



Off-Campus Education Master's Programs Student Information Packet

Dear Graduate Student Candidate:

Thank you for your interest in Madonna University. Welcome! We are pleased to offer our off-campus cohort Master's programs in your area. These programs are dependent on the registration of at least 15 but no more than 25 teachers. Any applications received after the maximum number of 25 will be placed on a waiting list and notified if additional space becomes available.

The University Strictly Limits Class Size To 25 Students And
Accepts Reservations On A First Come, First Served Basis.

There Are Three Steps Required To Reserve A Seat In This Program:

1. Complete the 2-Page Application (Pages 3 & 4)
2. Submit the \$50 Non-Refundable Application Fee (Page 5)
3. Complete the Cohort Registration Form (Page 6)

Please Fax The Above Documents To (800) 504-7618.

Program Highlights:

- Entire program is conducted in or near your school.
- Class meets one night per week, same night for the entire program.*
- All classes meet from 4:45 to 8:45 p.m.**
- Finish approximately two courses every 16 weeks.
- Program completion time is 2 - 2 1/2 years.
- Summer Break (during the month of August) and Christmas Break included.
- Course make-up options available if scheduling conflicts arise.
- No GRE or other admissions tests required.
- Transfer credits are considered.
- Affordable tuition for teachers is guaranteed throughout the program.
- Financial aid and "pay as you go" plan are available.
- Federal Title One Loan Forgiveness Program may apply.

*During the Literacy Practicum, students will meet twice a week.
**Classes may have an online component.

The cohort tuition is \$435 per credit hour for these Off-Campus Master's Degree Programs. Federal financial assistance, in the form of low-interest Stafford Loans, is available to qualified graduate students. While you may begin taking classes before you are officially admitted to the program, you are not eligible for a Stafford Loan until you receive your acceptance. You are responsible for verifying your own eligibility for loan forgiveness.

Mark Kozlowski • GRADUATE INFORMATION OFFICE
Phone: (800) 956-8414 E-mail: markk@graduateprogram.org

**Off-Campus Education Master’s Programs
Application Checklist for Admission**

All documentation should be faxed or mailed to:

Fax: (800) 504-7618

**Mail: Madonna University
College of Education
Attn: Janice Centers
36600 Schoolcraft Road
Livonia, MI 48150**

**Questions?
Call (800) 956-8414**

		PAGE #	✓
Please complete steps 1-3 to reserve your seat:			
Step One	Application for Graduate Admission: Please fill out the two-page Application on pages 3 & 4 and return by fax to (800) 504-7618 or by mail to Madonna University, College of Education, Attn: Janice Centers, 36600 Schoolcraft Road, Livonia, MI 48150.	See Pages 3 & 4	<input type="checkbox"/>
Step Two	Application Fee: Please fill out the Application Fee Payment Form on page 5 and return by fax to (800) 504-7618 or by mail to Madonna University, College of Education, Attn: Janice Centers, 36600 Schoolcraft Road, Livonia, MI 48150.	See Page 5	<input type="checkbox"/>
Step Three	Graduate Cohort Registration Form: Please fill out the Graduate Cohort Registration Form on page 6 and return by fax to (800) 504-7618 or by mail to Madonna University, College of Education, Attn: Janice Centers, 36600 Schoolcraft Road, Livonia, MI 48150.	See Page 6	<input type="checkbox"/>
Once your seat has been reserved, continue with the steps below to become fully admitted to Madonna University.			
Step Four	Financial Aid: Follow the steps to apply for Financial Aid on Page 7. You will need to complete the FAFSA online at www.fafsa.ed.gov . Please complete this process as soon as possible. You may contact the Financial Aid Office at (800) 852-4951 Ext. 5663 for assistance.	See Page 7	<input type="checkbox"/>
Step Five	Official Transcripts: Madonna University requires Official transcripts from EVERY college or university that you have previously attended. A Transcript Request Form is provided for you on Page 9. Feel free to make as many copies of this form as you need. Transcripts must be sent directly from your institution to MU.	See Page 9	<input type="checkbox"/>
Step Six	Recommendation Forms: Please have two Recommendation Forms completed by professional supervisors and sent by mail to Madonna University, College of Education, 36600 Schoolcraft Road, Livonia, MI 48150, or by fax to (800) 504-7618. Recommendations must be enclosed in an envelope and signed over the flap by the recommender.	See Pages 10 & 11	<input type="checkbox"/>
Step Seven	Graduate Program Dispositions Survey: Please complete the Graduate Program Dispositions Survey and submit by mail to Madonna University, College of Education, 36600 Schoolcraft Road, Livonia, MI 48150, or by fax to (800) 504-7618.	See Page 12	<input type="checkbox"/>

