

# Loyola University Maryland ASPIRE Center for Continuing Education Coaching Certificate Program Policies

## I. General Disability Policy

Loyola University Maryland's ASPIRE Center for Continuing Education supports individuals with disabilities and is committed to providing disabled individuals access reasonable accommodations. In addition, ASPIRE prohibits discrimination on the basis of disability and ensures equal opportunity for all qualified individuals with disabilities. ASPIRE is committed to providing reasonable accommodations in compliance with all local, state/territory, and federal laws. Individuals with questions about this policy, or who wish to request accommodation should contact Kristie Anders, Program Operations Director at [kanders@loyola.edu](mailto:kanders@loyola.edu).

Our goal is to create a learning environment which meets the needs of each individual student. We are able to accommodate a variety of learning disabilities to make our program more accessible. Please contact Kristie Anders, Program Operations Director at [kanders@loyola.edu](mailto:kanders@loyola.edu) before enrolling to determine if your needs can be met.

## II. DEIJ Statement

The ICF Global Board of Directors approved the ICF Statement of Diversity, Inclusion, Belonging and Justice in July 2020. Staff and volunteer leaders from ICF's six family organizations subsequently cosigned the statement. This statement of principles reflects a position we invite every ICF Member, Credential-holder and accredited provider to subscribe to.

ICF Members and Credential-holders live and work in more than 140 countries and territories. ICF is a vibrant global community committed to the shared vision of making coaching an integral part of a thriving society. Our mission is to lead the global advancement of coaching. To do this, we must reflect on our blind spots and be aware of opportunities for improvement. We cannot ignore the challenges that many coaches and coaching clients face due to systemic problems in their communities.

As members of the ICF community, we ascribe to the core values of integrity, excellence, collaboration and respect. The foundation of these values is a shared commitment to diversity, inclusion, belonging and justice.

We will place diversity, inclusion, belonging and justice at the forefront of every decision we make within our Association. As we continue the journey toward our vision, we will recommit ourselves to valuing the unique talents, insights and experiences that every coach and client brings to the world.

### ***Non-Discrimination Policy***

It is the policy of Loyola University Maryland's ASPIRE Center for Continuing Education that:

- Recruitment and hiring of all personnel is conducted without discrimination against any individual with regard to race, age, religion, color, creed, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status.
- All staff and personnel will not discriminate against any employee or participant because of race, age, religion, color, creed, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status.
- All individuals are welcome to participate regardless of race, age, religion, color, creed, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status.

## **Loyola University Maryland ASPIRE Center for Continuing Education Coaching Certificate Program Policies**

- All employees, students, and other participants should be able to enjoy an environment free of discrimination and harassment. This includes, but is not limited to, discrimination or harassment in the areas of race, age, religion, color, creed, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status. Our organization does not and will not tolerate conduct by any employee, student, volunteer, contractor, visitor, or vendor which unreasonably interferes with an individual's ability to learn in a welcoming environment.
- Participants who wish to report discrimination are encouraged to follow the grievance policy outlined in the Coaching Program Resource Guide. ASPIRE will promptly investigate all claims and reports of inappropriate conduct.

### **III. Grievance Policy**

Loyola University Maryland's ASPIRE Center for Continuing seeks to ensure equitable treatment of every person and to attempt to solve any grievances in a timely and fair manner. Participants have the right to file a grievance regarding presentation or content, facility concerns, or instructor/faculty behavior. All grievances will be addressed to the best of our ability to prevent further problems. A process for filing grievances can be found below:

- A participant should first attempt to resolve the issue directly with the educator/trainer, staff, or participant with whom they have an issue. If participants are not comfortable approaching the individual, they can proceed to step 2.
- If participants are not comfortable approaching the individual with whom they have a grievance, or are unable to resolve the issue directly, participants should submit a written grievance to the Acting Education Director within 10 business days of the event. The Education Director will review the issue and talk to the student within 5-7 business days of receiving the complaint. The Education Director will work with all parties involved to resolve the issue.
- If a participant does not feel the issue is resolved, a written request for an appeal should be sent to Scott Moores, Director, ASPIRE Center for Continuing Education for review. This appeal should include the original complaint and reason(s) the participant is unsatisfied with the resolution attempt(s). Appeals are reviewed and a written response will be provided to the participant within 10 business days. All appeal decisions are final.

### **IV. Participation Policy**

Success in our program requires full commitment by all participants. By enrolling in this course, participants agree to being fully present during all sessions and participate to the best of their ability. This includes arriving on time, abiding by the code of conduct, and engaging in course activities.

#### ***Attendance***

In order to provide you with the minimum required training hours for certification, it is important that you are present at all course meetings.

If you have an emergency or become ill and are not able to attend a coaching session, please contact your instructor and the Acting Education Director immediately. You will be expected to complete the

## **Loyola University Maryland ASPIRE Center for Continuing Education Coaching Certificate Program Policies**

session materials, review relevant recordings, and complete a coaching session outside the live session to make up for the missed session.

