



LMU Extension

August 6, 2018

To Whom It May Concern,

This is to certify that **Insert Student's Name Here**, University Student identification number: **Insert Student's ID here**, completed **Insert Number of courses here** courses that were offered by Advancement Courses through the Extension Division of Loyola Marymount University.

The Extension Division of Loyola Marymount University has, among its offerings, extension courses which are post-baccalaureate, non-degree seeking courses. As the course material presented is beyond the baccalaureate level, these courses are offered as graduate-level, professional development courses and indicated as Continuing Education/Professional Development on University transcripts. Although offered at the post-baccalaureate level, these courses are not accepted for degree credit at Loyola Marymount University. LMU Extension is not a degree granting division of the University.

The courses which **Insert Student's Name Here** completed were offered for Teachers and Professionals through LMU Extension Division. 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. 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. Upon successful completion of these courses, the student is granted the corresponding semester hours of post-baccalaureate, non-degree 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.

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 Western Association of Schools and Colleges (WASC).

Questions regarding Extension courses may be directed to Pat Ranftl, Coordinator of Academic Services, at (310) 338-1974 or via email at pranftl@lmu.edu.

Sincerely,

A handwritten signature in cursive script that reads "Pat Ranftl".

Pat Ranftl
Coordinator Academic Services
LMU Extension
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310-338-1974