

Aim4Excellence™ National Director Credential

TERMS AND CONDITIONS

As a participant in Aim4Excellence I have agreed to the following terms and conditions:

- I understand that I have eight weeks (56 days) to complete each module from the time I first log in to that module. Should I fail to complete a module within eight weeks of initial login, I am aware that I will need to re-register and repay for that module in order to complete it.*
- I understand that I may request one 1-week extension over the course of the nine modules to be granted at the discretion of the McCormick Center faculty and staff. I am aware that no extensions will be granted for resubmissions.
- I understand that in order to receive a certificate of completion for a module I must attain a score of 70% or higher on the Evidence of Learning (assignments) I submit. Should I fail to attain a score of 70%, I am aware that I will need to re-register and repay for that module in order to receive a certificate of completion.*
- I understand that the content of Aim4Excellence is the property of the McCormick Center for Early Childhood Leadership. In compliance with copyright law, I agree not to share, duplicate, or alter the content of Aim4Excellence without the expressed written permission of the McCormick Center for Early Childhood Leadership at National Louis University.
- Should circumstances arise that prevent me from beginning one or more modules for which I have registered, I understand that I may request in writing a refund of 50% of the module registration fee. I further understand that no refunds will be granted for modules which I have started.
- **ACADEMIC HONESTY:** I understand that all work submitted must be my own. I understand that I may, of course, receive assistance, but the thinking and writing must be mine. Plagiarism is a violation of academic standards and can result in failure of the module and (in the case of students taking the modules for college credit) expulsion from the University. I understand that it is my responsibility to familiarize myself with the Policy on Academic Honesty in the Student Guidebook (<http://www.nl.edu/student-services/student-guidebook/>). Any material taken from sources must be cited. I am fully aware that any substantial copying of material (as available on the Internet or other sources) and inserted into my work, even if cited, is unacceptable, and will adversely affect my score.
- **NLU's AMERICANS WITH DISABILITIES ACT (ADA) POLICY:** National Louis University seeks to ensure that its programs are accessible to all persons. Students in need of special assistance or an accommodation regarding any of the course requirements as outlined in the syllabus, the course objectives, and/or course evaluation criteria, are advised to notify the McCormick Center for Early Childhood Leadership before beginning a module. The student and an Aim4Excellence team member will discuss a resolution of the issue, which may or may not include an appropriate referral (e.g., a writing specialist; the Academic Accommodations Coordinator at the Office of Diversity, Access and Equity; or the Office of Student Affairs). Confidentiality will be maintained regarding a student's special needs.

*** A note to scholarship recipients and those participating as a part of a group or cohort:**

Your funder or sponsor may select to shorten the timeline in which you need to complete each module, require a higher passing score, or add additional assignments. Be aware that you are obligated to the terms established by your funder or sponsor.