

Aim4Excellence™ National Director Credential

TERMS AND CONDITIONS

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

I understand this module has a due date, which starts from the date of purchase. The due date may be a set number of days after the module is purchased or specified calendar date. I am responsible for knowing the due date and completing the module by that date. If the module is not passed by the due date I will fail. I am aware that I will need to re-enroll and repay for the module in order to complete it.*

I understand I must complete all required components by the due date. Evidence of Learning (EOL) or assignments are considered complete when the score is final and the status is “completed.” For an EOL to have the status “completed,” a scorer must grade and approve the assignment.

I understand that I need to submit assignments with enough time for grading. Scorers can take up to 10 days to score. EOLs with scores less than 70% will be sent back one time for a required resubmission. The resubmitted assignment could take up to 10 days to score. Consider that scoring can take up to 20 days if a resubmission is required. You might take up to a week to redo the EOL. We strongly advise you to have all EOLs submitted at least one month before the module due date.

I understand that by submitting assignments less than one month before the due date I run the risk of not having all the required components complete by the due date.

I understand that in order to receive a certificate of completion for a module I must attain an overall score of 70% or higher on the Evidence of Learning (assignments) I submit. Should I fail to attain a score of at least 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 am aware this learning management system (LMS) does not allow extensions to module due dates. The due date has been set with this consideration in mind.

I am aware the LMS will have periods of closer for system upgrades and system maintenance. The McCormick Center for Early Childhood Leadership does not have control of when these closers will occur. They are completed by the LMS vendor. We will provide as much notice as possible; however, in rare instances there may be very short notice.

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.

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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. Modules are considered started if any component of the module has any status other than “Not Yet Viewed.”

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/studentguidebook/>). 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. Your funder or sponsor may not pay for you to repay and retake a module.