Off-Campus Education Master's Programs Application for Graduate Admission (Page 1 of 2)

Please submit the following: Application for Graduate Admission along with your Graduate Cohort Registration Form, Graduate Program Dispositions Survey, and \$50 Non-Refundable Application fee by fax to (800) 504-7618 or by mail to Madonna University, College of Education, Attn: Janice Centers 36600 Schoolcraft Road, Livonia, MI 48150.

Full legal name - Last: _____ First: _____ Middle: _____

Social Security Number: _____ Former Name On Transcripts: _____

Address - Street: _____

City: _____ State: _____ Zip Code: _____ County: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Country Of Birth: _____ Email Address: _____

Date Of Birth: _____ U.S. Citizen: Yes No

If No, Visa Type: _____ Country Of Citizenship: _____

If Not U.S. Citizen, Are You A Permanent U.S. Resident? Yes No

Are You Employed? Full-Time Part-Time Not Employed

May We Contact You At Work? Yes No Employer: _____ Position: _____

Are You A Certified Teacher? Yes No Type Of Certification: _____

The responses in this box are for **statistical purposes only**.

Responses are not required nor considered by the Admissions Committee, but would be much appreciated. Thank You.

Gender: Male Female Marital Status: Married Single Other

Ethnicity: Hispanic Non-Hispanic

Race: White Native Hawaiian Or Other Pacific Islander Black
 Asian American Indian Or Alaska Native

Religion: _____

Off-Campus Education Master's Programs Application for Graduate Admission (Page 2 of 2)

Please list all colleges, universities, or other post-high school educational programs you have attended or are attending. **Request each school to send an official transcript to the College of Education, Attn: Janice Centers. Please see page 9 for more information on how to order official transcripts.** Failure to report all colleges attended will invalidate your application and may result in dismissal of an admitted student.

Name and Location	Dates Attended	Degree	Date Earned or Expected

Note: Madonna University may accept up to 6 semester hours of graduate course work as transfer credit based on an equivalency review by the program director. Transfer credit will be reviewed upon completion of file or at the time of interview.

Undergraduate Major(s): _____

Have You Earned A Master's Degree? Yes No

Have You Previously Attended Madonna University? Yes No

Semester Applying For: Spring Fall Year: _____

Cohort Area: Detroit Westland Warren

Program (Please Select Only One):

- Master Of Science: Educational Leadership
- Master Of Arts In Teaching: Literacy Education (MLE)
- Master Of Arts In Teaching: Autism Spectrum Disorders (ASD)
- Endorsement Only: Autism Spectrum Disorders (ASDE)
- Master Of Arts In Teaching: Educational Technology - Only Available In Detroit
- Endorsement Only: Educational Technology - Only Available In Detroit

I certify that all the answers in this application are completely and accurately presented. I understand that falsifying any part of this application will result in cancellation of admission and/or registration. If admitted, I agree to become knowledgeable about University rules and regulations and will abide by them.

SIGNATURE: _____ DATE: _____

Off-Campus Education Master's Programs Application Fee Payment Form

If Paying By Credit Card:

- Please fill out this section only to pay your \$50 non-refundable application fee.
- If you prefer, please contact the Student Accounts Office at (800) 852-4951 ext. 5600 to make your payment by credit card over the phone.

