**Student Enrollment Agreement**

You have elected to register for and enroll in a program offered by Pearson Education, Inc. (hereinafter referred to as “Pearson”, “Accelerated Pathways”, “Pearson Accelerated Pathways”, “we”, “us” or “our”) or purchase related services offered by Pearson. In connection therewith, you agree to comply with the following terms and conditions.

**Description of Programs:**

- **Course Bundle:**
  - A Course Bundle is one or more online courses purchased at one time
  - You must register for and enroll in all courses contained in a Course Bundle within 12 months from the agreed Program Start Date
  - You must register for and enroll in the first course in your Course Bundle within 6 months of the date of your purchase
  - A Course Bundle includes free Coaching Support, provided that you are active in a course
  - A general description of our courses is set forth in Exhibit A attached hereto

- **Unlimited Program:**
  - The Unlimited Program allows you to register for and enroll in an unlimited number of “Eligible Courses” within 12 months from the agreed Program Start Date (the “Program Term”)
  - Eligible Courses include any course in our catalog that has a list price of up to $675, but for the Unlimited Program also includes two instructor-led courses.
  - You must register for and enroll in the first course of your Program within 6 months of the date of your purchase
  - Concurrent course enrollments are limited to two courses at one time
  - You must complete all courses in the Program within the Program Term, unless you elect to purchase another Course Bundle or Program before the expiration of the Program Term. This allows you to continue being enrolled in a course that extends beyond the expiration of this Program

- **Foundations Program:**
  - The Foundations Program is a Course Bundle that provides access to two non-credit bearing courses called Navigate and StudySmart, as well as two credit bearing Eligible Courses
  - If you are a home-schooled high school student, you may apply for high school credit for Navigate and StudySmart
  - You must complete all courses in the Program within 12 months from the agreed Program Start Date
  - The Foundations Program is offered to students 18 years of age or younger, who have 18 college credits or less at the time of registration and enrollment
• **Coaching Support and Degree Plan Maintenance**
  - This Program includes Coaching Support (described below) and Degree Plan Maintenance
  - Courses are not included in this Program, but may be purchased separately at retail price

• **Degree Plan Maintenance Program**
  - This Program maintains your access to your Degree Plan to ensure that it continues to adhere to the policies of your target institution
  - Courses, apps or any phone, email or chat support are not included in this Program
  - Courses may be purchased separately at retail prices

• **Unbound Program**
  - This program can only be purchased through Unbound.
  - This program includes a course bundle, degree plan maintenance from Pearson Accelerated Pathways and services purchased through Unbound.
  - Pearson Accelerated Pathways coaching support is not included in this program.

• **Individual Courses**
  - An Individual Course is a self-paced or instructor-led, online Pearson Accelerated Pathways course purchased via the pearson.com online store
  - Provided that you are active in an Individual Course, it includes free Coaching Support that will focus primarily upon timely course progression.
  - Individual Courses MAY transfer to meet the degree requirements and/or graduation requirements of your target degree-granting institution ("Transferability"), but the Pearson Accelerated Pathways Transfer Guarantee does NOT apply to Individual Courses.
  - If you have a question regarding Transferability, your Coach can provide you with some cursory guidance, but you are solely responsible for ensuring the Transferability of the course into Your target degree-granting institution.
  - Refunds of 100% are available within 30 days of purchase or within five (5) days of course start, but no refunds are available after the first of the above periods lapses.
  - Refund requests, support questions, and other inquiries about Individual Courses should be directed to studentservices-ap@pearson.com.
  - By purchasing a course, you acknowledge your awareness that Self-paced courses may start at any time whereas Instructor-led courses are subject to cohort start dates, which depending upon the course may have limited availability.
  - Individual Courses are intended solely for prospective new students as a gateway experience to a full degree plan. Existing students are not able to apply purchases of Individual courses to their existing degree plans and will have their order cancelled.

