

#### Dear Student:

Welcome to the Marygrove College learning community; a liberal arts college in Detroit Michigan with more than 80 years of experience in training teachers. Marygrove-educated teachers can be found in public and private schools across the nation, both as classroom teachers and administrators. Marygrove College has partnered with Teachscape, a leader in online professional development for K-12 educators, to offer online continuing education courses to support career advancement and professional development. We are confident this course will provide valuable concepts/strategies for application in your classroom!

Because we want you to be successful in the completion of this course, we are providing specific information that may clarify our requirements related to collaboration and/or individual work.

## **Collaboration with Study Partners**

Because some of the assignments require collaboration with colleagues, answers similar in content will be accepted; however, **ideas must be expressed in your own words**. **You may not share answers**. 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 College. All parties involved may be subject to a failing grade.

## Helpful Hints:

- 1. Read and understand Page 4 of the Academic Policies and Procedures document related to Academic Honesty / Collaboration and the paragraph *Collaborative Thinking vs. Collaborative Writing*.
- 2. 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 or our professional development programs, please contact Donna Kerry, Program Coordinator, Professional Development for Teachers:dkerry@marygrove.edu or 313.927.1276. Office hours are Monday – Friday, 8:00 a.m. – 4:00 p.m., Eastern Time.

Thank you for choosing Marygrove College!

Sincerely,

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

**Effective Winter 2012** 

Important Coursework Submission Reminders

Please read before beginning coursework.



## **TABLE OF CONTENTS**

ACADEMIC HONESTY / COLLABORATION (Important Reminder – Please Read)	3, 4
CHANGE OF ADDRESS / NAME	5
CONTACT INFORMATION	1
COURSE CANCELLATION POLICY	2
COURSE COMPLETION DEADLINE	3
COURSE CONTENT QUESTIONS	2
COURSE EXPECTATIONS	2
COURSE LOAD POLICY	3
COURSE MATERIALS	2
COURSE REGISTRATION	2
GRADE DETERMINATION	4
GRADUATE CREDIT	4
QUESTIONS CONCERNING GRADING	4
REQUEST FOR EXTENSION	4
REWRITING / REGRADING OF COURSEWORK	4
SUBMITTING COMPLETED COURSEWORK	3
TRANSCRIPTS / GRADE REPORTS	4
TUITION & FEES (See new Notation).	2
WITHDDAWAL DOLLCY	2

### MARYGROVE COLLEGE CONTACT INFORMATION

### Transcripts/Official Transcripts

Registrar Marygrove College 8425 W. McNichols Road Detroit, MI 48221 Fax: (313) 927-1262 Phone: (313) 927-1263

## Advising, Late Submission Requests, Rewriting of Coursework

Program Coordinator: Donna Kerry Toll Free: (888) 236 - 1431 Fax: (313) 927 - 1753 E-mail: dkerry@marygrove.edu

Office hours: Mon. - Fri.: 9:00 a.m. - 5:00 p.m.
Eastern time zone

#### TEACHSCAPE CONTACT INFORMATION

Proof of Payment Course registration Course start date Course cancellation Course withdrawal Course materials

Address: 20750 Ventura Blvd, Suite 430 Woodland Hills, CA 91364
Toll Free: (877) 986 - 2794 ext 8060
Toll Free: Fax: (415) 449 - 6363
E-mail: courses@teachscape.com

## Technical support

Toll Free: 888-479-7600 or <a href="mailto:support@teachscape.com">support@teachscape.com</a>

#### **COURSE REGISTRATION**

To register for an online course, you have two options:

- 1. Visit www.teachscape.com/mgccourses, click "Register Online".
- 2. Call (toll free) 877-984-7277 and register by phone.

New Process Federal Compliance – Verification of Student Identify

As an accredited institution within the North Central Association of Colleges (NCA), Marygrove College is required to verify student identity within their online programs. Students are required to provide the last four (4) digits of their social security number and their birthdate (with year) both at the time of registration, as well as, when electronically submitting completed coursework.

Once registered, you will be assigned an academic semester for your course based upon your "start date".

#### **TUITION & FEES**

Each three (3) graduate credit hour course has the following fee structure (tuition subject to change):

Tuition: \$500

Includes all materials and shipping and handling. If you are not completely satisfied with the course within the first two weeks, you may receive a refund of 100% of your tuition charge. A \$25 re-stocking fee will apply. Materials must be returned in order to receive a tuition refund

Note: The Tax Relief Act (TRA) of 1997 requires eligible educational institutions to provide statements (1098-T) to the IRS and to students who enroll in credit courses and have reportable transactions during each calendar year. This form, created by the Department of Treasury, Internal Revenue Service, requires the inclusion of the taxpayer identification number (Social Security Number). Students should be aware that the 1098-T form cannot be generated without this number.

