



LEARN STAR ACADEMY

Adult High School

Student Handbook

2026 – 2027

Earn Your Accredited High School Diploma — On Your Terms.

learnstar.com

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Purpose of This Handbook

This Student Handbook is your comprehensive guide to Learn Star Academy's adult high school diploma program. It outlines the policies, procedures, academic requirements, and resources you need to earn your diploma successfully — on your schedule, at your pace.

Learn Star Academy is built specifically for adults 18 and older who are ready to finish what they started. Whether you stepped away from school months ago or decades ago, this program is designed around your life — not the other way around.

Message from the President

Dear Learn Star Student,

Welcome to Learn Star Academy. You have taken one of the most important steps of your life — the decision to finish your high school education and earn an accredited diploma. We are honored to be your partner on this journey. At Learn Star, we believe every adult deserves access to a high-quality, flexible, and affordable education. Our 100% online, self-paced program is designed to fit around your work schedule, family obligations, and personal commitments. You set the pace; we provide the support.

Learn Star Academy is accredited by Cognia and the Middle States Association Commission on Elementary and Secondary Schools (MSA-CESS), ensuring your diploma is recognized by colleges, universities, employers, and the military nationwide. Our team is here to support you every step of the way. Reach out anytime — we are committed to your success.

Warm regards,

Rod Clarkson, MBA, EdS

President/CEO

Mission Statement

Learn Star Academy will provide an exceptional online learning experience for adult learners that exceeds the highest academic standards in a flexible, supportive, and affordable environment.

Vision Statement

Learn Star Academy is committed to becoming the leading accredited online high school for adult learners — empowering individuals to earn their diplomas and transform their lives.

Core Values

Student First: Every decision we make is guided by what is best for the adult learner.

Integrity: We operate with honesty, transparency, and the highest ethical standards.

Flexibility: We design programs around the real lives of real adults.

Excellence: We hold ourselves and our students to the highest academic standards.

Empowerment: We believe a diploma changes lives — and we act accordingly.

Key Institutional Information

About Learn Star Academy

Learn Star Academy is a fully accredited, 100% online adult high school operated as a component school of Excel Education Systems, Inc. (EES), headquartered in Minnetonka, Minnesota. EES holds corporate (district-level) accreditation by Cognia and has served students nationwide. Learn Star Academy was established to serve the estimated 37 million adults in the United States who have not yet earned a high school diploma. As a mobile-first, AI-enhanced, competency-friendly school, Learn Star represents the future of adult education.

Legal Governance

Learn Star Academy is organized under the laws of the State of Minnesota, Statute 302A, as a Minnesota-based non-public accredited school.

Contact Information

Learn Star Academy / Excel Education Systems, Inc.
601 Carlson Parkway, Suite 1250
Minnetonka, MN 55305

Website: learnstar.com
Phone: 952-465-3700 | Toll-Free: 800-620-3844
Email: support@learnstar.com

Non-Discrimination Policy

Learn Star Academy is dedicated to fostering a respectful and fair educational environment for all students and staff. We are firmly committed to a policy of non-discrimination in all aspects of our operations — including student admissions, hiring practices, and educational programs — regardless of race, ethnicity, gender, religion, disability, age, national origin, or any other characteristic protected by law.

Accreditation

Why Accreditation Matters

Accreditation ensures your diploma is recognized by colleges, universities, employers, and government agencies nationwide. Learn Star Academy's accreditation is held by internationally respected bodies and is the same standard used by public schools across the United States.

Middle States Association CESS (MSA-CESS)

Learn Star Academy is accredited by the Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS) as a component school of the EES school district/system. MSA-CESS is a globally recognized accrediting body that serves over 3,000 schools across the U.S. and more than 100 countries.

Competency-Based Education (CBE) Certification

The CBE model empowers adult learners with personalized pathways, increased flexibility, and clearly defined outcomes, allowing students to progress at their own pace by demonstrating real competency before moving forward.

