

## **Academic Policies**

### **Academic Integrity**

A high standard of ethical behavior, scholarship, academic honesty, and integrity is expected from every student. To that end, any infractions that create or result in an unfair academic advantage for one student or disadvantage for another will be investigated. Infractions that are deemed to be in violation of this academic integrity standard encompass any act that compromises or subverts the integrity of the educational or research process. These offenses include, but are not limited to: cheating, fabrication, plagiarism, and facilitation by:

- Submitting work, in whole or part, that is not one's own without proper citation.
- Copying answers from peers during an examination.
- Using notes/materials during a semester exam without written instruction to do so.
- Permitting another student to copy one's work.
- Submitting work previously submitted in another class without appropriate citation and/or permission of the instructor.
- Otherwise misrepresenting academic achievement for evaluation or a grade.

Suspected academic integrity violations will be reported to the Sevenstar administration and appropriate consequences will be established in coordination with the student's family and/or school, based on the severity of the violation.

### **Proctored Semester Exams**

The purpose of semester exams is to assist in validating that students have demonstrated mastery of key course concepts and learning standards. Semester exams are not the sole determiner of student achievement; however, students are required to take these exams in order to be eligible for course credit. To maintain academic integrity, all semester exams are required to be proctored by an adult selected by the enrolling party (either family and/or school).

Prior to and/or during each exam, the proctor will:

- Review Sevenstar's [academic integrity policy](#) and monitor student adherence to it.
- Provide a distraction free environment for student testing.
- Ensure instructions are followed and only approved materials are utilized.
- Verify the identity of the student taking the semester exam.

## Grading and Course Credit

In an effort to support student learning and mastery of course material, learning outcomes are assessed through course assignments and assessments. As such, credit is awarded only for courses in which a cumulative semester grade of 60% or higher is earned through the completion of assignments and assessments (including semester exams) and the criteria of the [enrollment duration policy](#) are satisfied. A passing grade must be earned in both semesters of a two-semester course in order to be awarded the full 1.0 credit. A 0.5 credit will be awarded for a passing grade in a single semester. The following grading scale applies:

Percentage	GPA Non-Weighted	GPA Weighted (Honors)	GPA Weighted (AP and Dual Credit)
100.00 - 93.00	4.00	4.50	5.00
92.99 - 90.00	3.67	4.17	4.67
89.99 - 87.00	3.33	3.83	4.33
86.99 - 83.00	3.00	3.50	4.00
82.99 - 80.00	2.67	3.17	3.67
79.99 - 77.00	2.33	2.83	3.33
76.99 - 73.00	2.00	2.50	3.00
72.99 - 70.00	1.67	2.17	2.67
69.99 - 67.00	1.33	1.83	2.33
66.99 - 63.00	1.00	1.50	2.00
62.99 - 60.00	0.67	1.17	1.67
59.99 - 0.00	0	0	0

To ensure adequate time for comprehension and mastery, students should work consistently and regularly in their courses. While the pacing schedule provides a target due date for each assignment in the grade book, students should also work in the course between the target due dates on reading and learning activities. Consistent engagement, through the timely submission of all assignments and assessments, will encourage persistence in the course and provide students with ongoing feedback and support from the instructor.

As students move through a course:

- Assignments may be submitted ahead of the target due dates; however, students may not complete a 0.5 credit in less than 6 weeks or a 1.0 credit in less than 12 weeks (see [enrollment duration policy](#)).
- Late assignments will be graded with a temporary 0% starting on the 15th day after the target due date. All late assignments may be submitted before the semester exam, however any assignments submitted 15 or more days after the target due date will be graded with a 10% late work penalty. Once the semester exam is completed, all incomplete assignments will become a permanent 0%.
- Students must complete all assignments within the semester before starting to take their semester/segment exam(s). Any assignments that students have not completed before starting the first part of a semester/segment exam will become permanent zeros.
- Skipped assignments will be graded with a temporary 0%. Skipped assignments may be submitted before the semester exam to earn a grade. However, if the skipped assignment is submitted 15 or more days after the target due date, it will be graded with a 10% late work penalty.
- In accordance with the [enrollment changes policy](#), an enrollment change may be requested at any time to adjust the pacing schedule; however, students may not be enrolled in a 0.5 credit course for more than 6 months or a 1.0 credit course for more than 12 months from the original start date in the course.

