

University of Delaware
School of Education
M. Ed. In Higher Education Administration

Program Policy Statement

Part I. Program History

- A. Purpose Statement**
- B. Origin of the Program**
- C. Administration and Faculty**
- D. Degrees Offered**

Part II. Admission

- A. University Policy on Admission**
- B. University Admission Procedures**
- C. Specific Requirements for Admission into the M.Ed. in Higher Education Administration**
- D. Admission Status**

Part III. Degree Requirements for the M. Ed. in Higher Education Administration

- A. Course Requirements**
- B. Non-Registered Degree Requirements**

Part IV. General Information

- A. Financial Assistance**
- B. Application for Advanced Degree**
- C. Graduate Grade Point Average**
- D. Time Limits for the Completion of Degree Requirements**
- E. Extension of the Time Limit**
- F. Transfer of Credit Earned as a Continuing Education Student at the University of Delaware**
- G. Transfer of Credit from Another Institution**
- H. Transfer of Credit from the Undergraduate Division at the University of Delaware**

Submitted Fall 2007

Part I. Program History

A. Purpose Statement

The Master of Education (M.Ed.) in Higher Education Administration is a thirty-three-credit hour, non-thesis program consisting of 24 credits of required core courses, 6 credits of approved electives and 3 credits in a higher education internship. This is a part-time, nonresidential, evening and weekend program designed for students who are employed full-time. In accordance with the general mission of the School of Education represented in its conceptual framework, this program facilitates students' development as reflective practitioners who bring a variety of decision making skills to the enterprise of solving problems, as scholars who are able to study their own practice as well as the practice of others in their field, and as leaders who are able to accommodate diversity among people with whom they work.

The curriculum draws upon students' work experience to integrate theory and practice as it prepares them for positions of leadership in higher education settings. Those settings include postsecondary institutions as well as adult and continuing education programs.

The program goals, as established by the program faculty, include:

1. The development of candidates' ability to read critically and to analyze theoretical and empirical research on administration and leadership in adult education and postsecondary settings.
2. The improvement of candidates' ability to write coherent analytical arguments by means of varied writing assignments.
3. The development of candidates' ability to use research and theory for the analysis and evaluation of organizational issues occurring in their work settings.
4. The encouragement of candidates' questioning current administrative and leadership practices and investigating the improvement of those practices.
5. The development of candidates' administrative and leadership skills.

B. Origin of the Program

The M.Ed. in Educational Leadership was one of the older master's programs developed in the previously existing College of Education. It was housed in the Department of Educational Development, and included specializations in School Administration and Adult and Post-secondary Education Administration. In Fall 2006, these two specializations were raised to the level of concentrations. The current proposal creates separate M.Ed. degree programs from each of these concentrations. This Program Policy Document describes the M.Ed. in Higher Education Administration which is being proposed as a new degree.

C. Administration and Faculty

The Committee on Graduate Studies in Education (CGSE) is the SOE-level committee that administers all the graduate programs, including the M. Ed. in Higher Education Administration. The committee is composed of five faculty members from the School of Education, a graduate student member selected by the Education Graduate Association, and the Assistant Director of the School of Education who serves as the Graduate Coordinator for the School of Education.

The SOE is committed to the recruitment, support, and retention of full-time, tenure-line faculty members in educational leadership. Faculty members who teach graduate courses and advise graduate students in the School of Education must have a doctorate or equivalent. In some instances, faculty members with a master's degree and special expertise in an area of Education as a result of concentrated study, employment experience, or service may be recommended for graduate teaching. In such cases, the faculty member must have a record of successful teaching in a specialized area of Education, proven scholarly ability, and the endorsement of the leadership faculty and the Director of the School of Education.

Faculty members in educational leadership review candidates for admission to the M.Ed. in Higher Education Administration, serve as advisors to candidates admitted to the program, teach courses, and evaluate candidates' exhibits and internships.

D. Degrees Offered

The degree awarded to candidates who complete this program will be an M.Ed. in Higher Education Administration. There are no concentrations within this degree program.

Part II. Admission

A. University Policy on Admission

Admission to the graduate program is competitive. Those who meet stated minimum requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

B. University Admission Procedures

Applicants must submit all of the following items to the Office of Graduate Studies before admission can be considered:

Admission decisions are made twice a year. Applications are due by November 1 for admission in the spring semester, or April 1 for admission in the fall semester and applications will only be reviewed and decisions made at the time of the application deadlines. Admission applications are available online at <http://www.udel.edu/gradoffice/applicants/index.html>

A \$60 nonrefundable application fee must be submitted with the application. Checks must be made payable to the University of Delaware. Applications received without the application fee will not be processed. Foreign students may utilize either a check or an International Postal Money Order to remit payment in U.S. currency.