MSA-CESS	Component School Accreditation
BBB Rating	A+ Accredited Member, Better Business Bureau
Diploma Equivalence	State-recognized accredited high school diploma

Starting Your Academic Journey

Academic Expectations

Learn Star Academy is designed for self-motivated adults. Because our program is fully online and self-paced, your success depends primarily on your own engagement, dedication, and consistent effort. Our team of academic coaches and student success coaches is here to guide and encourage you — but you are in the driver's seat.

- Log into your courses consistently and make regular progress.
- Complete assignments to the best of your ability and with academic integrity.
- Communicate proactively with your Success Coach when challenges arise.
- Take ownership of your academic plan and graduation timeline.

Transfer Credits

Learn Star Academy welcomes transfer credits from a variety of educational backgrounds. If you have previously attended an accredited high school, you may be eligible to transfer credits toward your diploma — potentially reducing the time and cost to graduate.

Accepted transfer credit sources include:

- Regionally or nationally accredited U.S. high schools
- Public and charter schools recognized by the U.S. Department of Education
- Accredited international schools recognized by their country's Ministry of Education

To transfer credits, students must submit official transcripts directly from the issuing institution to the Learn Star Academy Registrar's Office. Adult students cannot transfer homeschool credits. In accordance with accreditation guidelines, Learn Star Academy allows the transfer of up to 75% of the total credits required for graduation. All students must complete a minimum of 6.0 credits directly through Learn Star Academy to earn a diploma, regardless of how many credits have been previously earned.

GED and HiSET Credit Transfer

Learn Star Academy awards up to 5.0 high school credits for students who have passed sections of the GED or HiSET exam. Students earn 2.0 English credits for passing the Reasoning Through Language Arts (RLA) section. Students receive 1.0 credit each for passing Math, Science, and Social Studies sections.

These credits are considered ungraded transfers and do not impact GPA. Students must have their official GED or HiSET transcript sent directly from the testing service to the Learn Star Academy registrar.

Academic Records Policy

Adult learners (age 18+) who begin a program at Learn Star Academy with the intent to complete all graduation credits through the school are not required to submit prior academic records at enrollment. Adult students seeking transfer credit must submit appropriate documentation for review, including official transcripts from accredited institutions sent directly from the issuing school.

The 21.5-Credit Adult Diploma Program

Learn Star Academy offers a single, focused diploma pathway designed specifically for adult learners — the 21.5-Credit Adult High School Diploma. This program provides a streamlined, flexible path to graduation that respects your time, recognizes what you already know, and gets you to the finish line.

Program at a Glance

Completion timeline: 3 to 18 months (varies based on transfer credits accepted) | Format: 100% online, self-paced | Cost: Affordable monthly tuition until graduation | Delivery: Learn Stage LMS with BRYTE AI Tutor support

Credit Requirements for Graduation

To earn an accredited adult high school diploma from Learn Star Academy, students must complete a minimum of 21.5 credits. Students who enter the program with prior high school credits may transfer up to 75% of required credits, reducing the coursework needed.

Subject Area	Credits Required
English Language Arts	4.0
Mathematics	3.0
Science	3.0
Social Studies	3.5
Physical Education / Health	1.0
Fine Arts	1.0
Electives	6.0
TOTAL	21.5 Credits

Diploma Residency Requirement

Regardless of how many transfer credits are accepted, all students must complete a minimum of 6.0 credits directly through Learn Star Academy to earn a diploma. This ensures the integrity of the Learn Star Academy credential and compliance with accreditation standards.

Completion Tracks

Standard Track (Self-Paced): Complete coursework lesson by lesson at your own pace. Ideal for students who prefer a structured, guided learning experience. Monthly tuition until graduation; maximum eighteen-month program duration.

AcceleratED Track (Competency-Based): Demonstrate mastery of subjects you already know through competency assessments and test-out options. This fast-track pathway is designed for motivated adults who want to graduate sooner by leveraging what they have already learned in life and work.

