



**Regarding: Collaboration with Study Partners and
Electronic (Email) Coursework Submission**

Dear Student,

Thank you for selecting Marygrove College for your professional development coursework. We hope that each component of this course will provide valuable concepts and strategies you can apply in your classroom.

Whether you are a new or returning student, please read this entire letter. It can help you successfully complete this course.

Collaboration with Study Partners

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 significant loss of points and possibly a failing grade.

Both the Study Guide and the Course Information Packet, along with the Course Standards Checklist and the Completed Course Assignments Cover Sheet, discuss "**Individual Work.**" The following paragraph on page 6 of the Course Information Packet says:

*Many of the assignments in the Course Study Guide require that you work with your study team. Collaboration with fellow teachers is an important part of this course. Therefore, similar responses for Discussion and Study Team Activities will be accepted; however, **ideas must be expressed in your own words. You may not share answers.** In the Application Assignments, Summaries, and Final Assignment/Reflection Paper/Project, as applicable, 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 will be subject to a failing grade.*

To ensure your successful completion of this course we ask that you:

1. Read and understand the preceding paragraph on "Individual Work."
2. Read and understand item 9 of the Course Standards Checklist.
3. Understand that there is a significant difference between collaborative thinking and collaborative writing.
 - You will be required to "brainstorm," discuss, and think collaboratively with your colleagues/study partners, You must write independently and in your own words.
 - Collaborative writing is not appropriate and does not allow Marygrove College to evaluate what you, as an individual, have learned from this course.
 - Submitting work that is judged to be collaboratively written may result in a failing grade.

If you have any questions about collaboration or electronic coursework submission, please contact Donna Kerry, Program Coordinator, Professional Development for Teachers Program: dkerry@marygrove.edu or 1-313-927-1276.

Office hours are Monday through Friday, 8 a.m. to 4 p.m., Eastern time.

Sincerely,
Sherry Lefton
Assistant Dean
Continuing Education and Community Service
1-313-927-1469
slefton@marygrove.edu

Marygrove College

Spring 2012 Course Information Packet

It is your responsibility to read, understand, and follow the directions printed in this packet.

Note: The Marygrove College academic policies and procedures outlined in this packet supersede equivalent information in the Course Study Guide.

Course submission instructions may have changed. Please read before beginning your coursework.

Completed coursework must be sent electronically.

(see page 4)

Important Dates

Completed coursework	Due June 30, 2012
Grades and transcripts	Available upon request eight weeks after Course Completion Deadline.
Cancellation refund policy	Allowed within 45 days calendar after your registration date.

IMPORTANT CONTACT INFORMATION

Contact **Canter** about:

- Proof of payment
- Course materials
- Course content
- Transfers prior to May 11, 2012
- Cancellations
- Tuition refunds

Phone: 1-800-669-9011

Fax: 1-310-301-7512

Email: GradcourseStudent@canter.net

Contact **Marygrove College** Program

Coordinator about:

- Coursework submission (p.4)
- Requests for late submission (p.3) (fax or email only)
- Request for early Grade Report or early official transcript (p.6)
- Failure to submit coursework (p.3)
- Requests to rewrite and resubmit coursework (p.6)
- Transfers after May 11, 2012
- Name and/or address change (p.9) (FAX ONLY)

Phone: 1-888-236-1431

Email: dkerry@marygrove.edu

Fax: 1-313-927-1753

Contact the **Registrar's Department** about:

- Official Transcripts (p.6)

Email inquiries: registrar@marygrove.edu

Phone inquiries: 1-313-927-1263

Fax: 1-313-927-1262

IMPORTANT ADDRESSES

Submit completed coursework and extension requests to:

laureatework@marygrove.edu

For course cancellations only, return unopened materials to:

Canter Courses – Returned materials
12975 Coral Tree Place
Los Angeles, CA 90066-7020

Send transcript requests to:

Registrar's Office
Marygrove College
8425 W. McNichols Road
Detroit, MI 48221-2599
Fax: 1-313-927-1262

Mail request for early Grade Report or early official transcript to arrive prior to email submission of work:

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

TRANSFERS 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.

