This handbook is intended to be a resource for Master of Arts students in the Higher Education and Student Affairs Program. It is NOT intended to replace or override policies of The Graduate School or The Department of Educational Studies Graduate Studies Committee.
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I. REQUIREMENTS FOR THE MASTER OF ARTS DEGREE IN THE HESA PROGRAM

The Graduate School Handbook is available on the Graduate School web site. The section of the handbook pertaining to the MA is located in Section VI. Students are held responsible for all degree requirements listed in both the Graduate School Handbook and in the Department of Educational Studies MA Handbook.

Program of Study

You are expected to select a program of study in consultation with your advisor. The program must include a reasonable concentration in a single area or in related academic areas, must be approved by your advisor, and must be within the rules of the ES Graduate Studies Committee. (ref. Graduate School Handbook, Section VI.1). The Master of Arts Program Sheet must be completed and signed by you and your advisor. You should turn in your Program Sheet as soon as you work out a program with your advisor, at latest, submit it at the same time you submit your Application to Graduate – Master’s Degree.

Credit Hours and Residency Requirement

A minimum of 43 graduate credit hours beyond the baccalaureate degree is required to earn a Master’s degree in Higher Education and Student Affairs. If choosing a thesis graduation option, a minimum of 46 graduate credit hours is required. Eighty (80) percent of those required credit hours must be completed at this university over a period of at least two semesters. A student must be registered for at least three graduate credit hours the semester or summer session in which graduation is expected.

“The Core” of HESA Master’s Program

The Masters of Arts Degree in Higher Education and Student Affairs requires 46 semester hours of coursework including:

<table>
<thead>
<tr>
<th>Year 1:</th>
<th>Course</th>
<th>Title</th>
</tr>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>ES HESA 7500</td>
<td>Introduction to Student Affairs (3)</td>
</tr>
<tr>
<td></td>
<td>ES HESA 7518</td>
<td>Group Interventions in Higher Education (3)</td>
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<td></td>
<td>ES HESA 7510</td>
<td>College Student Development I: Psychosocial (3)</td>
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<tr>
<td>Spring Semester</td>
<td>ES HESA 7540</td>
<td>Higher Education Institutions and Core Academic Issues (3)*</td>
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<td>ES HESA 8511</td>
<td>College Student Development II: Cognitive and Moral (3)</td>
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<td></td>
<td>Elective or ES HESA 7572 History of Universities (3)</td>
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<tr>
<td></td>
<td>*meets foundations requirement</td>
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<table>
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<tr>
<th>Year 2:</th>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>ESCE 6732</td>
<td>Introduction to Counseling (3)</td>
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<td>ES HESA 7520</td>
<td>Diversity in Higher Education (3)**</td>
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<td></td>
<td>ES HESA 7512</td>
<td>Interaction of Students and Environments (3)</td>
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<tr>
<td>Spring Semester</td>
<td>ES HESA 7572</td>
<td>History of Universities (3)* (if not taken in 1st year) or Elective</td>
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<td></td>
<td>ES HESA 7545</td>
<td>Case Studies in Higher Education (3)***</td>
</tr>
<tr>
<td></td>
<td>*meets foundations requirement (2 courses)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>**meets multicultural requirement (1 course)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>***only taken if choosing the case study as “Degree Completion Option”</td>
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**Multicultural Requirement:**

There is a 3-hour multicultural class requirement for all M.A. students. The following course is required for HESA MA students and meets this requirement:

- ES HESA 7520 - Diversity in Higher Education

**Foundations Requirement:**

There is a 6-hour foundations class requirement, which includes philosophy, history, sociology, or psychology of education courses or related courses approved by an advisor.

- ES HESA 7572 - History of Universities is required and meets 3 hours of the foundations requirement.
- ES HESA 7540 - Higher Education Institutions and Core Academic Issues is required and also meets this requirement.