Note: Learn Star Academy reserves the right to modify programs or policies as needed. Students are generally held to the graduation requirements in effect at the time of enrollment. When changes occur, reasonable efforts will be made to help students remain on track.

Online Learning & Time Management

Your Learning Platform: Learn Stage

All courses are delivered through Learn Stage, Learn Star Academy's proprietary Learning Management System (LMS/SIS). Learn Stage is accessible 24 hours a day, 7 days a week, 365 days a year — so you can study when your schedule allows, from anywhere with a reliable internet connection.

Learn Stage features include:

- Intuitive course navigation with lesson-by-lesson progression
- Built-in progress tracking and grade reporting
- Digital textbooks, video lectures, interactive activities, and assessments
- Help Desk Ticket system for communicating with your support team
- BRYTE AI Tutor — available 24/7 for on-demand academic support

BRYTE AI Tutor

BRYTE is Learn Star Academy's AI-powered academic tutor, available directly within your courses 24/7. BRYTE can explain difficult concepts, guide you through assignments, provide real-time academic help, and support independent learning at your own pace. Think of BRYTE as your personal tutor — always ready to assist when you are stuck, curious, or preparing for an assessment.

School Hours of Operation

While coursework is accessible around the clock, the Learn Star Academy administrative office operates Monday through Friday, 8:00 a.m. to 5:00 p.m. Central Standard Time. Academic coaches, instructors, and support staff are available during these hours to answer questions, provide assistance, and ensure your academic experience runs smoothly. The Help Desk Ticket system remains available 24/7; tickets will be addressed during regular business hours.

Adult Student Participation Expectations

Adult students are not subject to compulsory attendance requirements; however, consistent academic activity is essential to program completion. Students who are inactive for 60 consecutive days or more may have their accounts locked and risk program termination. To stay on track, we recommend completing a minimum of one to two lessons per week per course.

The more time you put into your online courses, the sooner you will graduate! At LSA, we have had students graduate in a matter of months and not years. Seat time is not a central focus for this program.

Note: Lack of time to communicate or participate will not be considered a legitimate reason for an extension.

Program Fees

The tuition is \$ 99 per month on the subscription model. Domestic U.S. shipping fee of \$ 19.99, for printing and shipping your graduation package. The International shipping fee is \$ 75.00.

Grading, Credits & Graduation

Grading Scale

Grade	Range	Description
A	90–100%	Exceptional mastery of course objectives
B	80–89%	Strong understanding; work completed with care and competence
C	70–79%	Acceptable grasp of most course outcomes
D	60–69%	Limited understanding; minimum performance met
F	Below 59%	Insufficient mastery; credit not awarded

Minimum Performance Requirements for Credit

To earn academic credit for any course at Learn Star Academy, students must meet all of the following:

- Final Exam: A score of 60% or higher on the final exam is required.
- Writing Assignments: Each writing assignment must receive a score of 60% or higher.
- Final Course Average: The student must achieve a final average of 60% or higher for the course.

Credit Awarding & Diploma Eligibility

High school credit is awarded upon successful completion of coursework with a passing grade (D or higher, or 'Pass' in pass/fail courses). Students must complete the minimum 21.5 credits required under the Adult Program. Final grades, GPA, and earned credits are recorded in the Learn Stage Student Information System and reflected on official transcripts.

Final Exam Access Policy

For adult learners, final exams are unlocked by default and may be taken at any time upon course completion. Students are allowed two attempts to pass a final exam. If both attempts are unsuccessful, the course must be retaken. A new exam will only be unlocked after 14 days.

Age-Based Graduation Policy

Learn Star Academy requires that students be at least 18 years of age to enroll in the adult diploma program. There is no upper age limit — adults of any age are welcome.

Academic Policies

Academic Probation

Students who fail two courses will be placed on Academic Probation. During this period, they are required to maintain regular communication with their Academic and Success Coaches. A third course failure may result in dismissal from the school.