- When a student requests replacement of materials due to loss or damage caused by student:
- When a student requests transfer from one course to another course: **\$50**

Text	\$45
DVD	\$20
Study Guide	\$20
Full Set	\$85

COURSE STANDARDS CHECKLIST (DO NOT SUBMIT this form to Marygrove College.)

Before you begin this course, please thoroughly read this Course Standards Checklist. You will not submit this form with your coursework, but your electronic (email) coursework submission is your acknowledgement that you have read, understood, and agree with all information on this form.

I have read the Course Information Packet. I understand the Course Completion Deadline(s), when grades are available, and the instructions for requesting a transcript or Early Transcript.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand it is my responsibility to turn in my coursework in time to meet the required deadlines.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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 requirements.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand that this is a graduate course, which requires that I have a bachelor’s degree, and coursework is expected to reflect graduate-level quality in presentation, content, grammar, and spelling.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand the Course Maximum Policy on enrollment.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand that, upon timely and successful completion of this course, my transcript will reflect three semester hours of graduate credit.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand that all of my responses to the Course Study Guide Assignments must be submitted to the Marygrove College email drop box per the directions on page 4 of this packet.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand that my entire electronic coursework submission must be computer-generated and double-spaced as a Microsoft Word document and must be completed according to the guidelines on page 3.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand that responses to Application Assignments, Summaries, and Final Assignment/Reflection Paper/Project, as applicable must be entirely my own and are not to be determined by consensus. I understand responses to Discussion or Study Team Activities are collaborative, but responses that are identical or very similar to those of my study partner/team will be challenged by the college and that I may receive a failing grade for the course.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand that I am responsible for keeping a copy of my coursework, and neither Canter nor the college is responsible for lost or missing coursework.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand that all sections/assignments must be submitted together and at the same time, and that Marygrove College will not accept coursework assignments that are turned in separately at any later date.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand that the request for early Grade Report or early official transcript and fee must be received by the college before submitting completed coursework to the Marygrove College email drop box. Completed coursework received before the request and fee will not be processed. I further understand that, based on information in this Course Information Packet, that the early Grade Report or early official transcript takes 3–4 weeks processing time from coursework submission.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand that if I want confirmation that my request for early Grade Report or early official transcript and fee has been received, I must send the request and fee by traceable means and request confirmation from the shipper. Due to volume, Marygrove College cannot respond to any inquiries requesting confirmation for receipt of my request with fee. The U.S. Postal Service recommends overnight Priority Mail. I further understand that if my request for early Grade Report or early official transcript and fee have been received by the college, the body of the email and my coursework manuscript attachment must say “Early Grade Report – Yes” or “Early Official Transcript – Yes”.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand that graded coursework will not be returned to me and if I want evaluator feedback, I must include “Evaluation Summary – Yes” in the body of the email with my coursework manuscript attachment.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand that I must type this statement in the body of my email: “ I, __(name)__, have read, understood, and agree with all information in the Course Standards Checklist and the Completed Course Assignments Cover Sheet.” Electronic (email) coursework submission received without this sentence will be returned to the student via email. ..	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand that it is my responsibility to thoroughly read the Course Standards Checklist and the Completed Course Assignments Cover Sheet. My electronic (email) submission of coursework to the Marygrove College email drop box is my acknowledgement that I have read, understood, and agree with the information in these forms.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand that Marygrove College will accept one (1) electronic submission per course. Multiple submissions will not be accepted or graded.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>

If you cannot answer “yes” to all of these statements, please call Marygrove College at 1-888-236-1431.

First Name _____

Last Name _____

Signature _____

Date _____

READ PRIOR TO STARTING COURSE AND KEEP FOR ENTIRE TERM

Course Information Packet

Student Responsibility

You must thoroughly read the Course Standards Checklist form (p.2) and the Completed Course Assignments Cover Sheet form (p.8). Electronic email submission is your acknowledgement that you have read, understood, and agree with all information on both forms.

Do not complete or send the forms to Marygrove College.

Course Completion Deadline

All coursework must be completed and sent to Marygrove College email drop box and be postmarked **on or before 11:59 p.m., June 30, 2012**. Coursework not email postmarked by June 30, 2012, will receive a failing grade unless you have received prior approval for late submission from the program coordinator.

Federal Compliance— Verification of Student Identity

Please see page 4, Procedures, item 5.

