



February 7, 2023

To Whom It May Concern,

The purpose of this letter is to verify that the courses offered via partnership with Wiley Education Services - Advancement Courses (AC) are designed at the graduate level.

These courses are designed for educators and professionals who have previously achieved at least a bachelor's degree to meet requirements for salary-incremental steps or re-certification credit. Regarding course rigor, these courses not only provide valuable information that can immediately be assimilated into a teacher's/coach's current classroom/sports curriculum, but also include expert rubric-driven feedback and facilitation to encourage deeper professional thinking.

Each course requires a minimum of 15-hours per semester hour of credit. Although they are graduate-level courses of rigorous content, they are not eligible toward a graduate degree at LMU since they are not courses that are required for a master's degree at this University.

LMU Extension offers various course programs that either award semester hours of credit or continuing education contact hours. Advancement Courses are awarded semester hours of credit. The course code includes the subject of the course, i.e. (*ENGX*) *English*. The course numbers are now in the 900 and 9000 range for a graduate-level professional development course as stated on LMU's official transcript.

Although this work is recognized by the State of California and other states, the student should consult with their education authorities to ensure that these courses are accepted by them.

Loyola Marymount University is regionally accredited by the WASC Senior College and University Commission (WSCUC).

Sincerely,

A handwritten signature in black ink, appearing to read "Cortez".

Carla V. Cortez
Director
LMU Extension