Name Of Student: _____ Cardholder Name: _____

Cardholder Billing Address: _____

Cardholder Phone Number: _____

Card Type: Mastercard Discover American Express

Card Number: _____ Expiration Date: _____

Cardholder Signature: _____

If Paying By Personal Check:

- Please fill out this section only to pay your \$50 non-refundable application fee.
- Please make checks payable to Madonna University, and mail to Madonna University, College of Education, Attn: Janice Centers, 36600 Schoolcraft Road, Livonia, MI 48150

NAME OF STUDENT: _____

(IF FAXING THIS FORM) I WILL BE SENDING MY PAYMENT BY CHECK ON: _____ / _____ / _____

STUDENT SIGNATURE: _____ TODAY'S DATE: _____

Please fax or mail this completed payment form to:

Fax: (800) 504-7618

Mail: Madonna University
Attn: Janice Centers
College of Education
36600 Schoolcraft Road
Livonia, MI 48150

Off-Campus Education Master's Programs Graduate Cohort Registration Form

Last Name: _____ First Name: _____ Middle: _____

Other Name On Academic Record : _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Cohort Area: _____ E-Mail: _____

Program (Please Select Only One):

- Master Of Science: Educational Leadership
- Master Of Arts In Teaching: Literacy Education (MLE)
- Master Of Arts In Teaching: Autism Spectrum Disorders (ASD)
- Endorsement Only: Autism Spectrum Disorders (ASDE)
- Master Of Arts In Teaching: Educational Technology - Only Available In Detroit
- Endorsement Only: Educational Technology - Only Available In Detroit

As part of the cohort program, I understand that I will be registered for the first two courses and remain registered throughout the length of the cohort unless written notification is submitted to the Registrar before the beginning of a course. I acknowledge that I am financially responsible for all charges in the event of withdrawal from classes as outlined in Madonna University's current refund policy.

Important: Registration cannot be processed and your seat will not be reserved without your signature below.

STUDENT SIGNATURE: _____ DATE: _____

Please fax or mail this registration form to:

Fax: (800) 504-7618**Mail: Madonna University
Attn: Janice Centers
College of Education
36600 Schoolcraft Road
Livonia, MI 48150**

How Do I Pay For Graduate School? Enrolling in a Pay-As-You Go Plan

Pay-As-You-Go Plans are available for tuition.

Complete all steps below to enroll in a Pay-As-You-Go Plan. These plans will allow you to make tuition payments over the entire length of the program, and will break your tuition bill into more manageable payments.

Federal Student Loans are also available for graduate students (see page 7).

NOTICE: Your first payment will be due at the start of your first course. Please make all pay-as-you-go or financial aid arrangements prior to your first night of class.

HOW TO ENROLL IN A PAY-AS-YOU-GO PLAN:

- Step One** Contact the Student Accounts Office and let them know that you wish to enroll in a Pay-As-You-Go Plan for Off-Campus Education Master's Program Students. The Student Accounts Office will explain your options in detail.
- Step Two** Choose a Pay-As-You-Go Plan. You can choose from (1) a monthly payment option, which will break each semester into 4 equal payments or (2) you can choose to pay your tuition in full at the start of each semester.
- Step Three** Return Pay-As-You-Go Plan enrollment documents to Student Accounts. You will receive a bill reflecting the payment plan you have chosen prior to your first night of class.
- Step Four** Payments will be due at the start of your first course. Please note, your professor will not be prepared to accept payment during class hours. Please make all payment arrangements directly with Student Accounts.

**Questions? Contact the Student Accounts Office at (800) 852-4951 ext. 5600
or
sa@madonna.edu**

Important:

- We will work with students who receive tuition reimbursement from their district.
- If you are using financial aid to pay for tuition, you must be fully admitted to the program of your choice before your student loan funds can be released. You may have to make payments to Madonna University until your financial aid is completed.

