MADONNA UNIVERSITY

Frequently Asked Questions

Q: How do I contact Madonna University's PDP program?
A: Feel free to contact our Professional Development Program staff via any of the following methods:

Madonna University	**Director** – John P. Sprys
College of Education - PDP	**Secretary** – Janice Centers
36600 Schoolcraft Road	**Phone:** 734-432-5697
Livonia, Michigan	**Website**: www.madonna.edu/PDP
48150	**Graduate Credit Email**: PDP@madonna.edu
	SB-CEUs Email: SBCEU@madonna.edu

Q: Who is eligible?
A: Educators who hold a Professional (Permanent) Certificate, practicing administrators, or other education support staff may participate in this program.

Q: Our district/organization is planning a professional development training event and we would like to offer Madonna University credit for our participants. How do we proceed?
A: Organizations should submit a "Course Proposal Form" on our website, www.madonna.edu/pdp (click on PDP Forms on the left side menu). We will then review your training proposal and contact you with more details.

Q: What is the cost for PDP courses?
A: The tuition for the Professional Development Program is $150 per graduate credit hour. Payment in full is due at the time of registration. Tuition is non-refundable.

Q: Is there a deadline for registering?
A: Yes, you must register within two weeks of beginning the professional development training. You may register ahead of time for any anticipated professional development that you plan to attend in the upcoming months. However, hours accrued prior to two weeks before the date that registration is submitted will not be counted.

Q: Is it possible to withdraw from a PDP course? May I get a tuition refund?
A: If necessary, you may withdraw from a PDP course. However, the PDP course tuition is non-refundable. Before withdrawing, please contact us to discuss your options. Remember, you have two academic semesters to complete your PD hours and reflective assignment.

Q: How do I register?
A: You have two choices: 1) Download our registration form, fill it out, and mail it back to our office along with a check or money order for your full tuition. 2) Register online using a credit card or e-check. Fill out the registration form and click on "Submit." From there, you will be taken to the online payment screen (Visa is NOT accepted). When registering online, you must also pay at the same time. You cannot register online and then mail in payment.

Both options are available on our website: www.madonna.edu/pdp. Go to our "Register Online" link.

Professional Development Program

Q: How do I get a User ID and PIN for online payments?
A: When you register for the first time with Madonna University, your ID and PIN will be created and sent to you via U.S. mail. If you don't receive this information, please contact the **Registrar's Office** at 734-432-5400.

Q: What counts as professional development for graduate credit?
A: The professional development training must be over and above your regular job responsibilities and it must add to your professional growth. See our chart below for more.

What Counts?

Type of Training	Does it Count?	Reason
Staff Meetings/PLCs	No	Required as part of the terms of employment
Local, State or National Conferences that relate to your field or position	Yes	n/a
Preparation and planning time needed to implement new curriculum or textbooks	No	Required as part of the terms of employment
Whole School In-services	Usually No	Required as part of the terms of employment - unless waiver form signed by supervisor (principal, superintendant)
Workshops or seminars offered by your local ISD that relate to your field or position	Yes	n/a
Mentoring	No	The training must be new knowledge that you obtain from an instructor or facilitator
Renewal of job-required certifications (e.g. CPR, First Aid, Water Safety)	No	Required as part of the terms of employment
Cooking class	Usually No	Only if you are a Consumer Sciences/Home Economics teacher and you will be implementing the knowledge learned in your classroom - then it would count
Online class or training	No	Contact hours need to be face to face with instructor or facilitator
Time Spent Reading a book for a book study	No	Considered "homework" which is not part of contact hours
Enrichment class that is not directly related to your field of instruction	No	Does not contribute to your professional development

Q: How do I make payment online after leaving the registration site?

Frequently Asked Questions

A: As a returning student, you may use your Madonna Student ID and PIN. Go to your online student account resources through our University's portal system: https://myportal.madonna.edu/ics/. You can log in here with your Madonna University ID and PIN. This is where you will make payment and access your grades. You will not be able to register for PDP credit here, though.

As a new student, go to www.madonna.edu and click on "Parents/Family." If you would like to pay by credit card, choose Smart Pay (credit Card). We accept MasterCard, American Express, Discover and Diner's Club, and you will be charged a 2.9% fee on the balance that you charge. Next you will need to create a new account. Please do not use any spaces or special characters when creating this account. Once you are in the system, follow the prompts to make your payment. Please apply your payment to the "Professional Development Program."

