefore, if three courses were failed, two would have to be made up over the summer. If four courses were failed, then three would have to be made up, etc.

***Q: If I passed all three of the trimesters with grades above 60% but failed the final examination in the course, will I receive credit?***

No. All required, full-credit courses with final examinations (in grades 9, 10 and 11) must be passed with a minimum grade of 60% or credit is not granted and the course is failed.

***Q: If I failed the final examination but my year average in the course is still above 60%, will I receive credit?***

No. All required, full-credit courses with final examinations (in grades 9, 10 and 11) must be passed with a minimum grade of 60% or credit is not granted and the course is failed.

***Q: If I failed a final examination and, therefore, the course for the year, can I retake the final examination later in the summer and try to pass?***

Unfortunately no. Since American high school diplomas are based upon academic credits and these are a summary of progress and achievement for the entire school year, resitting the examination alone is not enough to gain the credit. If any full-credit bearing course is failed, the entire course must be repeated in order to receive the credit.

***Q: If I fail my Precalculus mathematics course this year, do I have to make up the credit if I only need three mathematics credits in high school for the diploma minimally?***

No. If you fail the 11th grade Precalculus course, you may proceed to Advanced Mathematics in grade 12 and, by passing this course, achieve the minimum of three mathematics academic credits required for the diploma. The failure will remain on the transcripts, however.

***Q: How is the final grade average calculated?***

Each trimester grade is worth 25% and the final examination is also worth 25%. These four elements are averaged equally, resulting in the final grade which must be above 60% minimally to earn credit and be considered passing.

***Q: I would like to take two AP® science courses in high school and sit the exams because I would like to be accepted to a university to study medicine. Is this possible?***

Yes. the 2022-2023 master schedule allows both juniors and seniors to take an AP® science subject within their academic schedules, thereby granting the possibility of taking both AP® Chemistry as well as AP® Biology in their high school career. However, AP Psychology must be taken as well. This will present a very heavy academic load and does require that high grades have been earned in previous science courses taken and approval by the instructor and administration.

**Q: Can I change my schedule in September if I decide to take different courses than I prescheduled for?**

Yes. The prescheduling is only for preliminary information-gathering and is not finalized until the start of the school year in September. Please realize, however, that some courses will be full in September and the administration will have to give preference to those who requested them in their preschedules.

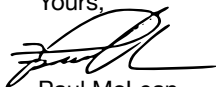
**Q: I will be new to the 10th, 11th or 12th grade at AIS-Salzburg and need further information to be able to consider an appropriate preschedule. Who can help me with this?**

The headmaster ([pmclean@ais-salzburg.at](mailto:pmclean@ais-salzburg.at)) as well as the college counselor ([jagardy@ais-salzburg.at](mailto:jagardy@ais-salzburg.at)) at AIS-Salzburg would be more than pleased to assist you with answering any questions you may have about your upcoming schedule. If you can answer a few questions about your university plans (even if these are vague presently), this will help us to advise you concerning subject areas in which you may have a choice of courses. In many cases, the application procedure has identified appropriate coursework and schedules previously and this has already been communicated. During vacation periods, you can contact the school office to receive assistance: [office@ais-salzburg.at](mailto:office@ais-salzburg.at)

## V. Conclusions

It is my hope that this information is helpful to you and that you are able to understand all of these important aspects of the topics of prescheduling, promotion, the awarding of credit, grade averages, etc. If questions remain, please contact us and we will try and assist you further with particular issues or questions.

Yours,



Paul McLean  
Headmaster  
AIS-Salzburg