**Research Requirement**

There is a 1 class (3 credits) research requirement for MA students not choosing a thesis option. There is a 2 class (6 credits) research requirement for MA students choosing a thesis option. The recommended course(s) depends upon your background in research design and statistics and, if applicable, your thesis topic. Options include:

**Quantitative Sequence:**
- ES QREM 6625 Introduction to Educational Research
- ES QREM 6641 Introduction to Educational Statistics

**Qualitative Research:**
- ES HESA 8895.32 Designing Qualitative Research in HESA Contexts
- ES QUAL 7230 Qualitative Research in Education

**Program Evaluation:**
- ES QREM 6621 Introduction to Educational Evaluation
- ES QREM 8895 Quantitative Research, Evaluation, and Measurement
- ES QREM 7631 Applied Evaluation Design

**Practicum Requirement**

A minimum of one practicum of ES HESA 7530 (4 credit hours) must be taken if the student also holds an assistantship or is working full-time in the field of Higher Education and Student Affairs. A minimum of two practica is required for students who do not hold an assistantship and are not working full-time in the field. Practica may be taken beginning spring semester of the first year and should be completed before spring semester of the last year. The practicum seminar (7530) is offered Spring and Summer Semesters.

Additional practicum classes (3 hours) may be taken under ES HESA 5193 as an independent study. The independent study is by arrangement with advisor. Internships can include overseas or professional association internship programs.
Electives in Student Development and Learning or Organization and Administration

Students should select electives in Student Development or Organization and Administration. Two (2) courses are required from this list of courses.

**Student Development and Learning Electives**
- ES HESA 7558 Administering Service-Learning Programs
- ES EPSY 7404 College Teaching
- ES HESA 7550 Women in Higher Education
- ES HESA 8552 Impact of College on Students
- ESCE 6736 Educational and Career Counseling
- ES HESA 7576 Assessment in Higher Education

**Organization Behavior and Administration Emphasis**
- ES HESA 7513 Understanding Educational Organizations
- ES HESA 7562 The Community College
- ES HESA 7564 Financing Higher Education
- ES HESA 8560 Legal Aspects of Higher Education
- ES HESA 7570 Internationalizing Colleges and Universities
- ES HESA 7554 Admission and Retention in Higher Education
- ES HESA 7566 Strategy and University Leadership
- ES HESA 7568 Globalization and Public Good
- ES HESA 7578 Higher Education Governance and Policy Analysis
- ES HESA 7574 Curriculum in Higher Education

*Please Note: Some courses are taught outside by faculty of our program and thus are subject to change. Course information and availability will be available prior to each semester of registration.*

**Service-Learning Strand**

A unique opportunity to engage in community-based teaching and learning through service-learning courses:
- ES HESA 7558 Administering Service-Learning Programs
- ES HESA 5193 Facilitating Student Learning in Community Settings (working with ES HESA 2571s undergraduate course which is offered every semester)

**Degree Completion Options** (See separate document)

1. Thesis (requires minimum of 3 credit hours of thesis credits – ES HESA 7999)
2. Case Study Examination (requires ES HESA 7545)
3. Comprehensive Examination (requires ES HESA 7545)

**Time Limit**

Requirements for the Master of Arts degree must be completed within six years of the semester of first enrollment.

[Note: The curriculum is subject to change.]
**Deactivation and Reactivation** (ref. Graduate School Handbook, Section VI.1)

If you have not registered in the Graduate School within the preceding two full calendar years, your enrollment eligibility will be automatically deactivated. To reenroll, you must petition your Academic program area for reactivation. Contact the Student Services Office & Graduate Studies in 122 Ramseyer Hall to begin the reactivation process. The staff will contact your advisor for approval. If the petition is approved, the Graduate Studies Committee notifies the Graduate School, which then reactivates the enrollment eligibility.

To reactivate in your previous degree program, contact the Office of Student Services and Graduate Studies, 122 Ramseyer Hall. The staff will forward requests to reactivate to your previous academic section for approval before you will be allowed to register for classes. Your file, if it is still available, and your most recent advising report, will be forwarded for a decision.

Once a reactivation decision has been made, the Student Services Office and Graduate Studies will notify the Graduate School.

