

Marygrove College

An Important Letter to Marygrove College Teacher Professional Development Students

Dear Student:

Thank you for selecting Marygrove College for your professional development experience. We are hopeful that each component of this course will provide valuable concepts/strategies for application in your classroom!

Whether you are a new or returning student, please read this entire letter. It may assist in your efforts toward successful completion of the course.

We have observed a trend that suggests a significant misinterpretation of directions provided for these distance learning courses which has, for some students, resulted in the significant loss of points, and possibly a failing grade.

We want to highlight the following policy regarding **Individual Work**:

Collaboration with fellow teachers is an important part of this course. You will use online discussion boards to share ideas with other teachers during your course. Therefore, similar responses for Dialogue Summaries will be accepted; however, **ideas must be expressed in your own words. You may not share answers.** In the Application Assignments, Dialogue Summaries and Final Assignment or Reflection Paper, we are not looking for answers that have been determined by consensus; we are looking for your personal thoughts, reactions and conclusions. Each student is responsible for the academic integrity (content) of his/her own coursework. **Identical or very similar responses obtained with or without your permission will be challenged by the university**; all parties involved will be subject to a failing grade.

To ensure the successful completion of this course:

- 1. Read and understand this policy on Individual Work.
- 2. Be aware that as part of your online course, you will be asked to acknowledge this policy on Individual Work.
- 3. Understand there is a significant difference between collaborative thinking and collaborative writing.
 - Yes, you will be required to "brainstorm", discuss and think collaboratively, but you must not write collaboratively. You must write independently and select your own words.
 - Collaborative writing is not appropriate and does not allow Marygrove College to evaluate what you individually have learned from this course.
 - Submitting work that is judged to be collaboratively written may result in a failing grade.

Should you have any questions regarding these requirements, please contact Donna Kerry, Program Coordinator, Teacher Professional Development Program: dkerry@marygrove.edu or 1-313.927.1276. Office hours are M-F, 8:00 AM to 4:00 PM Eastern time.

Sincerely,

Sherry Lefton, Assistant Dean Continuing Education and Community Service 313.927.1469 slefton@marygrove.edu

IMPORTANT DATES

If you enrolled between Enrollment Term		Refunds available when you cancel	Course Completion Deadline	
Aug 1, 2011–Nov 30, 2011	Fall 2011	Within 45 days after your registration date	February 29, 2012	
Dec 1, 2011–Mar 31, 2012	Spring 2012	Within 45 days after your registration date	June 30, 2012	
April 1, 2012–July 31, 2012	Summer 2012	Within 45 days after your registration date	October 31, 2012	

ACCESS TO CLASSROOMS WILL CLOSE FIVE (5) MONTHS AFTER THE COURSE COMPLETION DEADLINE.

Course Completion Deadline

Coursework must be submitted in your online classroom on or before the course completion deadline. Coursework not submitted by the course completion deadline will be given a failing grade unless you have received prior approval for late submission from the program coordinator.

A Grade Report will be mailed approximately eight (8) weeks after the course completion deadline to the home address listed in Marygrove College records. Please allow 10 working days for the processing of transcript requests.

IMPORTANT CONTACT INFORMATION

Contact CANTER regarding:

- Proof of payment
- Course materials
- Course content
- Transfers
- Cancellations
- Tuition Refunds
- Change in contact information

Phone: 1-800-669-9011

Fax: 1-310-301-7512

Email: GradcourseStudent@canter.net

Contact MARYGROVE COLLEGE Program Coordinator regarding:

- Coursework Submission
- Requests for late submission (fax or email only) (p.3)
- Request for Early Grade Report or Early Transcript (no phone requests) (p.3)
- Penalty for not turning in coursework
- Requests to redo and resubmit coursework (p.3)
- Name and/or Address Change FAX ONLY (p.7)

Phone: 1-888-236-1431 Fax: 1-313-927-1753

Email: dkerry@marygrove.edu

Contact the Registrar's Department about:

Official Transcripts

Email inquiries: registrar@marygrove.edu

Phone inquiries: 1-313-927-1263 Fax: 1-313-927-1262 For instructions on

- how to submit your electronic coursework and
- how to confirm it was successfully submitted,

see the Course Completion section in your online classroom.

