

ACADEMIC & ENROLLMENT POLICIES

HANDBOOK



2025-2026 Academic Year

Contents

Academic Policies	3
ACADEMIC INTEGRITY	3
EXPECTATIONS	4
PROCTORED SEMESTER EXAMS	4
GRADING AND COURSE CREDIT	5
INSTRUCTOR AVAILABILITY	6
WITHDRAWN, DROPPED, AND INCOMPLETE COURSES	7
Enrollment Policies	8
ENROLLMENT DURATION	8
ENROLLMENT CHANGES	8
PAYMENT POLICY	9
ENROLLMENT REFUNDS	10



Academic Policies



ACADEMIC INTEGRITY

At Sevenstar, we believe that true learning happens when students engage with their courses honestly and independently. Academic integrity means completing and submitting work that reflects your own understanding, effort, and mastery of the material. As a Christian organization, we also view integrity as a reflection of character and a core value that honors God and builds trust in our learning community.

We prioritize growth over punishment. While academic honesty is essential, we believe that students can learn and recover from mistakes with support and accountability. Each decision is made with the student's development in mind, balancing fairness, grace, and responsibility.

"In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven."

— Matthew 5:16

EXPECTATIONS

All students are expected to uphold a high standard of ethical behavior, scholarship, and academic honesty. Any actions that result in an unfair academic advantage for one student or a disadvantage for another may be reviewed and addressed. These actions include—but are not limited to—cheating, plagiarism, fabrication, and facilitation:

- Submitting work that is not one's own without proper citation
- Copying answers from peers or allowing others to copy your work
- Using notes or external materials on assessments without permission
- Submitting the same work in more than one class without instructor approval
- Misrepresenting academic work to receive a grade
- Using AI-generated content (e.g., ChatGPT or Grammarly) beyond approved purposes such as brainstorming or grammar correction or failing to cite its use appropriately

Each situation is unique. Our team carefully reviews all concerns and communicates with the student's family and/or school to determine a fair and appropriate course of action.

PROCTORED SEMESTER EXAMS

Semester exams are intended 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 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.

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.

Before and during each exam, the proctor must do the following:

- Review the Academic Integrity Policy and help ensure the student follows it.
- Provide a distraction-free testing environment.
- Ensure that only approved materials are used during the exam.
- Be present during testing and enter the password on the student device.
- Do not share the password with the student.
- Verify the identity of the student taking the exam.

GRADING AND COURSE CREDIT

To support student learning, credit is awarded for courses in which a cumulative semester grade of 60% or higher is earned through assignments, assessments, and the semester exam, while meeting the enrollment duration requirements. For two-semester courses, a passing grade in both semesters is required to earn the full 1.0 credit. A passing grade in a single semester will earn 0.5 credit.

The following grading scale applies:

Weight:		None	Weighted	Weighted
Letter Grade	Percentage	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 - 89.99	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 - 69.99	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

Students are expected to work consistently and sequentially by following the pacing schedule, which sets target due dates for each assignment in the gradebook. Students should independently complete all readings and learning activities related to each assignment. Consistent engagement and on-time submission of assignments and assessments promote course persistence and allow for ongoing feedback and support from instructors.

As students move through a course:

- Students may work ahead but must spend a minimum of 6 weeks or 75 hours for a 0.5 credit course, and a minimum of 12 weeks or 120 hours for a 1.0 credit course (see Enrollment Duration Policy).
- Assignments not submitted by the target due date will receive an auto-generated zero within 24-48 hours. Students may still submit the assignment up to 14 days late without penalty. Assignments submitted more than 14 days after the target due date will receive a 10% late penalty.
- All DBAs must be completed prior to starting the module exam. If a DBA is not completed before the module exam is opened, the DBA will become a permanent zero and may not be made up. If an instructor is temporarily unavailable to conduct a DBA, students should proceed to the next module and schedule the DBA when the instructor is available. Once the DBA is completed, students may return to take the module assessment to avoid earning a permanent zero on the DBA.
- All assignments are required to be submitted before starting the semester/segment exam. Once the exam is opened, any assignments that have not been submitted are no longer eligible for submission and will remain permanent zeros. Students who fail to complete all assignments prior to the exam forfeit the opportunity to earn credit for those assignments.
- Per the Enrollment Change Policy, students may request a new end date at any time to adjust pacing. However, enrollment may not exceed 6 months for 0.5 credit courses or 12 months for 1.0 credit courses from the original start date.

Students will have access to their online courses every day of the year and may log in any day to complete coursework. However, instructors are not required to respond to email communications, grade assignments, or conduct office hours on Saturdays, Sundays, or the following:

INSTRUCTOR AVAILABILITY

- | | |
|--------------------|----------------------|
| • Easter Break | • Labor Day |
| • Memorial Day | • Thanksgiving Break |
| • Independence Day | • Christmas Break |

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 and, 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, or a student is more than 30 days behind in the course with no communication. 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.
- The student has completed all assignments, including the semester exam in the first semester of a 1.0 credit course. He/she will receive credit for the first semester and the transcript will denote 0.5 credit earned.

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	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

1—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 under the “activity” tab.

ENROLLMENT CHANGES

A student occasionally needs to make changes to his/her initially requested enrollment duration due to illness, vacations, or other life circumstances. All changes must be submitted by parent/guardian or school representative through My Course Portal (MCP). As such, the following enrollment changes are accommodated free of charge:

Course Delay

A course delay allows a student to postpone the start of a course without impacting the overall enrollment duration. If the delay is requested before the originally scheduled start date, both the target due dates and the maximum allowable time will be adjusted accordingly. However, if the delay is requested after the course start date has passed, it will be treated as a course pause.

Course Pause

A course pause is a formal communication that a student will not be working in their course for a specified period of time. Target due dates are adjusted accordingly; however, the paused time still counts toward the maximum allowable time to complete the course. Course pauses should only be requested if the student will be unable to work in the course for more than two consecutive weeks. Short-term absences should be managed through pacing adjustments rather than a formal pause.

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.

PAYMENT POLICY

Payment of tuition and fees is due via credit card before students may begin working in their courses. If necessary, alternative payment methods including checks, wire transfers, or installment plans may be accepted upon approval.

In the event an order is placed with an alternative payment method from a school, students may begin their courses on the requested start dates (prior to payment), subject to the following conditions:

1. Invoices covering enrollments for which a school has elected to pay by check or wire transfer will be set with a due date reflecting the later of:
 - a. Thirty (30) days from the date of order; or
 - b. Up to five (5) days before the earliest corresponding course start date.
2. Invoices that are not paid in full at ten (10) days beyond the due date will result in a temporary suspension of course access (reflected as a "Course Pause") for associated active enrollments.
3. Enrollments that are not yet active when the associated invoice becomes overdue by ten (10) or more days will only be permitted to begin once payment is received.
4. Payments governed by installment plans or other exceptional payment agreements are subject to this policy and should always be kept current to avoid disruptions in course access.

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 refund schedule and are not listed on the student's transcript:

Time Since Enrollment Date ¹	Refund ²
0 days (prior to start)	Course tuition minus \$20 fee
1-10 days	Course tuition minus \$50 fee
11-24 days	Course tuition minus \$160 fee
25+ days	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 to 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.