You understand that for certain programs, size is limited and therefore enrollment is taken on a first-come, first-served basis.

v.2020.09.28
Description of Services:

- Coaching Support*
  - This support includes access to coaches at mutually agreed times
  - Coaches collaborate with students to establish long and short-term goals, set educational priorities and expectations
  - Coaches work with students on specific academic needs to help create a more integrative and personalized series of measures, aligned to their long and short-term goals.
  - Coaches support students through consistent and prompt communication, including email, text, and phone
  - Coaches focus student calls on established goals, to keep the student moving on a positive track
  - Coaches ensure that calls are student-centered and tailored to a student’s unique goals, abilities and challenges
  - Coaches have the ability to motivate students by tying their life goals with their educational goals.
  - Coaches work with students to create SMART goals around degree and course work that align with their overall educational goals.
  - Coaches identify at-risk students and trends, using discovery questions during conversations, and establish frequent contact to get them back on track.
  - Coaches are the main point of contact for students regarding degree plans, course information and process changes.
  - Coaches guide the student through the matriculation process to their target institution.

*Pearson Accelerated Pathways Coaches strive to be student centric. Based on a student’s personalized needs and/or preferences, scheduled interactions might be a call, text or email. Coaches use best efforts to respond to emails within two business days.

- Academic Advising
  - Degree Plan Personalization. Prior to enrollment, students receive a custom Degree Plan outlining all the subjects needed for their degree. This initial Degree Plan allows the student to immediately start earning credit towards their degree. Degree Plans built for select target institutions may also include the subjects to be studied after matriculation to the target institution. The Degree Plan is a tool for the student to use when planning credits that will be earned before enrolling in their target institution. After the student has completed 3-4 courses, Academic Advisors are available for an Academic Touch-Point consultation to personalize the specific courses within the student’s Degree Plan, based on the student’s experience to date. Because Academic Advisors are highly trained in credit-earning methods as well as college policies, the Degree Plan is designed to align with the student’s personal priorities such as cost and convenience. Students are responsible for providing complete and accurate personal and academic information to Academic Advisors, including but not limited to academic transcripts, demographic information, and details related to any special circumstances in their academic history. Providing inaccurate or incomplete information nullifies any credit guarantees written or implied.
  - Proactive Degree Plan maintenance to alert students to college-initiated degree changes and facilitates Degree Plan change in response
• On-Demand Degree Plan support (executes on student-initiated changes to Degree Plans, changes of majors, or changes of degree-granting institutions)
• Matriculation support

• Academic Advisement from the Target Institution
  • Students are recommended to create an official Degree Plan with an advisor at their target institution immediately upon application or matriculation (whichever is applicable at their target institution). To transfer college credits, students are responsible for requesting, directly from the institution, any relevant college transcripts be sent to the students’ target institution. The Pearson Accelerated Pathways team is available for assistance through the process of transferring college credits. Pearson Accelerated Pathways will be able to provide support for enrolled students during their target institution matriculation process to ensure the most favorable transfer credit outcome. Pearson cannot be held liable for actions of third-party institutions such as the target institution, for earned credits the target institution chooses not to accept due to periodic program changes in, or a misunderstanding of, degree requirements. Ultimately, the student must take responsibility for understanding the grading and transfer credit policies of their target institution, including but not limited to degree plan requirements, GPA, age, financial, and language requirements.

• Student Services Team
  • This team provides answers to questions regarding accounts and technical issues.
  • Support is performed via phone, chat, email and text.

Payment:
You agree to pay in full by credit card/debit or other payment acceptable to Pearson for all your purchases of Pearson programs and services, prior to the time of enrollment or receipt of services, unless you and Pearson agree to a customized payment plan. You agree to pay all fees, plus applicable taxes, for any purchases you make concurrent with your order. If your payment method is declined and you receive the programs or services, you agree to pay all amounts due upon demand by us. If you have not yet received the programs or services, we may cancel your order. You authorize us to charge the payment method we have on file, regardless of whether the information associated with such payment method has changed, including but not limited to the expiration date of a credit card. We may receive updated information about your payment method from the issuing financial institution. If we request a third party to collect unpaid amounts that you owe us, you will be liable for all of our attorneys’ and/or collection agency fees.

Refunds and Disenrollment Policy:
The course refund policy is designed to settle a student’s account by calculating an updated program cost based on what the student actually consumed. The refund policy also encompasses the individual course withdrawal and “credit recycling”.