IMPORTANT ADDRESSES

Send requests/fees for early transcripts or requests to re-do/resubmit coursework to:

Professional Development Marygrove College 8425 W. McNichols Road Detroit, MI 48221-2599 Attn: Donna Kerry

Send transcript requests to:

Registrar's Office Marygrove College 8425 W. McNichols Road Detroit, MI 48221-2599 Fax: 313-927-1262

For cancellations only Return unused books to:

Canter/RETURNS 12975 Coral Tree Place Los Angeles, CA 90066-7020

CANCELLATION REFUND POLICY

In order to receive a tuition refund, less the \$65 cancellation fee, call 1-800-669-9011 within 45 calendar days after the date of your registration. You are responsible for returning unopened materials to Canter (see above for address).

A tuition refund, less cancellation fee is only available when you are cancelling a course in the original term in which you enrolled. If you have transferred to a different term, you are no longer eligible to receive a refund if you cancel.

Transfer or Replacement: Materials/Processing/Shipping Fee

Fee covers the cost of materials, processing, and shipping and must be paid at the time of the request.

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	•	When students requests replacement of materials due			When student requests transfer from one course to		
		to loss or damage caused by student:			another course: \$50		
		Text	\$45				
		DVDs	\$20				
		Study Guide	<u>\$20</u>				
		full set	\$85				

Reminder: Course credit may be transferable with prior approval from the university providing your advanced degree program. Credit may be applicable for recertification and salary advancement.* In Michigan, provisional teaching certificate renewal requires completion of a planned program of study (18 hour minimum) or an approved masters degree. Teachers holding a professional certificate may recertify based on 6 credits and are not required to be part of a planned program. Check with the university/college providing your degree program concerning the acceptance of these classes.

*It is a student's responsibility to check with their state/district and evaluate and understand any requirements related to the use of individual graduate courses for any purpose.

COURSE MAXIMUM POLICY

3 courses per term

REQUESTS FOR LATE SUBMISSION

Extensions will be granted only for extenuating circumstances. Prior to the course completion deadline, requests for late submission must be made to the program coordinator in writing (email or fax only) with "Request for Late Submission" indicated in the subject line. Requests by telephone will not be accepted. After confirmation from the program coordinator (via email), the student must send the late fee (\$100 per course/check or MO payable to Marygrove College). Due to volume, MGC is unable to respond to inquiries regarding receipt of the fee and recommends Overnight Priority Mail (with tracking). Coursework submitted to the college after the course completion deadline and without prior approval will be returned to the student ungraded. Failure to submit work may result in penalty on your academic record. Contact MGC Program Coordinator.

OFFICIAL TRANSCRIPTS

A Grade Report will be mailed eight (8) weeks after the course completion deadline to the home address listed in Marygrove College records. Please allow 10 working days for the processing of transcript requests.

To order additional official transcripts, your request must be in writing. Include the term, course number and title, your Social Security number, and the complete address where you would like the transcript sent. Sign your request. Transcripts are free of charge. Mail or fax your request to the registrar's office. See page 2 for contact information.

REQUEST FOR EARLY GRADE REPORT OR EARLY TRANSCRIPT

- Written requests and fee for early grade(s) must be received at the college before completed coursework is submitted. It is recommended that you send your early request and fee via overnight mail.
- List all courses for the current semester in your early request.
- Indicate which document you are requesting: Grade Report or Official Transcript
- Indicate the date by which the early Grade Report or early Official Transcript must be received.
- Please allow 3–4 weeks processing time from coursework submission. Marygrove College will not process without written request and fee.
- Provide the name(s) and address(es) where you wish the early Grade Report or early official transcript sent.
- The fee is \$50 for each course for which you are requesting an early grade (e.g. for two courses, the total cost is \$100).
 Make out your check or Money Order to Marygrove College.

- Early Grade Report or early Official Transcript will not be faxed.
- Marygrove College does not provide a Letter of Completion.
- On the front page of your Assignment Organizer, just below the title of the course, please type and specify either "Early Grade Report—Yes" or "Early Official Transcript—Yes"
- Please note: Requests for early Grade Report or Early Official Transcript will not be processed unless a written request with payment has been received by the college before completed coursework is submitted.
- All requests must be dated, signed, and include the semester. Requests without a signature will not be processed.