**Students will not have target due dates and instructors are not required to respond, grade, or conduct office hours on the following dates:**

- Saturdays and Sundays
- Easter break (Observed from the Thursday before through the Monday following Easter)
- Memorial Day (Observed the last Monday of May.)
- Independence Day (Observed on the fourth day of July. If Independence Day falls on a Saturday, it will be observed on the Friday prior to. If it falls on a Sunday, it will be observed the Monday following Independence Day.)
- Labor Day (Observed the first Monday in September.)
- Thanksgiving break (Thanksgiving is observed on the fourth Thursday of November. The break will include the Wednesday prior to and the Friday following Thanksgiving.)
- Christmas break (Observed for two weeks around December 25th and January 1st with the goal of returning to coursework on January 3rd.)

### **Withdrawal and Incomplete Courses:**

An incomplete ("I") or withdrawal ("W") may be assigned when students have started working in a course but have not completed all required assignments. Upon request, students may be permitted to complete course work prior to the end of the [maximum allowable enrollment time](#). No credit is awarded for an incomplete or withdrawal; It is not denoted on the Sevenstar transcript, therefore, has no effect on GPA.

A student will automatically be dropped from a course and receive an incomplete ("I") if:

- he/she reaches the course end date without having completed the semester exam.
- a period of 30 days of inactivity passes without the enrolling party (school and/or family) having requested an enrollment change.

Students will be dropped from a course and receive a withdrawal ("W") if:

- the enrolling party (school and/or family) requests a student to be withdrawn from a course before all assignments are completed.

## Enrollment Policies

### Enrollment Duration

In order to account for unexpected delays, it is recommended that students be initially enrolled in each course for the maximum allowable time period. However, any duration requested by the enrolling party (either family and/or school) will be honored within these parameters:

Course Type	Minimum Allowable Time <sup>1</sup>	Maximum Allowable Time
1 semester (.5 credit)	6 weeks or 75 hours	6 months
2 semesters (1 credit)	12 weeks or 120 hours	12 months

<sup>1</sup> In order to earn credit, a student must submit at least one assignment each week during the minimum allowable time period or complete at least the minimum number of hours of active course participation inside the learning management system. A week is defined as starting on Monday 12:00 AM ET and ending on Sunday 11:59 PM ET.

### Enrollment Changes

A student occasionally needs to make changes to his/her initially requested enrollment duration due to illness, vacations, or other life circumstances. As such, the following enrollment changes are accommodated free of charge:

#### Course Delay:

A course delay allows a student to delay the start of his/her course without affecting the enrollment duration. Delays requested prior to originally requested start date will adjust the target due dates and the maximum allowable time period accordingly. Once the originally requested start date has passed, the maximum allowable time period begins and a course pause or extension are the only mechanisms for adjusting target due dates.

**Course Pause:**

A course pause is essentially a formal communication to Sevenstar or the instructor that a student will not be working in his/her course for a specified period of time. Giving such notice allows target due dates to be adjusted but the paused period is still counted toward the maximum allowable time period.

**Course Extension:**

A course extension can be requested at any time to allow a student to move his/her originally selected course end date. If the extension requires the total enrollment duration to exceed the maximum allowable time, the course will have to be repurchased.

**Enrollment Refunds**

At the request of the family and/or school, a student may be withdrawn from a course or switched to a different course, subject to the following schedule of transcript implications and refunds:

<b>Time Since Enrollment Date</b>	<b>Transcript Implications</b>	<b>Refund<sup>1</sup></b>
0 days (prior to start)	Not listed on transcript	Course tuition minus \$20 fee
1-10 days	Not listed on transcript	Course tuition minus \$50 fee
11-24 days	Not listed on transcript	Course tuition minus \$160 fee
25+ days	Not listed on transcript	No refund

<sup>1</sup> Refunds are not applicable for dual credit or ESL courses; nor student registration, application or pre-testing fees.

Refunds will be made by check or credit card to the original purchaser.