Refunds fall into 2 categories

- **Students who are disenrolling prior to consuming everything they purchased; and**
- **Students withdrawing from a course but planning to continue in the program.**

**Students disenrolling prior to consuming everything they purchased**

Students in this category fall into one of two refund policies based on how they originally purchased courses (**bundle or unlimited**). The two policies are outlined below. Students who are disenrolling will be withdrawn from any registered or active course and any product credits or vouchers will be canceled.

**Bundle**

Students are eligible for a 100% refund for 30 days from purchase as long as no product has been consumed. Once the 30 days has passed or product has been consumed the value of product the student has consumed-to-date, plus a $150 processing fee is reconciled with the amount of cash the student has paid-to-date.

- **Formula:** Cash Paid less Retail consumed less $150 processing fee equals Refund amount.
- No refunds are available after 12 months of the purchase (upon contract end date).
- All bundle recalculation are based on current pricing.

**Example:**

Student purchased an 8-course bundle, they have used 4 courses and want a refund.

- Bundle was purchased at $4600
- A four-course bundle is $2600 (what they have consumed)
- Refund = Cash Paid - Consumed - $150
- $2600 + 150 is owed = $2750
- If paid in full, refund would be $4600 - $2750 = $1850
## Unlimited

<table>
<thead>
<tr>
<th></th>
<th>Up to 1 Month after Start</th>
<th>Up to 2 Months after Start</th>
<th>Up to 3 Months after Start</th>
<th>Up to 4 Months after Start</th>
<th>Up to 5 Months after Start</th>
<th>Up to 6 Months after Start</th>
<th>Up to 7 Months after Start</th>
<th>Up to 8 Months after Start</th>
<th>Up to 9 Months after Start</th>
<th>Greater than 9 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 Courses Completed</td>
<td>&amp;</td>
<td>&amp;</td>
<td>&amp;</td>
<td>&amp;</td>
<td>&amp;</td>
<td>&amp;</td>
<td>&amp;</td>
<td>&amp;</td>
<td>&amp;</td>
<td>OR</td>
</tr>
<tr>
<td>Refund</td>
<td>100%</td>
<td>90%</td>
<td>80%</td>
<td>70%</td>
<td>60%</td>
<td>50%</td>
<td>40%</td>
<td>30%</td>
<td>20%</td>
<td>No refund</td>
</tr>
</tbody>
</table>

*To identify the applicable refund percentage, choose the column with the highest refund percentage where entire statement is true.

**Example:**

- Student was in the program for 5 months and completed 5 courses (50% category).
- Student’s plan: $3,300 down + 12 payments of $350 ($7,500 total)
- To date: Student has paid $4700 ($3,300 down + 4 months of $350)
- 50% = $3,750 - Refund = $4,700-$3750=$950

**Students withdrawing from a course but planning to continue in the program**

A student may withdraw from a course within 5 days of start for a 100% refund of the course. When withdrawing the refund is issued by “recycling course product credits” so that the student may re-register for the same course or register for a different course at no charge. This works just like a store credit that you might get at a retail store. A student may withdraw after five days from the course start (up to the last day of the course) but without refund.

All requests to withdraw from a course should be made in writing and submitted to Pearson at Studentservices-ap@pearson.com

**Ownership, Access and Use:**

All program techniques and materials (online and print), content, code, software, data, videos, and session transcripts, copyrights, trademark rights and other intellectual and property rights used in or related to our program are the exclusive property of Pearson. You agree not to disclose, reproduce, sell

v.2020.09.28
or distribute to any third party any information, written or spoken, including course materials, obtained from Pearson in connection with our courses or programs, and agree to use such information only for your personal, non-commercial use. Without limiting the foregoing, you further agree not to share your online Pearson password or to otherwise allow any other person to use the Pearson online resources purchased by you. To the extent you need to download software or documentation to access services or materials in connection with your program, Pearson grants you a limited, non-assignable, non-transferable, revocable license to use such services and materials solely for use with your purchased program or services and only for your personal, non-commercial use. Such license will terminate when your program or service expires or otherwise terminates.

You are solely responsible for all telephone, computer hardware and other equipment and all Internet or wireless services required for access to and use of our online services.

Pearson reserves the right, in its sole discretion, to change these Student Enrollment Agreement Terms and Conditions, in whole or in part, at any time. Changes in these Student Enrollment Agreement Terms and Conditions will be effective when posted.

