

Pacing & Satisfactory Progress (C1b.v02)

Course Pacing and Progress

Students who enroll with NDCDE in online courses are expected to follow their online assignment calendar ([pacing guide](#)) or teacher-provided calendar for their course(s). Students are expected to stay on pace by completing their assignments throughout the duration of their course(s). To do so, students should expect to engage in 1-2 hours of work per day, per course.

NDCDE has requirements on course length, which are outlined in the Course Length Policy, C1a.

Monitoring Progress

NDCDE will monitor student activity in a course upon initial active enrollment. If there have been no activity minutes logged by the student, within the first 7 days of initial course enrollment, the student, learning coach, guardian/parent, course enroller, and teacher will receive a notification via email alerting them of this inactivity and information on dropping the course. Throughout the duration of the course length, students who do not stay on pace will be notified via multiple means by NDCDE.

Failure to Maintain Satisfactory Academic Progress

Within the first nine weeks of a course, if a student consistently fails to maintain satisfactory academic progress based on the guidelines in the pacing chart, the instructor of record or NDCDE administrator may request a review by the dean of students or assistant superintendent. This administrator shall review the student's academic record and may initiate a conversation with the student's NDCDE teacher, school, learning coach, or parent to discuss the feasibility of the student completing. Upon this review, if the NDCDE administrator determines that the student cannot successfully complete, s/he shall determine if a hold or extension would provide students with the time needed to complete or if a drop/withdrawal would be in the student's best interest.

Before finalizing this decision, if the student is a North Dakota resident, NDCDE shall work with the student's school or learning coach (for homeschooled students) to determine the student's current total course load and the number of combined hours in which the student is engaged in instruction (assuming each NDCDE course requires one hour per day). Jointly, they should develop a schedule/course list that ensures the student has a full day of instruction as defined by 15.1-06-04 (4) and that does not exceed this definition by more than one hour for elementary students, one and one-half hours for middle school students, and two hours for high school students. NDCDE may place a course on hold or withdraw students from courses to meet these guidelines, and in the case of withdrawals will issue a 50% refund when making unilateral withdrawal decisions under this policy (See Refunds Policy for more details, F1ea). The NDCDE administrator may also determine that the student requires a short or long-term extension, but NDCDE will not waive long-term extension fees unless such an extension is a necessary accommodation under IDEA or Section 504 of the Rehabilitation Act. The NDCDE administrator shall notify all impacted parties his/her decision in writing and place a notation in the student information system, and his/her decision is final and binding.

End of policy

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Policies Referenced:

[Course Length, C1a](#)

[Refunds, F1ea](#)