Off-Campus Education Master's Programs How to Request Official Transcripts

Madonna University requires official transcripts from ALL previously attended colleges and universities. Only official transcripts sent directly to the College of Education from each individual school are acceptable as admissions credentials. Alumni of Madonna University do not need to request transcripts from Madonna, but **must still request transcripts from ALL other colleges and universities.** Follow the steps below to request transcripts from each school that you attended.

TO ORDER TRANSCRIPTS:

There are multiple ways to request transcripts, and each college or university will have their own process.

Typically, the easiest way to order official transcripts is:

- 1) Contact the Registrar's office at each of your previously attended schools, either by phone, email, or through your university's website.
- 2) Submit a transcript request following that school's procedures. Most colleges and universities require a signature or other official request in writing. Many schools have a Transcript Request Form available to download on the Registrar's website. Some will allow you to order transcripts online.

Note: Some colleges and universities charge a small fee for official transcripts. Be sure to enclose your fee with your transcript request to avoid a delay in processing.

- 3) It can often take several days for a transcript request to be processed. When your transcripts are received, the Graduate Information Office will contact you, but if you have not received confirmation within 14 days, please contact us at (800) 956-8414.

Please have all official transcripts sent to:

MADONNA UNIVERSITY
College of Education
ATTN: Janice Centers
36600 Schoolcraft Road
Livonia, MI 48150

Remember: An admission decision cannot be made until all transcripts are received.

Off-Campus Education Master's Programs

Master of Arts in Teaching: Educational Technology

The MAT: Educational Technology is focused on overall best practice in teaching together with specialized course work in technology applications to teaching and learning. The technology component is designed to meet, at a master's level, the State of Michigan's technology content standards for teachers. These standards include the use of technologies to organize and evaluate information; the application of appropriate technologies to creative expression; a systematic approach to technology solutions to improve systems; and the application of legal and ethical standards to the use of technology.

Program Requirements (37 s.h.)

Educational Foundation Core (6 s.h.)

EDU 5000 Current Developments in Teaching and Learning Theory 2 s.h.
EDU 5070 Schooling in Comparative and International Perspectives 2 s.h.
EDU 5080 Instructional Research and Evaluation 2 s.h.

Teaching and Learning Core (10 s.h.)

EDU 5510 Innovations in Classroom Literacy 3 s.h.
EDU 5650 Education and the Community 2 s.h.
EDU 5710 Change in Educational Organizations 3 s.h.
EDU 5820 Diversity in the Classroom 2 s.h.

Educational Technology Endorsement Requirements (21 s.h.)

EDU 5240 Application of Technology in P-12 Schools 3 s.h.
EDU 5250 Hardware Configurations in P-12 Schools 3 s.h.
EDU 5260 Best Practice Teaching with Technology 3 s.h.
EDU 6240 Information Management in the Classroom 3 s.h.
EDU 6260 Instructional Design and Multimedia 3 s.h.
EDU 6270 Leadership in Technology 3 s.h.
One Additional Course, to be determined prior to September 2010 3 s.h.

Total for degree 37 s.h.

Please Note: The course outline and semester hour total listed above is for planning purposes only and is subject to change. This list of courses is not your class schedule, as classes may be offered in a different order and are subject to change.

Off-Campus Education Master's Programs Master of Science in Educational Leadership

The Master of Science in Educational Leadership is designed to meet the need for leaders in diverse educational settings, who will be visionary educators and instructional leaders as well as effective administrators. This fundamental educational approach enables the leader not only to administer effectively but also to lead with a compelling vision of continuous improvement for optimal student success. The program has been approved by the State of Michigan Department of Education for School Principal Preparation and adheres to national and State leadership standards for administrative certification.

Program Requirements (30 s.h.)

Educational Foundation Core (6 s.h.)

EDU 5000 Current Developments in Teaching and Learning Theory 2 s.h.
EDU 5070 Schooling in Comparative and International Perspectives 2 s.h.
EDU 5080 Instructional Research and Evaluation 2 s.h.