If you need to miss more than 2 hours of the course, you will have the option to work with the instructor to cover the missed material at your own expense or register for another course. If you miss any of the offered mentor coaching opportunities, you will need to arrange and pay for individual mentor coaching sessions to complete the required 10 hours of mentor coaching to satisfy the International Coaching federation requirements.

Petitions to this policy are considered on a case-by-case basis and must be submitted in writing to the instructor and ASPIRE Center for Continuing Education by emailing [aspire@loyola.edu](mailto:aspire@loyola.edu).

### ***Course Engagement***

Our courses are designed to be interactive and engaging for our participants. It is therefore an expectation that you participate in course activities, including dialogue with the course instructor and peers, mock coaching activities, and experiential learning exercises. If you are unable to participate in an activity, please inform your instructor as soon as possible. Please refer to the code of conduct for additional details.

### ***Code of Conduct***

Participants are expected to conduct themselves in a professional manner during all sessions. This includes, but is not limited to:

- Arriving on time to all sessions.
- Attending all live sessions and mentor coaching sessions.
- Having your camera on for virtual live sessions.
- Participating fully in all sessions and mentor coaching sessions. This includes being prepared for the session, involving yourself in discussions and activities, assuming responsibility for your learning, and contributing to the learning of others.
- Engaging in discussions with integrity and honesty.
- Being respectful of your fellow participants and instructors, including silencing your cell phone, not texting, and other disruptive behaviors.
- Embracing diversity and inclusion while respecting the dignity and humanity of others.

## **V. Partial Completion Policy**

At this time, we are not able to offer credit for partial completion of a course. You must complete the entire course to receive continuing education credit. Individuals with questions about this policy are encouraged to contact Kristie Anders, Program Operations Director at [kanders@loyola.edu](mailto:kanders@loyola.edu).

## **VI. Payment/Fees Policy**

All registrations are secured on a first-come, first-served basis. Payment plans may be arranged upon request. Payments must be made per the payment plan schedule. We accept payment by credit card. All payment will be in US Dollars.

**Loyola University Maryland ASPIRE Center for Continuing Education  
Coaching Certificate Program Policies**

**VII. Refund Policy**

Cancellation of a course enrollment must be made a minimum of 30 calendar days prior to the course to be eligible for a full refund. Cancellations of a course enrollment made between 14-29 days prior to the course are eligible for a 50% refund. Cancellations of enrollments made less than 14 days before the course are not eligible for a refund. Written notice of cancellation shall be effective on the date the withdrawal is received by ASPIRE Center for Continuing Education. Refunds will be made within 10 business days following receipt of cancellation or withdrawal requests.

***Registration Modifications***

Modifications to registration, including substitutions of participants or transfer of course dates, must be completed at least seven days before the program date. Participants may contact Kristie Anders to modify their registration at [kanders@loyola.edu](mailto:kanders@loyola.edu). Course changes may be allowed as long as there are spots available.

**VIII. Transfer of Credit Policy**

At this time, we are not able to accept partial course credit from other organizations or programs. Even if you have completed a Level 1 program, you must enroll for the entirety of a Level 2 program. Individuals with questions about this process should contact Kristie Anders at [kanders@loyola.edu](mailto:kanders@loyola.edu).

**IX. Illness Policy**

In order to provide you with the minimum required training hours for certification, it is important that you are present at all course meetings. If you have an emergency or become ill and are not able to attend a course session, please contact your instructor and the Acting Education Director immediately. You will be expected to complete the session materials, review the session recording, and complete a coaching session outside the live session to make up for the missed session.

If you need to miss more than 2 hours of the course, you will have the option to work with the instructor to cover the missed material at your own expense or register for another course. If you miss any of the offered mentor coaching opportunities, you will need to arrange and pay for individual mentor coaching sessions to complete the required 10 hours of mentor coaching to satisfy the International Coaching Federation requirements.

Petitions to this policy are considered on a case-by-case basis and must be submitted in writing to the instructor and ASPIRE Center for Continuing Education.

**X. Statement on Ethics, Integrity, Transparency**

As an ICF Accredited provider, our organization adheres to and emphasizes the International Coaching Federation Code of Ethics. The ICF Code of ethics describes the ICF core values, ethical principles, and standards of behavior for all ICF professionals. Meeting these ethical standards of behavior is the first of the ICF core coaching competencies. You can read more about the ICF Code of Ethics [here](#).

Additionally, ASPIRE Center for Continuing Education commits to acting with integrity and transparency. We hold ourselves and our participants to the highest level of integrity and strive to be as transparent as possible by explicitly stating measures being taken to provide programs in an ethical manner. We do not

**Loyola University Maryland ASPIRE Center for Continuing Education  
Coaching Certificate Program Policies**

believe in using manipulative or dishonest sales tactics and strive to provide a safe and ethical sales process. Further, we work to provide fair and equitable pricing for all programs to ensure access and quality of coaching education.