If you would like to pay by electronic check, which takes the money directly from your checking account and has no service fees attached, go to the Parents/Family site from www.madonna.edu and click on ACH e-check. On the next page, click on the sentence, "Click here to login if you know the ID# but do not have the PIN/Password." On the next page, you can login with your student ID# and your last name. Or you can contact the Registrar's Office at 734-432-5600 for an ID# and PIN/Password.

Q: What are the assignment requirements?
A: Unless otherwise noted for your specific course, you are required to keep a log of your professional development hours, as well as reflect on your experiences through a graduate level paper, with sources professionally notated in APA Style or MLA Style. The Professional Development Program papers are to be submitted together at the end of the training to be graded for graduate credit. An assignment template and a rubric outlining project expectations are located on our website at http://www.madonna.edu/pdp under "PDP Forms." The required paper lengths are as follows.

Required Paper Length:

1 Grad. Credit	15 Hours	3-5 Pages
2 Grad. Credits	30 Hours	6-10 Pages
3 Grad. Credits	45 Hours	12-20 Pages

Q: My training instructor/facilitator indicated that my Madonna assignment is "Waived." What does that mean?
A: In some cases, organizations have made arrangements with our department to use their program assignment in lieu of our PDP assignment. In such cases, the organization's assignment has been evaluated and determined to be of sufficient quality to fulfill the requirements of graduate level work. When you receive notice that your Madonna PDP assignment has been waived for your course, you must submit a copy of your program assignment to our department for grading following the same procedures listed above.

Q: When is my assignment due?
A: You will have two university semesters to complete your work. Therefore, you should adhere to the following schedule for work submissions:

Fall Courses	End of Semester: December 1	Submit Paper by: **April 1**
Winter Courses	End of Semester: April 1	Submit Paper by: **August 1**
Spring/Summer Courses	End of Semester: August 1	Submit Paper by: **December 1**

***Please note:**   after two semesters, the university course lapses and it is not possible to receive credit after that point. If you need an extension due to an ongoing program you are attending that covers more than two university semesters, you will need to make arrangements by contacting John P. Sprys, Program Director, at pdp@madonna.edu.

Q: Should I submit each training session's assignment as I complete it?
A: No. Keep all of your assignments together and submit them as one package when you have completed all hours necessary for your course completion requirements.

Q: Where do I submit my completed assignments?
A: Send all materials to:

> Madonna University
> College of Education - PDP
> 36600 Schoolcraft Road
> Livonia, MI 48150

Q: May I fax or e-mail my completed assignments?
A: No, completed assignments must be mailed to our office. The cover sheet of the assignment must have an original signature.

Q: Will I receive a letter grade for my PD course?
A: No. The PDP courses are recorded as pass/fail. They are not part of a planned program of graduate work, and therefore they do not generally receive a letter grade for your transcript.

***Please note:** If your school district or state requires a letter grade, you must notify our Program Director in writing at PDP@madonna.edu prior to registration and submitting your assignment.

Q: How soon after I submit my assignment will I receive a grade?
A: Please allow 2-4 weeks for the processing and grading of all papers before inquiring about the status of your grade. You will not receive a grade report in the mail. All grades can be viewed online.

Frequently Asked Questions

Q: How do I request an expedited grade for certificate renewal or employer deadlines?
A: Contact John P. Sprys, Program Director, at pdp@madonna.edu to request an expedited grading of your work.

Q: How do I view or print out my unofficial transcripts?
A: Go to your online student account resources through our University's portal system: https://myportal.madonna.edu/ics/. You can log in here with your Madonna University ID and PIN.

Q: How do I request my official transcript?
A: Go to the online Registrar's Office page through the Madonna home page at www.madonna.edu, click on "Current Students" and then "Registrar's Office" on the left side of the page.

Q: How do I change my address, e-mail address, phone number, etc. . . .?
A: Go to your online student account resources through our University's portal system: https://myportal.madonna.edu/ics/. You can log in here with your Madonna University ID and PIN.

Q: How can I get a 1098T form?
A: Log into MY Portal at https://myportal.madonna.edu/ics/ using your Madonna Student ID and PIN. The printable 1098T form is available under the Students tab. From there, click on the Student Accounts link.