An official transcript of all previous college records must be sent directly from the institution to the Office of Graduate Studies. Students who have attended the University of Delaware need not supply a transcript from Delaware. Transcripts issued in a language other than English must be accompanied by an official translation into English. If the rank of the student is not displayed on the transcript or diploma, an official letter of explanation and ranking from the institution where the degree was earned is required.

Applicants must submit at least three letters of recommendation. These letters should come from faculty members or other individuals who are familiar with the quality of the applicant's academic ability.

International student applicants must demonstrate a satisfactory level of proficiency in the English language if English is not their first language. The Test of English as a Foreign Language (TOEFL) is offered by the Educational Testing Service in test centers throughout the world. TOEFL scores more than two years old cannot be validated or considered official. International students must be offered admission to the University and provide evidence of adequate financial resources before a student visa will be issued. The University has been authorized under federal law to enroll nonimmigrant alien students. International students are required to purchase the University-sponsored insurance plan or its equivalent.

It is a Delaware State Board of Health Regulation and a University of Delaware mandate that all entering graduate students born after January 1, 1957 give proof of proper immunization for measles, mumps, and rubella. If immunization requirements are not met, the student will not be eligible to register. Specific information may be obtained from the Student Health Service (302) 831-2226.

C. Specific Requirements for Admission into the M.Ed. in Higher Education Administration

Admission decisions are made by full-time faculty in the School of Education. Students will be admitted to the program based upon enrollment availability and their ability to meet the following minimum recommended entrance requirements.

- Baccalaureate degree from an accredited college or university.
- Transcripts showing an undergraduate GPA of 2.75 or higher. Applicants with lower than expected performance are not automatically disqualified, but should provide an explanation for their prior performance and describe the experiences, skills, and dispositions they believe indicate the ability to succeed at the graduate level.
- Transcripts showing a minimum GPA of 3.0 for all graduate courses completed (if applicable). This GPA applies to graduate level courses taken through continuing education or graduate programs at the University of Delaware and other institutions.
- Three letters of recommendation from individuals who are able to assess the applicant's academic potential. Letters should be from professors who can attest to the candidate's suitability for graduate study and supervisors who can comment on the candidate's professional commitment and experience. Letters from family, friends, and professional peers are strongly discouraged.
- For students whose native language is not English, an officially reported minimum TOEFL score of 600 (paper-based test) or 250 (computer-based test) or 100 (iBT).
- A written statement of goals and objectives. This three-question essay response is part of the standard Graduate Studies application and should clearly describe why the applicant wishes to pursue a M.Ed. in Higher Education Administration.

D. Admission Status

Regular admission may be offered to students who meet all of the established entrance requirements and who have the ability, interest, and commitment necessary for successful study at the graduate level in a degree program. Admission to the graduate programs at the University of Delaware is selective and competitive based on the number of well-qualified applicants and the limits of available faculty and facilities. Those who meet stated minimum academic requirements are not guaranteed admission. This program receives more applicants than can be considered for admission.

This program does not offer provisional admission.

Part III. Degree Requirements for the Master of Education in Higher Education Administration

A. Course Requirements

The M.Ed. in Higher Education Administration requires a minimum of 33 credits of graduate-level coursework. The required coursework is as follows:

I. General Requirements (24 credits – 3 credits each)

EDUC 607 Educational Research Procedures
EDUC 670 Program Design & Instructional Strategies for Adults
EDUC 699 Foundations of Adult & Postsecondary Education
EDUC 818 Educational Technology Foundations
EDUC 849 Governance, Planning and Finance in Higher Education
EDUC 883 Administration of Adult & Postsecondary Education Programs
IFST 688 The Law and Student Affairs
IFST 689 The American College Student

II. Elective Requirements (6 credits)

Six credits of electives chosen with the approval of the student's advisor. Recommended electives include:

- HESC 616, Sport Marketing
- HESC 620, International Sport Management and Marketing
- HESC 634, Sport Business and Finance
- HESC 635, Administration of Intercollegiate Athletics
- HESC 647, Legal Aspects of Sport Management
- IFST 683, Seminar in Higher Education Administration
- IFST 692, Student Personnel Management
- EDUC 847, Post-secondary Student Affairs Issues and Management

III. Higher Education Internship (3 credits)

All students are required to complete the graduate course, EDUC 743 Internship in Higher Education Administration. To describe and analyze the internship experience, students will complete a portfolio. The portfolio must document what was done and explain how the student achieved the objectives. This Internship requirement is considered the capstone experience for this degree program.