REQUESTS TO REWRITE AND RESUBMIT COURSEWORK

You may request the opportunity to rewrite your coursework (or portions thereof) and resubmit it for grading again. **This request must be made in writing to the Program Coordinator via U.S. Postal Service letter, fax, or email dkerry@marygrove.edu**. Upon receipt of an email confirmation/approval from the program coordinator, you must submit a \$100 fee (check or money order payable to Marygrove College). Fees submitted before approval will **not** be processed. Coursework rewritten and resubmitted without prior approval will **not** be processed.

INDIVIDUAL WORK

Important Notation Regarding Study Group:

If students are taking a course with a study group, all coursework must be submitted to the platform on the same day. A study partner is defined by the college as someone with whom the student has worked on the same course during the same semester. In your Assignment Organizer, directly under the headings with student information (below email address), you must list in red font your study partners for each course. If you have collaborated with a non-registered colleague, please list their names and indicate "not registered". Your information should appear as follows:

Study Partners:

Jane Jones Registered

John Smith Not Registered

Collaboration with fellow teachers is an important part of this course. You will use online discussion boards to share ideas with other teachers during your course. Therefore, similar responses for Dialogue Summaries will be accepted; however, **ideas must be expressed in your own words. You may not share answers.** In the Application Assignments, Dialogue Summaries and Final Assignment or Reflection Paper, we are not looking for answers that have been determined by consensus; we are looking for your personal thoughts, reactions and conclusions. Each student is responsible for the academic integrity (content) of his/her own coursework. **Identical or very similar responses obtained with or without your permission will be challenged by the university**; all parties involved will be subject to a failing grade.

NAME OR CONTACT INFORMATION CHANGES

ADDRESS CHANGES

- If you have changed your address since you registered for this course, you must inform both Marygrove College and Canter via fax.
- If you have changed your address since the last time you registered for a course with Marygrove College (through Canter), you must submit a Status Change Form via **fax**. The new address you share with Canter will **not** automatically be entered into the records of the college.

Please use the Request for Status Change form (p.7), included in this document. **FAXES ONLY**. Email requests will not be accepted. Failure to follow these instructions may result in not receiving your Grade Report.

NAME CHANGES

- All name changes require the completion of a Request for Status Change form (p.7), included in this document.
- You must provide your signature on this form
- You must fax this form, along with supporting legal documentation to Marygrove College. Email requests will not be accepted.

GRADING SCALE

Total points possible: 800

755–800	А	680–688	В-
736–754	A-	658–679	C+
711–735	B+	632-657	С
689–710	В	0–631	E

EVALUATOR FEEDBACK

Coursework is evaluated in the order in which it is received. Within eight (8) weeks of the coursework deadline, an evaluation summary containing comments and point totals will be available in your online classroom.

To access your evaluation summary:

- Locate the Tools section in the left-hand menu
- Click on Course Tools and then on My Grades
- Look for the grade book entry Submit Your Assignment Organizer. Once your evaluation summary is available, there will be a score (highlighted and underlined) under the Grade column
- Click on the score
- On the next page under Feedback from the Instructor, you will see a link that allows you to download your evaluation summary

COURSE POLICIES

In your online course, you will be asked to confirm that you have read all of the information related to academic policies, and you will be asked to acknowledge the following statements:

- I have read all of the information in the Academic Policies section of this course. I understand, and agree to abide by the policies of the institution where I am enrolled.
- 2. I understand the course completion deadline date, when grades are available, and the instructions for requesting a transcript.
- 3. I understand the policies regarding late coursework, transfers, and cancellations.
- 4. I understand it is my responsibility to turn in my coursework in time to meet my deadlines.
- 5. I understand that because requirements vary, it is my responsibility to check with my state/district to ensure this course fulfills my particular licensure/certificate renewal, salary advancement, or other any requirements.
- 6. I understand this is a graduate course, requiring a bachelor's degree, and coursework is expected to reflect graduate-level quality in presentation, content, grammar, and spelling.
- 7. I understand the Course Maximum Policy regarding enrollment in a single term.
- 8. I understand I must list study partner(s), in my Assignment Organizer, directly under the headings with student information (below email address), I must list in red font, any study partners with whom I collaborated, enrolled or not enrolled:

