

**Who is my advisor?**

Your advisor's name is in your admission letter. If you misplaced the letter, call the Graduate School or your department.

**Where do I find the form for \_\_\_\_\_ ?**

Graduate School forms are found on the Web site madonna.edu under Current Graduate Students (search using this phrase).

**What if I forgot my student ID number?**

Contact the Registrar via your my.madonna e-mail or by phone. They will e-mail your ID number to you. For forms sent to the Graduate School, you may use the last four digits of your social security number (please indicate this).

**How do I take an independent study course?**

Download the independent study form from the Web site (see above). Review the instructions and criteria. Talk to the instructor and plan your study. Complete the form and obtain appropriate signatures. Submit form to registrar with registration form and payment.

**How do I take a course at another institution?**

Talk with your advisor about the appropriateness of the course. Complete a MIGS form available on the Web site (see above). Obtain your advisor's signature and submit the form to the Graduate School for approval. We will fax the form to the host institution.

**I received an "I" (or Incomplete) grade, how long do I have to complete my assignments?**

Students have six weeks to complete work. This may be extended at the discretion of the instructor under certain circumstances.

**How long do I have to complete my program?**

The master's program must be completed within six years. If you stop out, your file will be kept open for up to two years, but this time counts in your six years. Please see the Graduate Bulletin for details.

**What is the Madonna One card?**

The Madonna One card is used to refund money to you. It is not a credit card. A fee is assessed for replacement of the card.



36600 SCHOOLCRAFT ROAD  
LIVONIA, MICHIGAN 48150-1176

**Take advantage of these University resources**

- Alumni Office** 734-432-5811
- Career Services** 734-432-5623
- Center for Personalized Instruction**  
734-432-5599
- Ford Technology Center** 734-432-5800
- Office of Disability Resources**  
734-432-5639
- Office of Multicultural Affairs**  
734-432-5672
- Psychology Clinic** 734-432-5493
- Writing Center** 734-432-5304
- Graduate School** 734-432-5667  
grad@madonna.edu
- Melanie Minch, MA, LPC**  
Graduate Admissions Officer  
Career Counselor  
734-432-5739 mminch@madonna.edu

**MISSION STATEMENT**

The mission of Madonna University, a Catholic and Franciscan institution of higher learning, is to instill in its students Christian humanistic values, intellectual inquiry, a respect for diversity, and a commitment to serving others through a liberal arts education, integrated with career preparation and based on the truths and principles recognized within a Catholic tradition.

Madonna's mission receives its spirit from these Franciscan Values:

- Respect for the dignity of each person
- Peace and justice
- Reverence for creation
- Education for truth and service

GRADUATE SCHOOL

HOW TO SUCCEED IN GRADUATE SCHOOL



# TIPS FOR GRADUATE SCHOOL SUCCESS

## The Graduate School Difference

Graduate education differs from undergraduate in several ways:

- You're expected to develop greater self-direction and desire for knowledge
- You'll learn systematic methods for seeking and evaluating new knowledge
- You're expected to make a greater commitment of time and energy
- You're expected to develop and demonstrate advanced writing skills
- Your courses will develop your knowledge in a specialized area

## Get to Know Your Academic Advisor

You have been assigned an academic advisor who will guide you through the standard curriculum and may help you evaluate it in light of your strengths and needs so as to determine if any adjustments are desired and permitted. Interested in your career goals and concerns, your advisor will serve as an experienced sounding board for your ideas.

## Read the Graduate Bulletin

Available from the Graduate School, the Graduate Bulletin that was in effect when you were admitted identifies the specific plan of study for your degree. These program requirements may include prerequisite courses – that must be taken before a required course – and program courses, which may be core courses and specialty track or elective/certificate courses. If your program is modified by the faculty, your requirements could be reduced but never increased. See your advisor for help with adjusting your program if courses are discontinued.

The Bulletin also includes policies for University and Graduate School academic standards and procedures.

## Financial Aid

You must be admitted to a program and register for at least four graduate semester hours (half-time) to receive financial aid. Only graduate level courses may count in your academic load.

## Making the Grade

Graduate students must maintain a minimum 3.0 grade point average (GPA). Courses with final grades lower than C will not apply toward your degree, but will be included in your cumulative GPA. If you have difficulty with a course, talk with your instructor during the semester. If the issues are beyond the scope of the course, talk with your advisor. The Graduate School audits student grades each semester and sends letters to students who may not be demonstrating the expected level of achievement. We are committed to your success and encourage you to take advantage of the many resources available.

## Graduate Research

A significant part of graduate education is learning the value of the systematic method for discovering knowledge. Each discipline has its unique methods for research; however, all require a systematic approach that is guided by an academic advisor and is characterized by:

- Identifying an area of interest
- Applying theory
- Examining issues and/or data
- Forming conclusions and recommendations

Madonna's programs stress the ethics of scholarship and research. In keeping with its Franciscan value of respect for all people, the University requires that all students involved in research education receive training in research integrity, which may include topics related to the protection of human subjects.

Professionalism is another hallmark of graduate education at Madonna University. This means that faculty members expect you to conduct yourself professionally on campus or when representing Madonna as a student. You are expected to demonstrate professional ethics in the theoretical and/or practical phase of your program. This requires that you understand what constitutes plagiarism, cheating and unprofessional actions, and that you don't engage in these behaviors. Your graduate program may articulate other expectations.

Additionally, your right to free speech on personal communication web sites is respected; however, you are expected to exercise this right with civility and respect for others such that the mission and values of the University are upheld. Refer to the University Student Handbook for details.

## Applying for Graduation

Graduation isn't automatic. You must apply for your degree, even if you're not planning to walk at May commencement. Obtain the application for degree at the Graduate School office or online at [www.madonna.edu](http://www.madonna.edu). Complete the form and obtain your advisor's signature. The application and fee are due two semesters before you plan to graduate. Due dates are posted in the schedule of classes, on the Web site, and around campus. The May commencement ceremony includes graduates from the previous December and April, and the following July. Because all graduate students must maintain a 3.0 GPA or higher, there is no designation of graduating with honors.

## Who You Know

Develop and nurture relationships with professors, peers, and professionals in many fields, through activities, organizations, and classes. They will be the network you'll draw upon as you navigate the employment landscape. Your advisors, instructors, and mentors will support you with recommendations for scholarships, career moves, and additional graduate study.

## Use the Writing Center

Some programs require students to take a writing assessment early in their graduate studies that may result in a writing course requirement. Even if you do not need to take a writing course, you may find the free services of the Writing Center to be useful in honing your written communication skills and improving your grades.