



AI Policy

The use of generative AI tools such as ChatGPT to assist with writing, such as editing, polishing language, or organizing ideas, is permitted.

However, all submitted work must represent the student's own ideas and personal engagement with the assignment.

AI tools must not be used to generate an entire reflection or assignment on the student's behalf. All work should clearly demonstrate the student's individual voice, insights, and critical thinking.

Submissions found to be primarily generated by AI may be subject to review.

IMSE Response Policy

For any content questions, please email your instructor for this course. You will find your instructor's email in the "About the Instructor" page in your course.

For any technical questions, please email info@imse.com.

Response Time: IMSE's business hours are Monday–Friday, 9:00 a.m.–5:00 p.m. EST. Please allow up to two business days for a response.

Resubmission Policy

Participants may be asked to resubmit assignments based on instructor feedback. This feedback may pertain to AI-generated answers, incomplete work, or a misunderstanding of the assignment. All resubmissions must be completed within 72 hours of the date the revision request is made.

If the course end date occurs before the final 72-hour window, all resubmissions must be submitted by that date. Additionally, after submitting your final assignment, please check back within 48 hours to confirm that all requirements have been met and that no further revisions are needed.

Please note that instructors require time to review revised assignments. Submitting multiple assignments or resubmissions on the final day of the course may delay grading and could postpone the issuance of your course certificate. To ensure timely feedback and certification, participants are encouraged to submit revisions promptly after receiving feedback.



Course Make-Up Policy

If a participant completes less than 80% of the course, there is a \$150 transfer fee. The participant will be transferred to another asynchronous course that starts at a later date.

Please note that your progress cannot be saved for those transferred participants, and you will need to start the course again.

IMSE does not extend course access. Participants who have completed at least 80% of the course will be eligible for a makeup video.

Please reach out to info@imse.com to make that request.