## **COURSE CANCELLATION POLICY**

Tuition will be fully refunded within the first two weeks after the course start date. After that time, tuition will not be refunded. To cancel your course, e-mail: courses@teachscape.com.

#### **COURSE MATERIALS**

Course materials will be shipped via UPS. A street address is required. UPS will not deliver to P. O. Boxes.

## **COURSE EXPECTATIONS**

You have one (1) year to complete the course requirements. This time period begins with the course start date. The course is divided into sessions that you will work on at your own pace. The sessions have recommended timelines, but the only requirement is completion within one (1) year of the start date. If you plan to complete the coursework in eight (8) weeks, plan to spend 5 hours per week on the course. If you plan to complete the coursework in sixteen (16) weeks, plan to spend 2.5 hours per week on the course.

#### **COURSE CONTENT QUESTIONS**

Any course content questions may be directed to Teachscape either by e-mail or phone.

#### **COURSE LOAD POLICY**

A maximum of nine (9) semester hours maybe taken for each semester of registration.

#### WITHDRAWAL POLICY

A student may withdraw from a course during the first three (3) months of the course. This time period begins at the start date of the course and ends 90 days from the start date. A "W" (official withdrawal) grade will be assigned for any course dropped during this time. After the last date to withdraw has passed, work that is not completed by the course completion date will be assigned a failing grade (E). To withdraw from a course, send an e-mail to courses@teachscape.com.

#### SUBMITTING COMPLETED COURSEWORK

Transmit the completed coursework to <a href="mailto:marygrovefinalassignments@teachscape.com">marygrovefinalassignments@teachscape.com</a>. You must retain an electronic file of all coursework submitted. The College is not responsible for any lost coursework and will not return any of your coursework. Indicate the term of your original registration and course number in the subject box of your e-mail and with the attached coursework (for example; W 2010, RDG 500TCH). This is imperative to insure timely processing of your final grade.

New Process Federal Compliance – Verification of Student Identity

The body of your email must include the last four (4) digits of your social security number and your birthdate (with year). See Page 2.

New Process Study Partners

The body of your email <u>must</u> include the names of those people with whom you collaborated, regardless of whether they are registered for the course. Information should be as follows:

Last Name, First Name	Course # - Course Name	Registered for Course (Yes/No)
-----------------------	------------------------	--------------------------------

All Assignment Templates from registered students who functioned as study partners and *collaborated (even minimally)* for the same course <u>must</u> be electronically submitted on the same day.

### **COURSE COMPLETION DEADLINE**

All coursework must be completed and submitted electronically to Marygrove College no later than one (1) year from the start date of the course. Coursework not submitted by 12:00 midnight on the due date will be assigned a failing grade. Late submission requests must be made and approved by the Program Coordinator prior to the due date for the course. No exceptions will be made to this policy.

## ACADEMIC HONESTY / COLLABORATION (Important Reminder – Please read)

One of the essential elements that Marygrove offers its students is our reputation for academic excellence. One facet of this excellence is the expectation of the faculty and administration that Marygrove students will conduct themselves with honor in their academic coursework and with responsible personal behavior. Specifically, you will be expected to respect the integrity and personal rights of others and to recognize and allow for their educational process at the College. Marygrove will not tolerate academic dishonesty, and you will be held accountable for any form of academic misconduct or disruptive behavior.

Academic dishonesty includes such things as cheating on examinations, plagiarizing the work of others, and falsifying data or records. Such conduct may result in immediate dismissal from Marygrove College. Furthermore, Marygrove College students are expected to respect the integrity and personal rights of others and to allow for their educational progress at the College. Failure to do so may result in disciplinary action and/or a failing grade.

Collaborative Thinking vs. Collaborative Writing

There is a significant difference between collaborative thinking and collaborative writing. Some assignments within your course will require that you *collaborate* with a colleague. Although similar responses will be accepted, ideas must be expressed in your own words and *written independently*. We are looking for your personal thoughts, reactions and conclusions. Collaborative writing is not appropriate and does not allow Marygrove College to evaluate what you individually have learned from this course. 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 college; all parties involved may be subject to a failing grade.

#### REQUEST FOR EXTENSION

Extensions will only be granted for extenuating circumstances. E-mail your request to the program coordinator, indicating all pertinent information (name, last 4 digits of your social security number, original coursework due date, course number(s)/course name(s) needing extension). **Requests must be received prior to the course completion deadline.** The fee for late submission is \$100 per course. Once your request is received and approved, you will receive an e-mail confirmation from the program coordinator. Please include a copy of this confirmation when you submit your late fee.