**II. DEGREE COMPLETION OPTIONS**

The master’s program in Higher Education and Student Affairs offers all students an examination process with three options: a thesis option and two non-thesis options. The non-thesis options are (1) the standard general examination and (2) the case study general examination. Procedures for all three are outlined below.

4. **Thesis** (requires minimum of 3 credit hours of thesis credits – ES HESA 7999)

   A thesis is a substantial research project generally requiring two to three semesters to complete. Research is conducted in conjunction with the adviser. The thesis must be approved by a committee consisting of the adviser plus one other faculty member.

   **Thesis Proposal**
   You should meet with your committee to discuss your thesis proposal at time deemed appropriate by your advisor. You must submit a complete, typed thesis draft approved by your Master’s Examination Committee before being examined over the thesis. The thesis must conform to Graduate School format requirements as described in the *Graduate School Guidelines for Preparing Thesis, Dissertations, and D.M.A Documents*. The format and scope of your proposal is determined by your advisor, in consultation with your committee. A thesis proposal typically contains the following elements:

   - **Introduction and Problem Statement**
     - Problem Statement or Context and Purpose of the Study
     - Justification of the study in terms of your field
   - **Literature Review**
   - **Design and Methodology**
     - Research Questions
     - Research Design
     - Data Collection
     - Research Timeline
**Oral Examination (Thesis Option)** (ref The Graduate School Handbook VI.2)

The master’s examination for a student pursuing the thesis option must include an oral portion and may include a written portion. The master’s examination need not be confined to the thesis topic. The advisor serves as chair and all members of the master’s examination committee must be present during the entire examination and are expected to participate fully in questioning during the course of the examination and in the discussion and decision on the result. Other faculty members and graduate students may attend the examination, subject to the rules of the ES Graduate Studies Committee.

**Thesis Approval**

If the student satisfactorily completes the master’s examination and if the student presents an acceptable thesis, the master’s examination committee members indicate approval of the thesis by signing the Thesis Approval form. The Thesis Approval form must be submitted to the Graduate School by the published deadline for the semester or summer session of graduation. The thesis must be submitted to the Graduate School by the published deadline for the semester or summer session of graduation. The final thesis must be submitted electronically as a PDF document to OhioLink, the Ohio Library and Information Network.

5. **Case Study General Examination** (requires ES HESA 7545: Case Studies in Higher Education)

The case study examination is governed by a set of procedures which the faculty follows to select the case, design exam questions and evaluate student performance. The case exam is intended to provide a comprehensive, institutional problem situation for students to analyze and discuss. ES HESA 7545 is a required course for students choosing this option during the final spring semester. This fourteen-week course is designed to prepare students for the examination and the course culminates in the two-week writing period of the case analyses. The analysis and proposed action plans written by the students are evaluated by application of a number of criteria, which include demonstrating knowledge of core curriculum literature and basic literature applicable to the nature of the case, ability to apply theory in an analytic mode, integrative and sophisticated reasoning with respect to the problem, the quality of the writing and development of the logic of arguments.

Each spring, the faculty member teaching ES HESA 7545 takes primary responsibility for selecting a case study which is then reviewed by the Higher Education and Student Affairs faculty whose primary focus is this program area. Collectively, a set of three to five questions are developed to guide response to the case, as well as criteria for evaluation. Students are given two weeks to research/write their case analyses. The examination responses are limited to 4500 words, and students are asked to identify their case only by OSU Student ID #. No student names appear on the examination material in order to assure that there is no bias in grading the exams.

Two faculty members read each case. Faculty review the exams and provide each other with the results of their judgment. Student anonymity is central to our process. Student names are matched with OSU student ID # only after all cases have been evaluated and graded. Discrepancies are discussed and in most cases, easily resolved. Discrepancies which cannot be resolved between the two readers are given to a third reader for comment. The evaluations of all readers are combined into a final evaluation of "pass" or "fail." In the case when a student exam is failed by both readers, a third reader is assigned. If the third reader also fails the student, the student fails. Steps may or may not be taken to provide the student with an opportunity to retake the exam during the same semester. If not, the student may be permitted to retake the exam the next semester. The retake exam may be written or oral as decided by the faculty.
6. **Comprehensive Examination** (requires ES HESA 7545: Case Studies in Higher Education)

In the standard general examination there are three questions posed to all students. The questions are drawn from the content of the core curriculum, with each drafted by the two faculty who teach in the three subject areas tested: (a) college student development, (b) administration of higher education, and (c) organization behavior.

