

TERMS AND CONDITIONS

ArmchairEd students enrolling in ArmchairEd courses have ten days from the date of registration to pay for a course, withdraw from a course and receive a refund, or change a course. After ten days, students will be formally registered for the course and no refund or withdrawal will be allowed. Orders not paid within ten days will be deleted. Students who wish to withdraw from a course, change a course, or receive a refund will need to contact ArmchairEd within the ten-day limit at info@armchaired.com. There is a \$15 fee for credit card refunds.

ArmchairEd takes your privacy seriously. All information included when ordering is required for Seattle Pacific University's policies and IRS reporting purposes. Your information is securely taken and not stored with ArmchairEd.

In order to have your coursework processed, you must:

1. Follow the rubric exactly. Essays that do not meet page requirements or are double-spaced are returned for revisions.
2. Remember your submission timeline: You have one year from your order date to submit coursework.
3. Include signed coursework submission and verification forms when you submit coursework. Include with correct course CRN, subject code and number, which can be found on the website with each course.
4. Send coursework directly to ArmchairEd, not the university. **Do not send courses certified mail requiring a signature. We will not sign for mail. If you want mail confirmation, send it Flat Rate Priority, Delivery Confirmation.**

SPU has a 60 graduate-level credit maximum per academic term (September to August).

Students have one year from their order date to submit coursework.

ArmchairEd posts grades to orders once scored. Grades are then sent to the university. **Allow six weeks from course submission for your grades to be processed by the university. Please plan accordingly.**

If you want expedited processing, you must specifically request expedited processing and authorize the \$35 charge for each expedited grade requested when coursework is submitted. ArmchairEd requires a maximum of ten days for processing. Please indicate your deadline. Once your expedited paperwork is submitted to Seattle Pacific University, the processing time is 12 business days for your grade. A transcript request will also need to be submitted to Seattle Pacific University by you, and that processing time is generally 2 business days after the grade has been processed by Seattle Pacific University. Expedited processing requests will not be processed after coursework has been submitted to ArmchairEd.

Transcript information and a transcript request form can be obtained by going to the Transcript pulldown menu on the website.

Books and publications must be ordered separately. Please note you can check your coursework status and print an invoice by logging onto your account and clicking on the order number.

ArmchairEd offers graduate-level, quarter credits for professional development/continuing education through Seattle Pacific University. These courses are not part of a matriculated graduate program, and must be approved by your degree program to be counted as such. While ArmchairEd offers a diverse selection of courses and flexibility with submission deadlines, ordering or submitting numerous courses at one time may cause concern for your district. Spacing orders and submissions throughout the academic year may be preferred. SPU is an accredited university; however, it is always best to check with your credentialing agencies if you have concerns.

SEATTLE PACIFIC UNIVERSITY ACADEMIC INTEGRITY POLICY

Seattle Pacific University is NCATE accredited, a member of the Association of American Colleges and of the American Association of Colleges for Teacher Education. It is fully accredited by the Washington State Board of Education for preparation of elementary and secondary teachers.

The structure and format of most distance learning courses presume a high level of personal and academic integrity in completing and submitting coursework. Individuals enrolled in an SPU distance learning course are expected to adhere to the following standards of academic conduct. Academic Work: Academic work submitted by the individual (such as papers, assignments, reports, tests) shall be the student's own work or appropriately attributed in part or in whole to its correct source.

Submission of commercially prepared (or group prepared) materials as if they were one's own work is unacceptable.

Aiding Honesty in Others: The individual will encourage honesty in others by refraining from providing materials or information to another person with knowledge that these materials or information will be used improperly.

Violation of these academic standards may result in the assignment of a failing grade and subsequent loss of credit for the course.