**Disclaimer:**

Although Pearson will, at the outset, provide a current good faith estimate of the full cost at target institutions, it cannot be held liable for variations between the estimate and actual costs incurred by the student due to changes and/or updates to fee schedules and other policies after the initial estimate. Estimates are based upon third-party costs that are subject to change at any time. By signing this agreement, the student acknowledges full understanding of the possibility of variance between Pearson’s good faith estimate and the costs they may actually incur leading up to graduation.

**Prohibited Conduct, Dismissal from Program or Online Access:**

You agree that you will not bring any handguns, firearms, knives, mace, or any other object or material that may be perceived as harmful to others on Pearson’s property or teaching locations, regardless of whether or not you are licensed to carry the weapon.

You agree that you will treat Pearson staff, including course instructors, academic advisors, coaches and enrollment specialists with respect and not use obscenities, make threats or discuss matters other than those related to the subject in which you are being helped in your Program.

Pearson may dismiss you from a Pearson Program or cancel your services, including online access to our services if you:

- have not paid in full by the first scheduled session (unless Pearson has approved a payment plan for you), or
- in Pearson’s opinion, are disruptive in the program,
- do not comply with our Terms of Use set out on our platform, these Student Enrollment Agreement Terms and Conditions, or other rules and procedures applicable to our products or services being provided to you; or

v. 2020.09.28
do not comply with the Pearson Accelerated Pathways Student Code of Conduct, set forth as Exhibit B hereto.

Pearson will not refund any amounts or provide any credit where a student is dismissed from a program or their services are cancelled as set forth above.

Disclaimer; Limitation of Liability:

PEARSON WILL NOT BE LIABLE TO YOU OR TO ANY OTHER PERSON FOR ANY INDIRECT, CONSEQUENTIAL, PUNITIVE OR SPECIAL DAMAGES, OF ANY CHARACTER, WHETHER IN AN ACTION IN CONTRACT, TORT OR OTHERWISE, ARISING OUT OF OR IN CONNECTION WITH YOUR PEARSON PROGRAM, EVEN IF PEARSON HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. OTHER THAN THE GUARANTEE SET FORTH BELOW, PEARSON DISCLAIMS ALL WARRANTIES AND CONDITIONS, EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES AND CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. PEARSON'S TOTAL AGGREGATE LIABILITY ARISING FROM OR RELATED TO YOUR PEARSON PROGRAM OR SERVICE WILL NOT EXCEED THE AMOUNT YOU PAID FOR YOUR PROGRAM OR SERVICE. IN PARTICULAR, BUT WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, IN RELATION TO SERVICES, PEARSON MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO (A) THE LIKELIHOOD OF SUCCESS IN OBTAINING ADMISSION TO AN ACADEMIC INSTITUTION, (B) WHETHER THE SERVICES WILL ENHANCE OR DETRACT FROM THE STRENGTH OF YOUR APPLICATION, OR (C) ANY GUARANTEE THAT YOU WILL OBTAIN ADMISSION TO AN ACADEMIC INSTITUTION. PEARSON SHALL NOT IN ANY WAY BE LIABLE FOR YOUR FAILURE TO ACHIEVE ADMISSION TO ANY ACADEMIC INSTITUTION.

Governing Law:

These Student Enrollment Agreement Terms and Conditions and any claim or dispute arising out of, relating to or in connection with these Student Enrollment Agreement Terms and Conditions or the transactions contemplated hereby, whether in contract, tort or otherwise, shall be governed by and construed in accordance with the laws of the State of New York without giving effect to its conflicts of law principles. The exclusive means of resolving any such claim or dispute shall be binding arbitration administered by the American Arbitration Association.

Additional Information for Students Enrolling in a Program or Course:

High School Student Considerations

While students may use the Unbound Program in conjunction with the last 1-2 years of high school work, the parent/guardian must maintain responsibility for the fulfillment of high school requirements. While a high school diploma is not required to enroll in a Pearson Program, a high school diploma or GED is almost always required to matriculate to a target institution. Parental involvement is encouraged and expected for students under the age of 18. Should the parent deem a student’s involvement unnecessary, they can provide a written waiver declining parental involvement to the Student Services department.