The standard general exam is intended to pose a theoretical or problem situation for the students to analyze. Students’ responses to individual questions are evaluated by the two faculty who drafted the question. They use a number of criteria, which include demonstrating knowledge of basic literature, ability to apply theory in an analytic mode, integrative and sophisticated reasoning, the quality of the writing and development of the logic of arguments.

The standard general examination is administered on the date set by the Department of Educational Studies for the master's standard examinations.

Faculty review the exams and provide each other with the results of their judgment on their respective questions. Student anonymity is central to our process. Student names are matched with social security numbers only after all exams have been evaluated and graded. Discrepancies are discussed and in most cases, easily resolved. Discrepancies which cannot be resolved between the two readers are given to a third reader for comment. The composite evaluations of all three questions are combined into a final evaluation of "satisfactory" or "unsatisfactory". Examinations which receive "unsatisfactory" evaluations on two of the three questions, fail. Steps may or may not be taken to provide the student with an opportunity to retake the exam during the same semester. If not, the student may be permitted to retake the exam the next semester. The retake exam may be written or oral as decided by the faculty.

### III. ADDITIONAL GRADUATION REQUIREMENTS

**Graduation** (ref The Graduate School Handbook VI.5)

It is the dual responsibility of the ES Graduate Studies Committee and the Dean of the Graduate School to review the student’s record and ensure that all degree requirements are completed at the end of the expected semester or summer session of graduation. In addition to the master’s degree requirements described in this section, the student:

1. must have earned a cumulative point-hour ratio of at least 3.0 for all graduate credit hours taken at this university
2. must have fulfilled all additional requirements published by the Graduate Studies Committee
3. must have final grades for all courses received in the University Registrar’s Office by the published deadline
4. must have fulfilled all other requirements by the deadlines established by the Graduate School

**Application to Graduate** (ref The Graduate School Handbook VI.5)

A student must complete and submit the Application to Graduate form to the Graduate School no later than the third Friday of the semester (or third Friday of May session for summer session commencement) in which graduation is expected. The application is valid for that semester or session only. Submitting this
application indicates that the student expects to complete all degree requirements by the end of that semester or session. It must be signed by the student, the advisor, and the ES Graduate Studies Committee chair. The degree plan the student is pursuing and the proposed master’s examination committee members must be listed on the form.

**End of Semester or Summer Session**

A student who does not meet published graduation deadlines but who does complete all degree requirements by the last business day prior to the first day of classes for the following semester or summer session may graduate the following semester or summer session without registering or paying fees.

**V. SUMMARY OF MASTER OF ARTS DEGREE GRADUATION REQUIREMENTS**

(ref The Graduate School Handbook VI.6)

1. submission of the Application to Graduate form to the Graduate School no later than the third Friday of the semester (or third Friday of May session for summer session commencement) in which graduation is expected

2. registration for at least three graduate credit hours during the semester or summer session in which graduation is expected

3. completion of a minimum of 30 graduate credit hours. Eighty (80) percent of those required credit hours must be completed at this university over a period of at least two semesters

4. graduate cumulative point-hour ratio of at least 3.0

5. satisfactory completion of the master’s examination and submission of the Master’s Examination Report form to the Graduate School by the published deadline for the semester or summer session of graduation

6. for thesis option students: submission of the Thesis Approval form to the Graduate School and electronic submission of the approved thesis to OhioLink by the published deadline for the semester or summer session of graduation

7. receipt of final grades in the University Registrar’s Office by the published deadline

8. completion of the master’s degree requirements established by the Graduate Studies Committee