Course Withdrawal and Drops Policy

Drop Window: Students have a window of 30 days from the date a course becomes available to request a course drop or transfer, provided the student has not completed coursework past the midterm.

Withdrawal: Courses not dropped within the 30-day period are subject to grading policies based on completion and progress.

Failing Grades: A course will be recorded as 'Failed' on a student's transcript if the student attempts the midterm or completes lessons beyond the midterm but leaves remaining assignments unfinished by the course deadline.

Withdrawn Grades: A course will be recorded as 'Withdrawn' if the student completes little to no coursework or any amount up to the midterm but discontinues progress without completing additional assignments.

Course Load Policy

Adult students may be enrolled in up to six courses at a time. Students may take only one core course per subject area concurrently. For example, if enrolled in English Composition, a student may not also enroll in another English course simultaneously. New courses are automatically assigned in sequence as courses are completed.

Academic Records Policy

Learn Star Academy maintains academic records in the Learn Stage Student Information System. Official transcripts are available upon request through the Registrar's Office. Official transcripts will not be released if there is an outstanding balance on the student's account.

Academic Integrity, Plagiarism & AI Use

Academic integrity is central to the mission of Learn Star Academy. Any form of academic dishonesty is strictly prohibited and will result in disciplinary action.

Violations include:

- Copying and submitting another person's work as your own
- Representing ideas or written content from others without proper attribution
- Submitting assignments partially or entirely produced by AI without instructor permission and/or citation
- Using unauthorized assistance during assignments, quizzes, or tests
- Cheating, collusion, or any dishonest attempt to gain academic credit

Learn Star Academy recognizes the growing use of AI tools in academic environments. While we encourage exploration of these tools, submitting unedited or unattributed AI-generated content is considered a violation of this policy. All written assignments are screened through AI detection systems.

FERPA — Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. Students have the right to inspect and review their academic records, request amendment of inaccurate records, and provide written consent before the school discloses personally identifiable information. Because Learn Star Academy serves adult learners exclusively, all FERPA rights belong to the student.

Students may assign observer access in the Student Information System to share online course progress and account information with authorized third parties.

Student Support Services

Success Coaching

Every Learn Star Academy student has access to Success Coaches for support. Your Success Coach is your primary point of contact throughout your academic journey. They are here to help you set goals, stay on track, navigate challenges, and celebrate your progress. All students have access to BRYTE AI, which is LSA's go-to, for providing immediate student support and answering any questions that may arise.

Academic Coaching

Academic Coaches are certified instructors available to help you with course-specific questions and content. They provide timely feedback on assignments, clarify course material, and help you prepare for assessments.

BRYTE AI Tutor

BRYTE is available 24/7 directly within your Learn Stage courses. Use BRYTE to get immediate explanations, assignment guidance, and real-time academic support whenever you need it — day or night. BRYTE is available for all student support needs.

How to Access Support

Students and families can connect with the support team at any time by submitting a Help Desk Ticket through the Learn Stage platform. BRYTE is available 24x7 to provide student support.

Need Help?

Submit a Help Desk Ticket through your Learn Stage portal or email support@learnstar.com. Our team is available Monday–Friday, 8:00 a.m. – 5:00 p.m. CST.

Tuition, Payment Plans & Refunds

Learn Star Academy is committed to making your diploma accessible and affordable. Our tuition is structured to fit the real financial circumstances of adult learners.

Tuition rates are subject to change. Always refer to the official enrollment agreement and [learnstar.com](https://www.learnstar.com) for the most current pricing.

Adult High School Diploma Program — Tuition Overview

Feature	Detail
Payment Model	Monthly tuition until graduation
Maximum Program Duration	18 months from enrollment date
Program Format	100% online, self-paced
Enrollment	Open enrollment — start any time

Refund Policy

Students may cancel their enrollment subscription at any time without penalty. Once a student account is cancelled, students will not have login access to their account.