Minimum Age Requirement

Pearson requires that students be at least 15 years of age at the time of their enrollment. Students
younger than 15 may enroll, but special permission must be granted to these students. Regional transcripts are not available for students under the age of 15 at the time of course start. Students are expected to perform at a post-high school academic level regardless of age and warrant their understanding and agreement to this standard by signing this Student Enrollment Agreement.

**International Students**

An international student is one that is a citizen of a country other than the United States or resides overseas for more than three months of their enrollment period while actively receiving Coaching Support. All prospective international students whose country of origin is not English-speaking are required to take the TOEFL (Test of English as a Foreign Language) before enrollment and must score either a 550 on the paper exam or 79 on the internet-based exam to be accepted into the bachelor’s program. TOEFL scores should be sent to the student’s Admissions Counselor.

Students residing outside the United States are not eligible to enroll with the intent of pursuing any major that requires onsite courses unless the student is willing to relocate to the location of their target college within the United States. Due to significant variations in policy and procedure related to college-level studies for international students, Pearson strongly encourages international students to discuss their plans thoroughly with their Admissions Counselor prior to enrolling. Due to onsite course requirements, international students may not pursue a biology or pre-med degrees.

International students should discuss testing center requirements & locations with their Enrollment Specialist to ensure program feasibility.

Students are responsible for being aware of their country’s policies regarding internet usage. Much of what a student will study will be online. If a country blocks certain websites, it may cause issues that hinder or prevent progress. This could result in a lack of information that is vital to passing a course or test.

**Periodic Review and Collaboration**

From time to time, Pearson staff will review and collaborate on a student’s record in order to best provide the services outlined within this Agreement. This enables the necessary members of the Pearson team to work together to meet and exceed the expectations of the student.

Calls may be recorded for training and quality-control purposes. These recordings may be reviewed by select members of the Pearson staff.

**Policy Amendments and Price Changes**

From time to time, Pearson may elect to update or amend policies. If those amendments are relevant to an existing student’s enrollment, Pearson will provide notice of the amendments upon login to the system. Upon acceptance of the updated policies, terms or conditions, the changes will be deemed to have been accepted by the student, their parents/guardians and any party making payment on the student’s behalf and will serve as an amended basis for the agreement for the term remaining. All prices and rates listed herein are subject to change.

**Copyright**

v.2020.09.28
All materials, programs and services provided by Pearson, including study modules and Coaching Support, are proprietary information under copyright and are intended for the student’s use only. Written permission must be secured from an authorized representative of Pearson for any other use or to reproduce any part of these materials. Pearson assessment questions may not be posted online under any circumstances.

**Tax Information**

Because Pearson is classified as a business and not an educational institution, students will not receive a 1098-T form from Pearson. Once students enroll in their target institution, such institution will provide them with a 1098-T form each tax year that the student incurs educational expenses with that institution.

**Student Responsibilities:**

**Update Information.** If, at any point, contact information such as name, phone, address, or email address changes, it is the student’s responsibility to update their Dashboard profile and notify Student Services of such changes. Students may contact Student Services by phone at (210) 989-5432, ext 2. or by email at studentservices-ap@Pearson.com. Students are expected to keep all Coaching Call appointments or give prior notice if rescheduling is needed. Missed calls may lead to delays or forfeiture of the scheduled call for that month.

**Provide complete and accurate records and information.** To create an effective degree plan that is guaranteed to transfer to your target school, we need to have a full picture of who you are as a student. This includes information like transcripts from each of the institutions you have attended, the exact school and degree you want to pursue, your mailing address, citizenship, discounts for which you might be eligible, military status, and date of birth.

**Maintain communication with your school and Pearson throughout your degree pursuit.**

**Take ownership of your education.** Pearson is here to support you every step of the way, but schools will look to you for communication and information and will be expecting you to be knowledgeable about your course work, degree program, and your plan.

