



**MARYGROVE  
COLLEGE**

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8425 West McNichols  
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(313) 927-1200  
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[www.marygrove.edu](http://www.marygrove.edu)

Dear Student or School Administrator,

The purpose of this letter is to verify that the courses offered by Marygrove College in cooperation with Learners Edge, Inc. are designed specifically for graduate-level, professional development purposes to help educators stay current in their fields, meet their recertification needs and achieve their salary advancement goals. A bachelor's degree is a prerequisite for registration. Course completion is documented with a letter grade and posted in semester graduate credits on an official transcript.

The transferability of any course into a Marygrove College program depends on the curriculum assessment made upon applying for a particular graduate program. An advisor will work with students during the admission process to determine whether courses are an appropriate curriculum fit. Consistent with Marygrove College's policy related to transfer credit, a maximum of six (6) semester hours will be considered for transferability in a degree program.

Marygrove College is committed to maintaining high academic and administrative standards. All professional development courses are examined on an ongoing basis through *any one or all* of the following methods and evaluative feedback is shared with academic partners and used for renewal consideration.

- **Examination of Course Proposals**  
To ensure compliance with Marygrove College's academic standards, all courses are thoroughly examined by a committee of faculty and administrators, as well as, the Office of Continuing Education and Career Enhancement.
- **Course Evaluations**  
Academic partners are required to ensure that end-of-course surveys are distributed to all students and composite results forwarded to the College for review at the conclusion of each course.
- **Pre-approval of Instructors**  
The necessary education credentials and appropriate work experience must be reviewed and approved by Marygrove College for all individuals who teach graduate-level, professional development for teacher's courses.

**Accreditation Information:**

- The Higher Learning Commission (HLC), a Commission of the North Central Association
- Teacher Education Accreditation Council (TEAC) Member Institution

Should you have any questions related to Professional Development for Teachers or teacher re-certification at Marygrove College, please contact Donna Kerry, Program Coordinator, at (313) 927-1276 or [dkerry@marygrove.edu](mailto:dkerry@marygrove.edu).

Thank you for your interest in Marygrove College.

Educationally,

Jane Hammang-Buhl  
Vice President for Academic Affairs

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Jo Ann M. Cusmano  
Executive Director, Continuing Education  
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