FAQs for Instructors

The following questions and answers should provide information for frequently asked questions. Please let us know what other questions you may have.

How do I verify my class list?
The program office will provide a class list after the registration deadline, in an excel format. You can confirm your graduate credit learners, and then use that same spreadsheet to send back grades, along with a coursework sample.

How do I address any discrepancies with my class list?
Please email pdi@smumn.edu, call toll-free at 877-218-4755, or fax (507-457-6624) immediately if there are discrepancies of any kind from your confirmed class list found online. If you have changes, please write changes on the list so that we can either drop or add students as required.

What are grades submitted?
Straight letter grades (A, B, C) are assigned for the Schools of Graduate and Professional Programs at Saint Mary's University.

Can I assign students an incomplete or in progress grade?
I/NC (incomplete) grades can be assigned if a student has not fulfilled the expectations and/or needs additional time to complete the course requirements. Instructors are responsible for monitoring and amending I/NC grades. I/NC grades need to be changed 60 days after the completion of the course. Our office will require a written request from the student for an extension. Notify the PDI Program Office with the completed grade by emailing pdi@smumn.edu

Incomplete Grades
In order to receive an incomplete grade (I/NC), students must submit **in writing** to the instructor and the PDI program office a request for an extension for their course work. This can be done via email or as a letter. All requests should be received one week prior to the end the course.

Can students audit a GPDE or GPDI course?
No, courses offered through the GPDE or GPDI program are NOT available for audit. However, the graduate credit aligned with your school's course is optional, so you may have learners attending your course that are not registered for the graduate credit.

What if a student does not do as well on his/her work and wants a grade changed?
If you believe any student may want to make revisions to his/her final project once they know how they have performed academically, then do not assign a final grade until any updates/changes have been made to the student's work and assessment of that work. Changing grades after they have been posted is not a commonly accepted practice.

What if I need to change a grade after I have submitted my grades?
If you need/want to change a grade after they are originally submitted, you will need to call the PDI Program Office at 877-218-4755 or email pdi@smumn.edu.

FAQs for Instructors

How do I complete my grading?
We encourage instructors to provide feedback to their learners based on the course syllabus outcomes, assignments and if applicable, rubrics. Input the grades to the excel document that is sent confirming your registered learners, and email to pdi@smumn.edu.

How can I get tech help beyond the tech pointers provided?
Contact the Help Desk at 507-457-7800. If you are unable to reach the Help Desk, call the PDI Program Office toll-free at 877-218-4755. We do have access to an Instructional Technology person who can help if you are delivering a Blackboard course.

What materials are required for instructors?
A complete personnel file needs to be maintained in the Office of Human Resources. For new instructors, a current resume, copies of official degree-bearing transcripts, and a copy of the instructor's teaching license are required. For those instructors who have taught for more than 2 years, we will need to have an updated curriculum vita on file. The program office will be in contact with you if we need an updated vita (guidelines for an updated curriculum vita are listed below).

Graduates of degree programs from Saint Mary's University do not need to submit a transcript, as it is on file at SMU.

What do I need to include in my curriculum vita?
The vita (professional resume) should include the following information:
- Name and address
- Educational background
(Include degrees earned, institutions granting degrees, and date degrees were earned and include special training and/or other educational experiences)
- Licensure
- Professional experiences
(Include professional work experience that relates to your position, consulting, grant work from the past five years and include organization and dates of employment/service)
- Professional affiliations, and
- Listing of publications, presentations, and recognition
(Include some detail of publication or presentation, title, organization, dates, etc.)

How can I reach the PDI Program Office?
The PDI Program Office can be reached toll-free at 877-218-4755, and we are always help to help. Our mailing address is 700 Terrace Heights #74, Winona, MN 55987. We can be reached via email at pdi@smumn.edu.