See your Enrollment Agreement for full details and exceptions, including specific policies for state-funded scholarships, education savings plans, and vouchers.

Credit Transfer Guarantee

Learn Star Academy guarantees that credits earned through our regionally accredited programs meet academic standards and our diploma is widely accepted by U.S. colleges and universities, community and junior colleges, the military, and most employers. If a post-secondary institution does not accept Learn Star Academy credits, we will work with the institution to facilitate acceptance or, if unresolved, refund tuition paid for the non-accepted credits.

Enrollment Process

Enrolling in Learn Star Academy is fast, secure, and 100% online. Students can enroll any day of the year — there are no enrollment deadlines or start dates to wait for. Courses will be activated immediately after the subscription payment is made.

Steps to Enrollment

- 1. Online Application:** Complete the application form at learnstar.com.
- 2. Enrollment Agreement:** Review and sign the official enrollment agreement.
- 3. Required Documentation:** Submit transcripts if seeking transfer credit. Adult learners not seeking transfer credit are not required to submit prior academic records at enrollment.
- 4. Payment:** Submit tuition payment to activate your account. Monthly tuition continues until graduation or cancellation.

Open Enrollment

Learn Star Academy operates on a rolling open-enrollment model. Students can enroll and begin classes any day of the year. There are no application deadlines, no waiting periods, and no start-of-semester delays.

Proof of Enrollment

Learn Star Academy provides Proof of Enrollment (POE) documentation for students who require official verification for purposes such as DACA, Social Security Administration, Department of Motor Vehicles, insurance, work permits, or other institutional or legal requirements.

Students can download or email verification letters or transcripts in the student portal. There is no charge for this service.

Institutional Policies

Behavior Expectations

All Learn Star Academy students are expected to uphold the highest standards of conduct in all academic and digital environments. Students must demonstrate respect, integrity, and responsibility in their communication, coursework, and interactions with staff. Examples of unacceptable behavior include: plagiarism or academic dishonesty; harassment, bullying, or inappropriate language; violation of the Acceptable Use Policy; and disrespectful or disruptive communication with staff.

Harassment, Bullying & Discrimination Policy

Learn Star Academy is committed to maintaining a safe, respectful, and inclusive learning environment, free from harassment, bullying, intimidation, and violence. This policy prohibits all forms of harassment — including religious, racial, sexual, and chronic or continual harassment — whether conducted verbally, physically, in writing, or electronically. Any student, staff member, or community member who believes that harassment, bullying, or discrimination has occurred should report the incident immediately to a school administrator, Success Coach, or through the Help Desk. EHS will investigate all reported incidents and take appropriate disciplinary action when violations occur.

Acceptable Use Policy

Access to the Internet and digital systems is critical to the function of Learn Star Academy's academic programs. All users must use school-managed technology and platforms solely for educational purposes. Use of EHS technology is a privilege — not a right. Any user who fails to comply may face disciplinary action, including restricted access, removal from the program, or legal consequences. Unacceptable uses include: accessing or transmitting inappropriate content; cyberbullying, stalking, or targeted harassment; introducing malware or attempting to bypass security systems; logging into another person's account; and submitting AI-generated work as original content without acknowledgment.

Internet Safety Policy (CIPA Compliance)

Learn Star Academy is committed to providing a safe, responsible, and legally compliant online learning environment in accordance with the Children's Internet Protection Act (CIPA). Learn Star Academy uses technology protection measures to block access to inappropriate or harmful content and maintains rigorous personnel screening standards for all staff.

Privacy Policy & FERPA

As an adult learner, all FERPA rights belong to you. Learn Star Academy will not release personally identifiable information from your educational record without your written consent, except as permitted by law. Your academic records are stored securely in Learn Stage and are accessible only to authorized personnel.