Jane Jones Registered
John Smith Not Registered

- 9. I understand upon timely and successful completion of this course, my transcript will reflect graduate-level credit. I understand the number of credit hours awarded and grade-posting policy of the institution where I am enrolled.
- 10. I understand responses to all of the assignments in this course must be entirely my own. I understand and agree that I am responsible for the academic integrity of my coursework.
- 11. I understand it is my responsibility to keep a copy of my coursework; and neither Canter nor the university is responsible for lost or missing coursework.
- 12. I understand in order for my coursework to be evaluated, I must confirm I have read all the policies in the Academic Policies section and have answered yes to all of the statements in this checklist.

If you answer "no" to any of these statements, please call Marygrove College for further information at 1-888-236-1431.

COURSE TITLE		COURSE TITLE	
The Adolescent Brain™	EDU 5430	Meeting the Needs of Culturally and Linguistically Diverse Students	EDU 628
Advanced Instructional Strategies for Special Educators	PENDING	Motivating Students to Read™	EDU 5540
Assertive Discipline® and Beyond	EDU 662	Motivating Today's Learner™	EDU 667
Assessment to Enhance Teaching and Learning	EDU5981XCN	Returning Creativity to the Classroom™	EDU 641
Building Your Repertoire of Teaching Strategies	EDU 595	Succeeding With Difficult Students®	EDU 661
Classroom Management to Promote Student Learning	EDU 513	Supporting Students with Learning Disabilities: Strategies for Success	EDU 5541
Designing Curriculum and Instruction	150 515	Supporting the Struggling Reader®	EDU 549
With the Learner in Mind	EDU 532	Teacher Leadership for Learning and Teaching	EDU 626
Differentiating Instruction for Student Success	EDU 642	Teacher Leadership in Professional	
The Effective Reading Teacher™	EDU 5542	Learning Communities	EDU 638
Helping Struggling Readers With Content-Area Learning	EDU 549B	Teacher Leadership: Mentoring, Coaching, and Collaboration	EDU 636
Helping Students Become Self-Directed Learners®	EDU 670	Teaching Beginning Readers	EDU 5544
How to Get Parents on Your Side®	EDU 660	Teaching Developing Readers	EDU 5543
Improving Reading in the Content Areas	EDU 506	Teaching Students to Get Along®	EDU 666
Including Students With Special Needs:		Technology and 21st Century Literacy Skills	EDU 650
Curriculum, Instruction, and Assessment	EDU 620	The High-Performing Teacher®	EDU663
Introduction to Teacher Leadership	EDU 624	Using Data to Guide School Improvement	PENDING
Learning Differences: Effective Teaching With Learning Styles and Multiple Intelligences®	EDU 594	Using Technology to Engage Diverse Learners	EDU 5545
Math: Teaching for Understanding	EDU 546	Using Technology to Enhance Content-Area Learning	EDU 651

Marygrove College

REQUEST FOR STATUS CHANGE

		11102				
Date:						
Name:						
(First; no ni		(Middle Initial)	(Last)		Social Security #	:
Home Phone:			_ Work Phone:		Date o	of Birth:
CHECK AND CO	MPLETE ALL I	INFORMATION FOR	THE APPRO	PRIATE SECTION:		
For name change be a copy of a documentation	ges or correction marriage certific	cate, or court order, s names, middle name	ts must provide such as a divore	e a signed request and legal ce decree. Name changes m ellings, or abbreviations can	ust reflect the exa	ct name on the legal
Former Name:	(First; no nickname	es) (I	Middle Initial)	(Last Name)		
New Name:	(First; no nickname	es) (I	Middle Initial)	(Last Name)		
☐ Address Ch	ange (fax only)					
Old Address: _	Street		City		State	ZIP
New Address: _	Street		City		State	ZIP
Signature (req	uired):					

Submit this request to Marygrove College via FAX ONLY.

Fax to: 1-313-927-1753