

# **JOSEPHBOYETT.COM**

## ***STUDENT CODE OF CONDUCT***

By taking a distance learning course from JOSEPHBOYETT.COM you agree to abide by the following Student Code of Conduct and Certificate Issuance Conditions:

### **STUDENT CODE OF CONDUCT:**

You agree to conduct yourself at all times in a manner consistent with the highest standards of academic honesty and integrity. Among other things, you agree that you will not:

- use improperly or illegally obtained information in the completion of course assignments and/or activities,
- submit tests or course materials in fulfillment of course requirements that are not wholly the product of your own work,
- engage in unauthorized collaboration with other individuals in completing course requirements unless we authorize such collaboration in advance, and/or
- engage in any deliberate falsification of information you provide to us with regard to your personal information and/or coursework.

### **CERTIFICATE ISSUANCE CONDITIONS:**

If you take a course for credit, you accept the following conditions in regard to receiving a certificate for completion of a course.

- We do not issue certificates based upon completion of the optional Pre-Test regardless of your score on the pre-test.
- We do not allow “testing out.” You must complete the course and take a quiz at the end of the course.
- You must obtain a minimum score of 70 on the final quiz to pass the course and receive a certificate.
- If you fail to pass the quiz for a course with a score of 70 or better on the first try, you may retake the quiz ONE TIME within a period of twelve months but only AFTER repeating the course.
- Our courses may require the completion and submission of a Class Assignment, an exercise demonstrating your understanding of the course subject matter. If you DO NOT submit a completed Class Assignment for a course that requires a class assignment, your instructor may deduct

- points from your score on the final quiz which may result in you not passing the course and earning a certificate of completion.
- If we determine for any reason that you have violated our Student Code of Conduct and/or you have failed to meet the conditions specified by state agencies and/or educational institutions associated with us to issue certificates of completion and/or CEUs, we will not issue a certificate of completion and/or CEUs.
  - If you have met the conditions specified in this section, we will make every effort to issue your certificate in a timely manner (usually within 7 workdays), however:
    - Certificates will not be issued until we have received all required coursework AND payment of the course fee.
    - Certificates will be dated as of the date we receive required coursework AND payment regardless of when you completed and/or submitted the coursework.
  - You agree to hold us harmless for any delay in your receipt of a certificate. If we fail to issue a certificate of completion for a course you have taken for any reason, your only remedy is that you will not be charged for the course. Once we issue a certificate the course fee is non-refundable.

## **GENERAL ENFORCEMENT PROVISIONS:**

We condemn all acts of plagiarism, cheating or academic/personal dishonesty and reserves the right refuse to issue a certificate and/or to dismiss without refund and instruct granting institutions and state agencies to void any certificate or CEU credit earned by any student who we determine engaged in or assisted others students to engage in such activities.

Our instructors are responsible for enforcing this Student Code of Conduct and Certificate Issuance Conditions and can refuse to issue a certificate if they have reason to believe that a student has violated this code of conduct and/or certificate issuance conditions in any way.

It is our policy NOT to charge a student for a course if we are unable to issue a certification of completion from any reason including violation of the student code of conduct. However, WE WILL NOT refund the course fee for any reason once a certificate is issued.

### **ADDITIONAL INFORMATION:**

You should direct any questions about the meaning, interpretation and/application of this student code of conduct and certificate issuance conditions to us via the Contact Form on this website, click on CONTACT in the navigation bar.