**Provide the official transcripts of each previously attended institution.**

**Comply with Pearson’s instructions, such as:**

- Action steps as provided by your coach.
- Action steps as provided in Pearson technology platforms, including but not limited to Dashboard, Degree Manager, and Canvas.
- Action steps as requested by Pearson, including providing a transfer evaluation by your target school (this may require an application to the target school or a course approval by your target school). Pearson will direct you through these steps. It is critical for you to provide all feedback (in writing) provided by your target school to Pearson so that it is incorporated into your degree plan.
- Upon application and/or matriculation to your target institution, share your transfer evaluation with Pearson as soon as it is available.
• Provide Pearson with written documentation from the target institution that describes the reason why a course didn’t transfer.
• Make a concerted effort to recover courses in collaboration with Pearson. It is common for a target school’s initial transfer evaluation to not reveal the most efficient transfer of credits. So, Pearson reserves the right to appeal target school evaluations. Initial appeals are usually made by the student with the direction and support of Pearson. Pearson may also appeal directly to the school.

**Privacy**

**Pearson Accelerated Pathways Privacy Policy.** Pearson will use, disclose and protect personal information collected or released to Pearson in connection with the Accelerated Pathways Programs in accordance with the Pearson Accelerated Pathways Privacy Policy and this Enrollment Agreement. Please read this Privacy Policy carefully. If you have any questions or need additional information, please contact us.

**Privacy Policies of Educational Institutions and Other Third Parties.** Educational institutions, education providers, certification bodies and their authorized testing providers, payors and employers may have their own privacy practices and policies. Pearson encourages you to read the privacy policies of these third parties. Pearson is not responsible for the data privacy practices of these third parties.

**Release of Personal Information.** Our Privacy Policy outlines certain circumstances when your personal information may be disclosed in the section entitled “Does Pearson share or disclose personal information?” In addition, by this Agreement, a student (or their parent or guardian on behalf of a student under the age of 18) consents as follows:

• **Student Consent to Release of Certification Examination Data.** If you take a certification examination in connection with an Accelerated Pathways Program, you consent and authorize the third party certification body and its authorized testing provider to release your name and certification examination results (Student Exam Results) to Pearson and the educational institution through which you took the Program for the purposes of educational advisement, supporting your academic progression and data integrity verification.

• **Student Consent to Release of Education Records.** If you enroll in courses at an educational institution in connection with your Accelerated Pathways Program, you consent and authorize the educational institution to release your enrollment and transcript records to Pearson for the purposes of educational advisement, supporting your academic progression and data integrity verification.

• **Consent to Release of Personal Information to Contact Persons.** You consent to the release of your personal information by Pearson to any person that you list in the Contact section of your student Dashboard for purposes of communication with you, educational advisement and supporting your academic progression.

These consents are intended to enable Pearson to assist and provide services to you and to foster active collaboration among relevant parties that will enhance and strengthen the achievement of your individual goals and objectives related to your education.

v. 2020.09.28
These consents will be valid throughout your enrollment in a Program and until such time as you modify or rescind the consent. You may modify or rescind your consent in writing at any time. Modifying or rescinding these consents, however, may limit the support, assistance, services, courses and certifications that may be available to you.

Acceptance:

Please indicate your acceptance of this Student Enrollment Agreement by checking the “I agree to the Enrollment Terms” checkbox when prompted. I understand that by checking the checkbox when prompted, I acknowledge that I have read and that I agree to these Student Enrollment Agreement Terms and Conditions. Note that you must be 18 years of age or older to accept these Student Enrollment Agreement Terms and Conditions. If you are less than 18 years of age, you must have a parent or guardian accept on your behalf. Checking the “I agree to the Enrollment Terms” box is a representation from you that you are at least 18 years of age.
Exhibit A

Course Terms and Conditions

Course Credit

- Credit bearing courses offered through Pearson receive college credit through Pearson’s regionally accredited institutional partners or are recommended for college credit through the American Council on Education (ACE). Pearson is not a credit granting institution of higher education. Pearson reserves the right to select the hosting organization (i.e. regionally accredited institutional partner) for each course.

Course Length

- The course must be completed within the specified course length from the date the student is enrolled in the course. Course length can be found in the course syllabus. Extensions may be available for some courses. Check the registration tab of your course in Degree Manager for availability and fees.