Leadership and Supervision Courses (13 s.h.)

EDU 5100 Data Management for Educational Leaders 2 s.h.
EDU 5300 Organizational Behavior in Schools 2 s.h.
EDU 5400 Human Resource Management & Organizational Development 2 s.h.
EDU 5650 Education and the Community 2 s.h.
EDU 5750 Financing of Education 2 s.h.
EDU 5890 Legal & Ethical Issues in Education 3 s.h.

Program and Staff Development (7 s.h.)

EDU 5950 Curriculum Leadership: Elementary or Secondary* 3 s.h.
EDU 6930 Seminar in Educational Leadership 3 s.h.
EDU 5220 Essentials of Educational Leadership 1 s.h.

*Students select elementary or secondary placement.

Clinical Experience (4 s.h.)

EDU 6320 Internship/Project in Educational Leadership and Seminar 2 s.h.
EDU 6330 Internship/Project in Educational Leadership and Seminar 2 s.h.

Total for degree 30 s.h.

Please Note: The course outline and semester hour total listed above is for planning purposes only and is subject to change. This list of courses is not your class schedule, as classes may be offered in a different order and are subject to change.

Off-Campus Education Master's Programs

Master of Arts in Teaching: Literacy Education (MLE)

The Master of Arts in Teaching with a specialty in Literacy Education is a graduate degree program designed to enable classroom teachers certified at the elementary, middle school, or secondary level to develop the competencies that qualify them as reading specialists according to the criteria of the International Reading Association and the Michigan Department of Education.

Program Requirements (32 s.h.)

EDU/RDG 5150	Human Development and Schooling	3 s.h.
ENG/RDG 5330	Literature in the Context of Teaching Across the Curriculum	3 s.h.
ENG/RDG 5350	Language Development: Linguistic Foundations of Literacy	3 s.h.
RDG 5250	Creating Classroom Writers: Teachers and Students Writing Together	2 s.h.
RDG 5110	Foundations of Literacy Education	3 s.h.
RDG 5210	Developing & Assessing Literacy Programs-Elem & Sec Schools	3 s.h.
RDG 5310	Content Area Reading-Learning in Elem & Sec Schools	3 s.h.
RDG 5410	Interactive Computer Applications in Literacy Education	2 s.h.
RDG 6530	Diagnostic Procedures in Reading	3 s.h.
RDG 6930	Practicum in Remediation-Learning Center	2 s.h.
RDG 6940	Practicum in Program Development-School-based	2 s.h.
RDG 6950	Seminar: Issues in Literacy Education	3 s.h.

Total for degree 32 s.h.

Please Note: The course outline and semester hour total listed above is for planning purposes only and is subject to change. This list of courses is not your class schedule, as classes may be offered in a different order and are subject to change.

Off-Campus Education Master's Programs Greetings from the Dean of the Graduate School

Dear Graduate Student Candidate:

Greetings from the Dean of the Graduate School!

I would like to welcome you to the Madonna University experience. We know that you will find our programs of high quality with faculty who are experts in the field and who care about your success.

All of our education master's degree programs are accredited by the National Council for the Accreditation of Teacher Education (NCATE) as well as the North Central Association of College and Schools Higher Learning Commission. These credentials speak to the high quality of our programs.

Our graduate faculty are selected because of their expertise, experience, and love of teaching. Through their guidance in the classroom, you will be inspired and challenged to bring your teaching to a new level.

The convenience and scheduling of our Off-Campus Education Master's Programs will help you to fit your graduate education into your busy life. As a result, you will achieve your goal within a reasonable amount of time and almost before you realize it!

Please do not hesitate to ask us any questions you may have about the program and the process for getting admitted and enrolled in the next phase of your life!

Sincerely,

Edie Raleigh, Ph.D., R.N.
Dean of the Graduate School & Research
Madonna University

