



ACADEMIC AND ENROLLMENT POLICIES



ACADEMIC INTEGRITY

A high standard of ethical behaviour, 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).

The proctor will receive all communication from the course instructor. The proctor is identified during the enrollment process and can be updated by the enrolling party by logging into the portal and navigating to the student's profile.

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:

Letter Grade	Percentage	Weight:		
		None	Weighted	Weighted
		Regular	Honors	AP & Dual Credit
A	93.00 - 100.00	4.00	4.50	5.00
A-	90.00 - 92.99	3.67	4.17	4.67
B+	87.00 - 89.00	3.33	3.83	4.33
B	83.00 - 86.99	3.00	3.50	4.00
B-	80.00 - 82.99	2.67	3.17	3.67
C+	77.00 - 79.99	2.33	2.83	3.33
C	73.00 - 76.99	2.00	2.50	3.00
C-	70.00 - 72.99	1.67	2.17	2.67
D+	67.00 - 89.99	1.33	1.83	2.33
D	63.00 - 66.99	1.00	1.50	2.00
D-	60.00 - 62.99	.67	1.17	1.67
F	0.00 - 59.99	0	0	0

GRADING AND COURSE CREDIT CONTINUED



To ensure adequate time for comprehension and mastery, students should work consistently, regularly, and sequentially in their courses by following the pacing schedule that provides a target due date for each assignment in the grade book. Students should complete, on their own, the reading and learning activities that correspond with each assignment. 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.
- 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.
- Students must complete all assignments within the semester before opening the 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.
- In accordance with the enrollment change policy, a new end date 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 have access to their online courses every day of the year. Students may log in any day to complete their coursework; however, instructors are not required to respond to email communications, grade assignments, or conduct office hours

- Saturdays and Sundays
- Labor Day – September 5, 2022
- Thanksgiving Break – November 23 – November 27, 2022
- Christmas Break – December 17, 2022 – January 2, 2023
- Easter Break – April 6 – April 10, 2023
- Memorial Day – May 29, 2023
- Independence Day – July 4, 2023

WITHDRAWN, DROPPED AND INCOMPLETE COURSES:

An incomplete course or request to withdraw (i.e. drop a course) will receive a "Withdrawn" status in the portal. This status may be assigned when students have started working in a course but have not completed all required assignments. Students must complete all parts of the final semester exam(s) to earn credit in a semester. Students can be withdrawn (or dropped) from the second semester of a 1.0 credit course.

No credit is awarded for a "Withdrawn" status; it is not denoted on the Sevenstar transcript; therefore, has no effect on GPA.

A student may be dropped from a course and receive a "Withdrawn" status 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 communicated with Sevenstar staff or requested an enrollment change. Upon request, students may be allowed back into their courses for the full enrollment period (see enrollment duration).

Students will be dropped from a course and receive a "Withdrawn" status if:

- The enrolling party (school and/or family) requests a student to be withdrawn from a course before all the assignments are completed. The request can be made at any time during the enrollment period.
- If the student has completed all assignments in the first semester of a 1.0 credit course, he/she will receive credit for the first semester. The transcript will denote 0.5 credit earned.

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 ¹	Maximum Allowable Time
1 semester (0.5 credit)	6 weeks or 75 hours	6 months
2 semesters (1 credit)	12 weeks or 120 hours	12 months

¹To earn a credit on a transcript, students will need to submit assignments each week during the minimum allowable time period. A week is defined as starting on Monday 12:00AM ET and ending on Sunday 11:59PM ET. If there is a need to complete a semester (0.5 credit) in less than 6 weeks or two semesters (1.0 credit) in less than 12 weeks, a note should be added during the ordering process. The enrolling party will denote that the student intends to complete the course in fewer weeks than the minimum requirement and is requesting an exemption to track seat time by hours instead of weeks. The activity time is tracked and is visible in the gradebook.

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. A course delay requested after the course start date has arrived will be treated as a course pause.

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 the target due dates to be adjusted if needed, but the paused period is still counted toward the maximum allowable time period in the course.

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 at any time. A request to switch to a new course (for example, honors version to regular) is considered a withdrawal. All withdrawals (or drop course requests) are subject to the following schedule of transcript implications and refunds:

Time Since Enrollment Date ¹	Transcripts Implications	Refund ²
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

¹ Days of enrollment refer to calendar days in the course and not business/school days.

² Refunds are not applicable for dual credit tuition, student registration, course materials, or pre-testing fees. Refunds will be made by a check or credit card to the original purchaser. There are no refunds for a second semester of a full course on Day 25+ from course start date. Elementary course refunds are available according our customary refund schedule, except that if a withdrawal causes a student to fall out of the purchased bundled tier, the refundable amount is calculated after applying the applicable full retail price for the remaining enrollments.

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