#### **GRADE DETERMINATION**

Each course will have its own grading rubric and evaluation criteria. Please consult the specific course syllabus for the grading scale.

#### QUESTIONS CONCERNING GRADING

Questions concerning grading should be directed in writing to the Program Coordinator at Marygrove College. Include the following information: your name, the course number and name, term of registration and your email address. The evaluator assigned to your course will contact you directly via e-mail to resolve any questions.

#### **ACADEMIC GRADES**

Students should <u>plan accordingly</u> when registering and submitting coursework for grading, and can expect academic grades to be available within three to four (3-4) weeks after completed coursework has been submitted. After grades have been entered into WebAdvisor, students will be contacted by email with instructions related to user names, passwords and WebAdvisor access instructions

Note: Courses not yet submitted or graded will list "CIP" (Course in Progress) on grade reports.

You may request an official copy of your transcript at any time. The request must be received in writing in the Registrar's Office. All transcript requests must be signed by the student. There is no charge for transcripts. Be sure to include your name, the last four digits of your SSN and the complete address where you would like the transcript sent. If your name has changed, please include the name used when you originally registered for the course. Please allow 10 working days for the processing of transcript requests.

#### **RECEIVING GRADUATE CREDIT**

These courses are approved for graduate credit by Marygrove College. Marygrove College is accredited by North Central Association of Colleges and Schools (NCA). Graduate credits may be applicable for certification/license renewal and/or salary advancement with prior approval from your state or school district. Students are responsible for checking with their states or school districts regarding the acceptance of these courses.

#### **RE-WRITING AND RE-SUBMITTING COURSEWORK**

Students not satisfied with their academic grade, may rewrite and resubmit coursework for a \$100 fee.

- Prior to rewriting and resubmitting coursework, students must inform the Program Coordinator (via e-mail or USPS) of their request.
- This request and fee (check or money order payable to Marygrove College) must be received by the program coordinator prior to work being re-written and re-submitted online. Your request must include your name, last 4-digits of your social security number, course number(s) / course name(s).
- Students will receive an e-mail confirmation from the program coordinator indicating the new date the work must be submitted via e-mail. Generally, students will be given one (1) month to re-write and re-submit coursework.
- Requests received without a fee will **not** be processed
- Coursework re-written and re-submitted without prior approval will **not** be processed.
- Students not satisfied with the outcome of the rewriting / resubmission process are advised to follow the procedures of the Marygrove College academic appeals process.

## **CHANGE OF ADDRESS / NAME**

Although students may provide an address and/or name change when registering with Teachscape, students must complete the attached form and fax it (with signature) to the Registrar's Office. Failure to do so, may result in a delay of receiving your grade report.

# **Marygrove College**

		(Middle Initial)			
ome Phone: _	V	Vork Phone:	Date o	f Birth:	
	Check and com	plete all information	for the appropr	iate section:	
[ ] Name Ch	nange				
Former Name	e:(First, No Nicknames)	(Middle Initial	)	(Last Name)	
New Name:_	(First, No Nicknames)	(Middle Initia	)	(Last Name)	
[ ] Address					
Old Address: _	Street	City	State	Zip C	Code
New Address:	Street	City	State	Zip C	Code
		How to Submit th			
_	ride your printed nam	e and signature in the	section below.		
<ul><li>Prov</li></ul>		<b>signature</b> to:			
• Ema	il the document <i>with</i> strar@marygrove.edu	or			
• Ema		-			
<ul> <li>Emaregis</li> <li>Fax</li> <li>Mail Mary 8425</li> <li>Detro</li> </ul>	strar@marygrove.edu to 313.927.1262 (Re	gistrar's Office) <mark>or</mark>			
<ul> <li>Emaregis</li> <li>Fax</li> <li>Mail Mary 8425 Detro Atter</li> </ul>	to 313.927.1262 (Reg to: ygrove College 5 West McNichols oit, Michigan 48221 ntion: Registrar's Off	gistrar's Office) <mark>or</mark>	ourt order as required doc	umentation for any name cha	ange.
<ul> <li>Emargis</li> <li>Fax</li> <li>Mail Mary 8425 Detro Atter</li> </ul>	to 313.927.1262 (Registrar@marygrove.edu to: ygrove College 5 West McNichols oit, Michigan 48221 ntion: Registrar's Off	gistrar's Office) <b>or</b>			ange.