Guidelines for Completing Coursework

- All coursework assignments must be completed and saved in Microsoft Word (version 97 or later) as a single continuous document. Do not create or send separate documents for each assignment.
- Use standard formatting:
 - Double spacing
 - 12 point, Arial or Times New Roman font
- Number pages and include first and last name on each page. (Use header or footer)
- Identify assignments as per the Course Study Guide (1/AA, 1ST etc. and in proper sequence).
- Use graduate-level content/quality for presentation, grammar, punctuation, and spelling.
- Make the title page the first page of your document. The title page should include:
 - First and last name
 - Home address
 - Home phone
 - Home email address
 - School/work phone
 - Work email address [if available]
 - Professional position

Evaluator Feedback

Coursework will not be returned to students. To receive the Evaluation Summary (evaluator comments, points, and final academic grade), please type the following in the body of your email that contains your coursework attachment: **"Evaluation Summary – Yes."**

Requests for Late Submission

Extensions will be granted only because of extenuating circumstances. Requests for late submission must be made in writing (email or fax only) with "Request for Late Submission" in the subject line. Requests must be received before the coursework completion date. After you receive approval from the program coordinator via email, you must send the \$100 late fee (check or money order payable to Marygrove College); overnight mail (with traceable means) is recommended. Coursework submitted to the college late and without prior approval will be returned ungraded. **No requests will be accepted by telephone.** Failure to submit work may result in a penalty on your academic record. Contact the Marygrove College Program Coordinator for more information (see page 1 for contact information).

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 master's degree. Teachers holding a professional certificate may re-certify 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 courses for any purpose.

READ PRIOR TO STARTING COURSE AND KEEP FOR ENTIRE TERM

Electronic Registration and Coursework Submission

All students must submit coursework to this secure Marygrove College email address:

laureatework@marygrove.edu

Below are the policies and procedures for submitting coursework.

Procedures

1. Complete your coursework in the format outlined in the Guidelines for Completing Coursework section of this Course Information Packet (p.3).
2. Save your coursework as a single document, using your full name, course number, and semester/year as the title.
Example: Smith.Joe.EDU505.F09
3. **If you are taking a distance-learning course with a study group, all coursework must be submitted together and on the same day.**
4. The body of your email must contain the names of all study partners for the course. Marygrove College defines a study partner as someone with whom you have worked on the same course during the same semester. If you have collaborated with non-registered colleagues, please list their names followed by "not registered."
5. **The body of your email must contain both the last four (4) digits of your Social Security number and your birthdate, including year.**
6. Students taking multiple courses must send each coursework submission in separate emails.
7. Send completed coursework to: laureatework@marygrove.edu with your subject line specifically typed as described in item 2.

continued in next column

8. You must thoroughly read the Course Standards Checklist (p.2) and the Completed Course Assignments Cover Sheet form (p.8). Electronic (email) coursework submission is your acknowledgement that you have read, understood, and agree with all the information on the form.
9. Coursework will be sent to an evaluator via email in the order in which it was received.
10. If requested, an Evaluation Summary (comments, points, and final academic grade) will be returned to you via the email address used to submit the work. To receive the Evaluation Summary, you must type the following in the body of your email submission: **"Evaluation Summary – Yes."**
11. Marygrove College is not responsible for spam filters that prevent your Evaluation Summary from being returned to you.
12. Only electronic coursework submissions are to be sent to laureatework@marygrove.edu.
13. Send all other correspondence to Donna Kerry, Program Coordinator, Professional Development for Teachers at dkerry@marygrove.edu.
14. Do not send completed coursework to the program coordinator.
15. Please carefully proofread your manuscript before electronic submission. Marygrove College will not accept or grade multiple submissions for the same course.

Requirements

1. For each electronic (email) submission of coursework, students must send one (1) email to the Marygrove College drop box: laureatework@marygrove.edu.
2. Coursework must be completed in Microsoft Word as a single continuous document. Do not send separate documents for each assignment.
3. **The body of your email must contain the statement "I ____ [name] _____, have read, understood, and agree with all information in the Course Standards Checklist and the Completed Course Assignments Cover Sheet."**
4. Electronic (email) coursework submissions received by the college without the statement above typed directly into the body of the email will be returned to you without a grade.
5. Coursework must be sent as an email attachment. Coursework typed in the body of an email will not be accepted and will be returned to you.
6. Attachments that cannot be opened will be returned to you.
7. Coursework must be completed as per the Guidelines for Completing Coursework section of this Course Information Packet, as applicable.
8. You are responsible for assuring the delivery of your email and coursework.
9. Coursework must be received at laureatework@marygrove.edu on or before the Course Completion Deadline listed in this Course Information Packet (p.3).