Course Materials and Requirements

- Required course materials vary by course and may be provided by Pearson, embedded within the course, or require to be purchased separately. Course materials are not produced by Pearson and may not express the viewpoints of the company. Courses may contain limited content hosted by third-party solutions, such as YouTube.
- Access to a computer running an operating system no more than 2 years old. A modern web browser is required. Students also need a broadband (high-speed) Internet connection. For proctored assessments, students will need speakers, microphone and a compatible webcam. Proctored exams cannot be taken on mobile devices.
- Students are expected to perform at a post-high-school academic level. Assignments will be graded on designated formatting requirements (which may vary by assignment) and the use of college-level English. Any questions or interactions on course content or assignments must be initiated by the student and cannot be initiated by third parties, including parents.

Academic Integrity

- Students will be held to all standards found in the Student Code of Conduct (See Exhibit B). Students are expected to complete their own assignments without the assistance of others. Students are required to uphold a high standard of integrity when completing assignments and maintain professional and courteous interactions with course facilitators, peers, and other personnel. Failure to abide by these standards will not be tolerated and may result in course expulsion without refund. Students who are expelled from the course will not be permitted to retake the course.
- Pearson utilizes plagiarism detection software/s to maintain the integrity of assessment efforts. Students may be required to submit certain assignments via the detection software. In these
instances, students will be notified within the assignment requirements and provided instructional resources to navigate use of the software.

**Proctored Assessments**

- Most courses contain exams and assessments that are remotely proctored by Proctorio, using webcams. The assessment recordings are reviewed by proctors after the fact. The proctors are qualified to monitor exams with the use of industry-accepted processes to authenticate student identity while completing exams. This service provides students the flexibility to take their exam any time, 24/7. Refer to the Proctorio Terms and Privacy Policies for more information. Recordings will only be reviewed by authorized personnel, such as Proctorio proctors and/or verified Pearson staff.

**Institutional Partners**

- By agreeing to these terms and conditions, students agree to the terms and conditions of Pearson’s academic partners and course providers. If you have any questions regarding the terms and conditions of Pearson’s academic partners and course providers, email your inquiry to courses-ap@pearson.com

**Academic Appeal and Grievance Process**

In the event a student has an academic grievance related to assignments, grades, and/or instructors, the student must initiate the academic grievance process within 15 days of the last day of the course in which the grievance occurred. All grievance communications and proceedings are to be conducted in a mutually respectful manner amongst all parties including, but not limited to: student, support staff, instructors, and administrators.

Academic grievance proceedings:

1. Student is to contact the instructor and/or course support staff to discuss the grievance by contacting courses-ap@pearson.com
2. If a mutually agreeable resolution cannot be achieved between the student and instructor and/or course support staff, the student may submit an additional appeal to courses-ap@pearson.com within seven days of completing step 1, addressed to the Director of the Central Registrar’s Office.
3. If the grievance remains unresolved after completing step 2 above, the student may file a third appeal to studentservices-ap@pearson.com. The final appeal must be filed within three days of completing step 2 and addressed to the Pearson Academic Council. A designated member of the council will investigate with applicable stakeholders and render a final decision.
Exhibit B
Pearson Accelerated Pathways Student Code of Conduct

What is academic integrity?

Academic integrity means to hold oneself to a strict standard of honesty and remain above reproach in all of their academic endeavors. This means being clear and honest about what is your work and what is the work of others. Additionally it means paying for resources and abiding by copyright laws.

This should be a proactive approach in which students familiarize themselves with the guidelines for academic integrity as outlined here. When in doubt, the student should seek clarity from qualified Course Facilitators or staff and approach situations with clarity and honesty.

Why does Pearson care about academic integrity?

Pearson cares about academic integrity and our students have a reputation for being trustworthy. This Academic Integrity policy is designed to protect the reputation of all students represented by Pearson.

How does Pearson support academic integrity?

Pearson Course Facilitators and staff are available to answer any questions or help with any specific situations. Again, the prevailing logic should be for the student to ask when there is any doubt.

What is academic misconduct?

Academic misconduct is any act which improperly affects the evaluation of a student’s academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. “I didn’t mean to” is never an excuse for academic misconduct. Types of academic misconduct include but are not limited to:

Cheating

- Cheating is the use of unauthorized material on examinations and other assignments. When taking an open-book assessment, students may use only the resources provided within a course and personal notes, unless clearly specified. Searching the internet for answers or using additional resources of any kind is not permitted. Unless the Course Facilitator specifies otherwise, all examinations and other assignments are to be completed by the student alone, without inappropriate assistance of any kind. Blatant and willful misconduct may result in immediate expulsion from the course and/or program.