Policy Enforcement & Grounds for Dismissal

Learn Star Academy reserves the right to withdraw a student's enrollment if any of the following conditions apply:

- Chronic course inactivity or prolonged lack of academic engagement
- Disciplinary issues, including harassment, academic dishonesty, or disruptive behavior
- Failure to pay tuition or fees by established deadlines
- Violation of any school policy, including the Academic Integrity Policy or Acceptable Use Policy

Technology Requirements

Students do not need advanced technical skills to succeed at Learn Star Academy. Basic digital literacy is essential. Students should be able to navigate the Internet confidently, use email, and create and edit documents using common software such as Google Docs or Microsoft Office.

Component	Minimum Requirement
Operating System	Windows 7 or later, or macOS 10.12 or later
Internet Browser	Google Chrome (recommended), Firefox, Safari, or Edge
RAM	4 GB or more (8 GB recommended)
Internet Speed	High speed Internet is required for optimal use
Device	Desktop or laptop computer recommended for exams and full functionality
Email	Each student must have a valid, unique email address

Note: Learn Star Academy's courseware is not fully compatible with mobile devices or tablets for all coursework. While some content is accessible via smartphone, full functionality — including exams and certain interactive assignments — requires a desktop or laptop computer.

Frequently Asked Questions

Q1: Can adults really earn a real, accredited high school diploma through Learn Star Academy?

Yes. Learn Star Academy issues the same fully accredited high school diploma as public schools. The diploma is recognized by colleges, universities, employers, and the military nationwide. Our accreditation, Middle States Association CESS, ensures your credential meets rigorous national standards.

Q2: How long does it take to complete the program?

Completion time depends on how many transfer credits are accepted and how quickly you progress through your coursework. Most students complete the program in 3 to 18 months. Students with significant prior high school credits may graduate faster.

Q3: When can I start?

Learn Star Academy operates on a rolling open-enrollment model. You can enroll and begin classes any day of the year — no deadlines, no waiting periods. Just enroll and get started!

Q4: Is the program 100% online?

Yes. Learn Star Academy is 100% online and fully self-paced. There are no in-person sessions, no set class times, and no geographic restrictions. You can learn from anywhere in the world with a stable internet connection.

Q5: Can I transfer credits from my previous high school?

Yes. Learn Star Academy accepts official transfer credits from accredited U.S. high schools and eligible international institutions. Adult students may transfer up to 75% of the required credits. You must complete a minimum of 6.0 credits directly through Learn Star Academy to earn your diploma.

Q6: What if I passed my GED?

Learn Star Academy can award up to 5.0 credits toward your diploma for passing sections of the GED or HiSET exam. Contact the Registrar's Office to submit your official GED or HiSET transcript.

Q7: How much does it cost?

Learn Star Academy offers a low monthly subscription plan. Tuition continues until graduation. Visit [Learnstar.com](https://www.learnstar.com) for current pricing or contact our admissions team for a personalized tuition estimate.

Q8: Will colleges accept my diploma?

Yes. Learn Star Academy graduates have been accepted to public and private universities, community colleges, vocational and technical programs, and U.S. military branches. Our credit transfer guarantee means if an institution does not accept your credits, we will work to resolve it or refund the tuition paid for those credits.

Q9: What support will I receive?

Every student has access to BRYTE AI for 24/7 academic and administrative support. Students may submit a support desk ticket for additional help.

Q10: Is there a GPA requirement to enroll?

No. Learn Star Academy has open enrollment. There is no minimum GPA requirement to enroll in the adult diploma program.

Policy Acknowledgment & Enrollment Agreement

All students and/or authorized representatives are required to review and acknowledge the following prior to or at the time of enrollment. Enrollment in Learn Star Academy constitutes acceptance of all policies outlined in this handbook and the official Enrollment Agreement.

Student Acknowledgment

By enrolling in Learn Star Academy, I acknowledge that I have read and understand the policies, procedures, graduation requirements, and expectations outlined in this Student Handbook. I agree to comply with all school policies and the Enrollment Agreement as a condition of enrollment.

Student Name (Print)

Date

Student Signature



Learn Star Academy

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