

## **Program Description and Requirements**

All courses in the program are held completely online and asynchronously. Grading is on a pass/fail basis. Students must complete all assigned coursework and assessments in the time and manner prescribed for each course in order to pass the course. The grade assigned by the instructor is final.

There are three (3) terms each calendar year: spring term, summer term, and fall term.

A student must successfully complete six (6) courses in the Legal Innovation & Technology Certificate program to receive the certificate.

Students are expected to engage with the instructor and their classmates civilly and professionally. Unless otherwise directed by the instructor, each student must complete all assignments on their own and without any assistance.

## **Cost**

Students who register and pay for the full certificate program may enroll in six (6) program courses over the next nine (9) consecutive terms from the date on which they register and pay. For example, a student who registers and pays for the full certificate program on March 1, 2018, has from summer 2018 through spring 2021—nine consecutive terms—to complete the program.

Students who register and pay for courses in the certificate program individually will pay the per-course price that was in effect at the time they first registered and paid for any additional courses that are registered, paid for, and completed during the next nine (9) consecutive terms. For example, a student who registers and pays for one course during the summer 2018 term will pay the per-course price that was in effect at the time of payment for any additional courses taken through spring 2021.

Students may pay online, by credit card or ACH, or by check. If a check or ACH payment does not clear, the student's access to the online course will be terminated and the student will be charged a \$25 processing fee.

## **Refund and Course Change Policy**

Students who register and pay for an individual course must cancel their registration by 9 a.m. on the business day prior to the day on which the course begins to receive a full refund. Students who cancel their reservation later than 9 a.m. on the business day prior to the day on which the course begins or who fail to participate in a course are not entitled to any refund.

Students who register and pay for the full certificate program may receive a pro-rated refund for any courses not completed or started when they withdraw from the program by 9 a.m. on the business day prior to the day on which a course for which they are registered begins. Refunds for withdrawals made after this time will not include the cost of the course(s) for which a student is registered. For example,

- a student who registers and pays for the full certificate program, completes one course, and then withdraws from the program three days before the start of the next class for which she is registered would receive a refund for the cost of five (5) courses.
- a student who registers and pays for the full certificate program, completes one course, and then withdraws from the program after the start of a second class would receive a refund for the cost of four (4) courses.

Before 9 a.m. on the business day prior to the day on which a course for which a student is registered begins, students may change their registration to another course in the same term or a course in a future term.

Cancellations and course changes must be requested by email to [legaltechcertificate@suffolk.edu](mailto:legaltechcertificate@suffolk.edu) and comply with the policy above to be valid.