



Course Completion

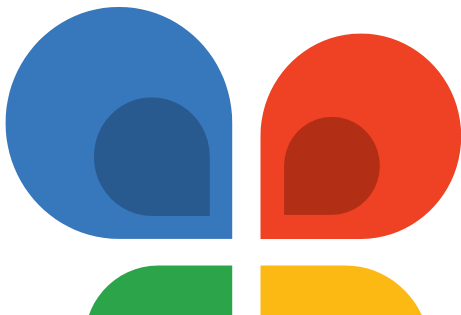
St. Gabriel is a paced, blended learning school. Students are expected to meet with their teachers each week or as directed by their course teacher. Although students have the flexibility to complete their coursework throughout each week at a pace and time that best meets their individual needs, students must submit the coursework to the teacher for evaluation and feedback by no later than the dates indicated in the course outline.

All course outlines can be found within the course information section found near the top of the course delivered through our school's Moodle Learning Management System (<https://courses.stgabe.com>).

For further information regarding our course completion policies, please see our [St Gabriel Education Centre Course Completion Policies](#) documentation.

Successful Completion of Courses

1. The student reviews the coursework expected to be completed for the given week.
2. The student works through the online course materials and completes all assigned self-check questions.
3. Student reviews with the course teacher any course concepts the student finds difficult. Often this occurs during the weekly scheduled course seminars. If a student cannot attend a seminar, it is expected that the student will meet with their course teacher at an alternate time during the week to review any difficult course concepts.
4. The student completes and submits any course assignment for teacher evaluation and feedback on or before the posted due date as stated in the course outline.
 - a. If a student is unable to complete and submit coursework as stated in the course outline, the student **MUST** contact the teacher to discuss other opportunities and potential extensions.
 - b. Students who do not contact their teacher and fall a week or more behind in their coursework will receive an email from their teachers indicating that the missing work must be submitted.





- c. Students who do not submit the missing coursework by the date indicated in the teacher email will be subject to a course suspension.
- d. Students who are suspended from a course must make arrangements to meet with the school administration before course reinstatement will be considered.
- e. Students who fall three or more weeks behind in their coursework will be subject to a course withdrawal and will be welcome to re-register for the course in the following semester.