

Effective Date: January 5, 2025

Scope: This policy applies to all self-paced classes offered at True North Academy.

Overview:

Self-paced classes at True North Academy are structured to provide flexibility for students while ensuring timely progress and completion. Beginning January 5, 2025, all self-paced classes purchased within a given school year will be set up as semester-long classes, with the expectation that students complete the course work within the school year in which they enroll.

Fall and Spring Semesters are 15 weeks long. Summer Semester is 12 weeks long. A pacing guide will be included on the class Bulletin Board to assist students in a timely completion of the course.

Policy Details:

1. Enrollment Period & Access

- Students have access to the course for the semester in which they enrolled.
- Students may pay to have their course extended into one additional semester.
- Students are expected to complete all coursework, assignments, and assessments by the end of the semester in which they enroll.
- If a student extends enrollment, the second semester grade will stand whether or not the course has been completed.

2. Completion Expectations

- Students in the semester-long format should aim to finish the class in one semester.
- At the end of the semester, students with more than seven missing assignments will receive an incomplete. The student must re-enroll to complete the course.
- At the end of the semester, students with less than six missing assignments will be graded based on what has been submitted with a 0 point score being applied to missing assignments.
- Students must register for and pay for their continuation before the end of the semester so that the proctor does not submit a grade.

3. Access at the End of the Enrollment Period

- At the conclusion of the semester-long enrollment period, student access to the self-paced class will expire.
- Students who have not completed their coursework within the semester will need to re-enroll and pay again to regain access to the course materials and assessments.
- If a student determines they will not complete within the semester time frame, they will be responsible for downloading ALL previously submitted homework in order for the homework assignments to be uploaded to the new semester class. The student will be responsible for uploading all assignments to the new class continuation.

Exceptions:

- Any exceptions to these terms must be approved in writing by the True North Academy administration.
- Consideration for exceptions may include documented extenuating circumstances such as medical issues or other significant life events.

Communication & Review:

- Students and parents will receive written communication outlining these policies upon enrollment.
- This policy will be reviewed annually to ensure that it continues to meet the academic and administrative needs of True North Academy.

While all self paced classes are covered under this policy, 3rd party self paced classes aren't included in True North Academy promotions. These include Biblical Excavations, Self Paced Spanish, and MyTek partnered courses.