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READ PRIOR TO STARTING COURSE AND KEEP FOR ENTIRE TERM

Requirements *continued*

10. You are responsible for retaining a copy of your coursework. Marygrove College is not responsible for lost coursework or coursework that is not received.
11. To receive an extension of the Course Completion Deadline, please follow the directions in the Requests for Late Submission section of this Course Information Packet (p.3).
12. Directions for requesting an early Grade Report or early official transcript are on page 6. The college must **receive** your early request and fee before you submit your work electronically to the Marygrove College email drop box. Overnight mail (with tracking) is recommended for mailing the request and fee. Due to volume, Marygrove College cannot respond to inquiries about receipt of your early request and fee.
13. You must write "**Early Grade Report – Yes**" or "**Early Official Transcript – Yes**" in the body of the email. Note: If coursework arrives before receipt of early request and fee, it will not be processed.
14. To request a copy of your Evaluation Summary, you must write "**Evaluation Summary – Yes**" in the body of the email.
15. The body of your email must contain the names of all study partners with whom you collaborated for the course. You must also identify who is registered and who is not registered.
16. Proofread your coursework manuscript before submission. Marygrove College will not accept multiple submissions with content changes.

Sample E-mail

This is an example of what your electronic (e-mail) coursework submission should look like:

Please note:

- Subject line should read as follows:
Last Name.First Name.Course #.Semester/Yr
- You must provide the last four (4) digits of your Social Security number and birthdate, including the year.
- You must **type** the mandatory statement in the body of the email and identify all study partners.
- You must **attach** your Microsoft Word document.
- In this example, the student is requesting both an early official transcript and a copy of her Evaluation Summary.

SAMPLE E-MAIL

From: Sara Smith
Sent: Monday, September 14, 2009
To: laureatework@marygrove.edu
Subject: Smith.Sara.EDU505.F09
Attachments: Smith.Sara.Edu505.F09.doc

Last 4 digits of Social Security number: 1234
Birthdate: 01/01/84

I, Sara Smith, have read, understood, and agree with all information in the Course Standards Checklist and the Completed Course Assignments Cover Sheet.

Early Official Transcript – Yes
Evaluation Summary – Yes
Study Partners:
Jane Jones Registered
John Smith Not Registered

READ PRIOR TO STARTING COURSE AND KEEP FOR ENTIRE TERM

Address Changes

- If you have changed your address since you registered for this semester, 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. 9), included in this packet. **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. 9), included in this packet.
- 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.

Official Transcripts

A Grade Report will be sent **eight weeks after the Course Completion Deadline** to your 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 1 for address information).

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 (see page 1 for contact information)**. 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

Many of the assignments in the Course Study Guide require that you work with your study team. Collaboration with fellow teachers is an important part of this course. Therefore, similar responses for Discussion and Study Team Activities will be accepted; however, **ideas must be expressed in your own words. You may not share answers.**

In the Application Assignments, Summaries, and Final Assignment/Reflection Paper/Project, as applicable, 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 will be subject to a failing grade.

Request for Early Grade Report or Early Official 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.
- When electronically submitting coursework (via email), please type and specify either "Early Grade Report—Yes" or "Early Official Transcript—Yes" in the body of your submission email.
- 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.

READ PRIOR TO STARTING COURSE AND KEEP FOR ENTIRE TERM

Post-Completion Course Survey

Approximately two months after the Course Completion Deadline, you will be contacted by email and asked to complete a survey about your course experience. Your feedback is important to us and we hope you will participate. Thank you.

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 page 1 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.

Grading Scale

Your coursework will be evaluated according to point values totaling 800 points.

Grading scale for 800 points:

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

Course Maximum Policy

You may enroll in no more than three (3) courses per term.