Part IV. General Information

A. Financial Assistance

Financial assistance for full-time students in the M.Ed. program is obtained from a variety of external sources and will therefore vary in form and availability. Assistance will be awarded on a competitive basis to applicants who best fit the needs of the granting agencies and sponsoring faculty. Students receiving full stipends will be expected to work up to 20 hours per week on faculty projects and students are expected to maintain full-time status.

B. Application for Advanced Degree.

To initiate the process for degree conferral, candidates must submit an "Application for Advanced Degree" to the Office of Graduate Studies. The application deadlines are February 15 for Spring candidates, May 15 for Summer candidates, and September 15 for Winter candidates. The application must be signed by the candidate's adviser and by the Director or the Assistant Director of the School of Education. There is an application fee of \$50 for master's degree candidates and a \$95 fee for doctoral degree candidates. Payment is required when the application is submitted.

C. Graduate Grade Point Average.

Students must have a minimum overall cumulative grade point average of 3.0 to be eligible for the degree. In addition, the grades in courses applied toward the degree program must equal at least 3.0. All graduate-numbered courses taken with graduate student classification at the University of Delaware are applied to the cumulative index. Credit hours and courses for which the grade is below "C-" do not count toward the degree even though the grade is applied to the overall index. Candidates should see that their instructors have submitted all final grades.

D. Time Limits for the Completion of Degree Requirements.

Time limits for the completion of degree requirements begin with the date of matriculation and are specifically expressed in the student's letter of admission. The University policy for students entering a master's degree program is ten consecutive semesters to complete the degree requirements. Students who change their degree plan and have transferred from one degree program to another degree program are given ten consecutive semesters from the beginning of the first year in the latest program.

E. Extension of the Time Limit.

An extension of time limit may be granted for circumstances beyond the student's control. Requests for time extensions must be made in writing and approved by the student's adviser and the Director or Assistant Director of the School of Education. The Director/Assistant Director will forward the request to the Office of Graduate Studies. The Office of Graduate Studies will determine the student's eligibility for a time extension and will notify the student in writing of its decision to grant an extension of time.

F. Transfer of Credit Earned as a Continuing Education Student at the University of Delaware.

Students who complete graduate credits with the classification of CEND (Continuing Education Nondegree) at the University of Delaware may use a maximum of 9 graduate credits earned with this classification toward their graduate degree. The CEND credits, grades, and quality points become a part of the student's academic record and grade point average. CEND credit can be transferred provided that: (a) the course was at the 600 or 800 level, (b) the course was taken within the time limit appropriate for the degree, (c) the course was approved by the student's adviser and the Director/Assistant Director of the School of Education, and (d) the course was in accord with the requirements for the degree.

G. Transfer of Credit from Another Institution.

Graduate credit earned at another institution will be evaluated at the written request of the student. Such a request should be submitted first to his or her advisor using a Request for Transfer of Graduate Credit form. A maximum of 9 credits required for the degree will be accepted provided that such credits: (a) were earned with a grade of no less than B-, (b) are approved by the student's adviser and the Director/Assistant Director of the School of Education, (c) are in accord with the requirements of the degree, (d) are not older than five years, and (e) were completed at an accredited college or university. The credits, but not the grades or quality points, are transferable to University of Delaware graduate records. Graduate courses counted toward a degree received elsewhere may not be used. Credits earned at another institution while the student was classified as a continuing education student at that institution are not eligible to be transferred to one's graduate degree at the University of Delaware. Credits from institutions outside of the United States are generally not transferable to the University of Delaware.

H. Transfer of Credit from the Undergraduate Division at the University of Delaware.

Students who wish to transfer credits from their undergraduate record to their graduate record may transfer a limited number by arranging with the department to have these courses approved by their instructors before the courses are taken. These courses must be at the 600-level, and the student must perform at the graduate level. They must be in excess of the total required for the baccalaureate degree, must have grades of no less than B-, and must not be older than five years. The credits, grades, and quality points will transfer.