Improper Collaboration

- Occasionally coursework will require Students to collaborate together to produce graded work. Students should assume that they are not allowed to collaborate on graded work unless
explicitly instructed to do so. Reasonable effort should be taken to identify individual contributions in collaborative work.

**Submitting the Same Work for Different Classes or Assignments**

- Each assignment is created to drive a unique learning experience. In the unlikely event that individual assignment instructions would allow for the submission of previously completed coursework it is not permissible to do so unless the Course Facilitator expressly allows it. This is also known as self-plagiarism or recycling work.

**Assisting Others in Academic Misconduct**

- Supplying another student with an unfair advantage on an assessment or any other graded assignment constitutes academic misconduct. Any “giving hints” or telling another student what will be on any assessment or Competency Based Exam (CLEPs, DSSTs, etc.) will be considered academic misconduct.

**Plagiarism**

- Written assignments are designed to show the student’s understanding in the student’s own words. All written words should be composed of words generated entirely by the student, except where words written by someone else are specifically marked as such with proper citation. Even if you express them in your words it is plagiarism to present someone else’s ideas as your own. There are many resources available to help students understand this important issue. As stated previously, understanding plagiarism is the proactive responsibility of every student.

Any assignment submissions that are flagged for plagiarism, either by plagiarism detection software or by a member of the Pearson staff, will be reviewed for compliance with the Pearson Academic Code of Conduct. If it is determined that the student violated the Academic Code of Conduct, Pearson reserves the right to take any or all of the following actions. Discipline typically follows the following three-strike process:

- 1st offense: the student is required to complete an assigned anti-plagiarism course and produce a proof of completion. At the discretion of the Faculty, the student may be offered a chance to resubmit the assignment or may be awarded a zero grade depending on the nature of the offense.
- 2nd offense: the student receives a 0 for the course and is allowed to retake the course after 180 days.
- 3rd offense: the student is expelled from the Pearson program without refund. Note that the above three-strike policy will apply any time the student is enrolled in any Pearson program or course; it will not reset for each new course. Pearson reserves the right to skip any of the above steps in cases of excessive plagiarism, as deemed appropriate by the Academic department.

**Unauthorized Use of Copyrighted Materials**
Pearson takes great pains to ensure that the educational materials provided are legally obtained. Use of, distribution of, or receipt of study resources in violation of copyright laws will be considered a violation of the academic integrity policy.

What happens when a student is reported for misconduct?

Reports of academic misconduct are investigated by Pearson staff and the Courses Department Manager determines the penalty. Common penalties include:

- Reduction of points on an individual assessment or assignment
- 0% assigned for an individual assessment or assignment
- Withdrawal from the course in question with the ability to repurchase and retake the course after 180 days.
- Expulsion from the course in question without the ability to retake
- Expulsion from Pearson

In the event that the student is removed from a course or from the Pearson program, the student’s record will reflect the actions taken by Pearson in response to the student’s violation of the Code of Conduct.

If the student wishes to contest the decision, they may do so by submitting a written explanation with as much detail as is reasonably possible to Student Services for review by the Director of the Central Registrar’s Office. The determination by the Director of the Central Registrar’s Office will be final and delivered in writing.

All students are expected to:

- Access Pearson courses only for lawful purposes.
- Respect the privacy of other members of the class and other students.
- Respect the integrity of the learning management system.
- Respect the diversity of opinions among the Pearson staff, instructors and members of the class and respond to them in a courteous manner. Electronic communication consisting of all caps, large font, or bold print may be considered unprofessional and a form of verbal abuse.
- Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the Pearson community including but not limited to Pearson staff, instructors, and students. This includes, but is not limited to demeaning written or oral comments of an ethnic, religious, sexist (or sexual orientation), or racist nature, unwanted sexual advances, or intimidations by email, phone, forums, discussion boards or other postings in Pearson social groups.
- Abide by all rules and agree to be subject to disciplinary actions as described in both the course syllabus and terms and conditions.