COURSE TITLE	NUMBER	COURSE TITLE	NUMBER
The Adolescent Brain™ 6–12	EDU 5430	Learning Differences: Effective Teaching With Learning Styles and Multiple Intelligences®	EDU 594
Advanced Instructional Strategies for Special Educators	EDU 5805XCN	Math: Teaching for Understanding K–6	EDU 546
Assertive Discipline® and Beyond	EDU 662	Meeting the Needs of Culturally and Linguistically Diverse Learners	EDU 628
Assessment to Enhance Teaching and Learning	EDU 5981	Motivating Students to Read™	EDU 5540
Building Your Repertoire of Teaching Strategies	EDU 595	Motivating Today's Learner™	EDU 667
Classroom Management to Promote Student Learning	EDU 513	Returning Creativity to the Classroom™	EDU 641
Designing Curriculum and Instruction With the Learner in Mind	EDU 532	Succeeding With Difficult Students®	EDU 661
Differentiating Instruction for Student Success	EDU 642	Supporting Students with Learning Disabilities: Strategies for Success K–6	EDU 5541
The Effective Reading Teacher® K–6	EDU 5542	Supporting the Struggling Reader® K–6	EDU 549
Helping Struggling Readers With Content-Area Learning 6–12	EDU 549B	Teacher Leadership for Learning and Teaching	EDU 626
Helping Students Become Self-Directed Learners®	EDU 670	Teacher Leadership in Professional Learning Communities	EDU 638
The High-Performing Teacher®	EDU 663	Teacher Leadership: Mentoring, Coaching, and Collaboration	EDU 636
How to Get Parents on Your Side®	EDU 660	Teaching Beginning Readers Pre-K–3	EDU 5544
Improving Reading in the Content Areas 6–12	EDU 506	Teaching Developing Readers 4–6	EDU 5543
Including Students With Special Needs: Curriculum, Instruction, and Assessment	EDU 620	Teaching Students to Get Along® K–6	EDU 666
Introduction to Teacher Leadership	EDU 624	Technology and 21st Century Literacy Skills	EDU 650
		Using Data to Guide School Improvement	EDU 5015XCN
		Using Technology to Engage Diverse Learners	EDU 5545
		Using Technology to Enhance Content-Area Learning	EDU 651

COMPLETED COURSE ASSIGNMENTS COVER SHEET

If you are taking a distance-learning course with a study group,
all coursework must be submitted together and on the same day.

I certify that my responses to the Course Study Guide activities follow Marygrove College's instructions found in the Course Study Guide and in this Course Information Packet. I collaborated with a study partner or study team to arrive at my responses for the Discussion and Study Team Activities, and I understand that our answers may be **similar but not identical**. I attest also that the responses to the Application Assignments, Summaries, and the Final Assignment/Reflection Paper/Project, as applicable are **my own personal thoughts, reactions, and conclusions expressed in my own, and not another's, writing**.

I understand that identical (or very similar) responses will be challenged by Marygrove College and will be subject to a failing grade.

**DO NOT SUBMIT – READ AND ACKNOWLEDGE PER INSTRUCTIONS
ON PAGE 4, ITEM 3, UNDER “REQUIREMENTS.”**

Marygrove College

REQUEST FOR STATUS CHANGE

Date: _____

Name: _____
(First; no nicknames) (Middle Initial) (Last) Social Security Number

Home Phone: _____ Work Phone: _____ Date of Birth: _____
(mm/dd/yyyy)

Check and complete all information for the appropriate section:

Name Change (fax only; include documentation)

For name changes or corrections to names, students must provide a signed request and legal documentation. Legal documentation can be a copy of a marriage certificate or court order, such as a divorce decree. Name changes must reflect the exact name on the legal documentation provided: Nicknames, middle names, alternate spellings, or abbreviations cannot be used in official university records, unless these are confirmed as legal names.

Former Name: _____
(First; no nicknames) (Middle Initial) (Last Name)

New Name: _____
(First; no nicknames) (Middle Initial) (Last Name)

Type of document included: _____

Address Change (fax only)

Old Address: _____
Street City State ZIP

New Address: _____
Street City State ZIP

Signature (required): _____

Submit this request to Marygrove College via FAX ONLY.

Fax to: 1-313-927-1753