

Department of Educational Policy Studies and Practice
The Center for the Study in Higher Education
Master of Arts in Higher Education

The Master of Arts (MA) in Higher Education offers students a blend of theoretical and practical coursework. Students will learn about student services in the larger context of higher education and develop knowledge, skills and awareness that will prepare them to be effective and progressive professionals. This program is enhanced by a close relationship with the UA’s Division of Student Affairs and Enrollment Management & Academic Initiatives and Student Success (SAEM/AISS). In partnership with SAEM/AISS, we place students in internships, assign them a professional mentor, and help them procure graduate assistantships (GA) with tuition remission.

The minimum credit requirement to complete the MA is 36 semester hours, of which not more than six credits may be transferred in from other institutions. Not less than 12 credits must be earned on the University campus in Tucson (i.e., some coursework may be taken at other locations where University of Arizona courses are offered). All work applied to the degree must be completed with 6 years, with some latitude possible by petition to the Graduate College.

Suggested program: The courses listed are required. 36 total credits are required for degree completion. Six units of elective credit may be taken outside of the College of Education. Additional credits must be approved by one’s advisor.

| FIRST SEMESTER | SECOND SEMESTER |
|--|--|
| HED 601 – Higher Education in the United States HED 611 – Introduction to Statistical Methods HED 617 – Introduction to Student Services | HED 608 – College Student HED 609 – Organization and Administration Elective |
| THIRD SEMESTER | FOURTH SEMESTER |
| HED 693 – Internship Elective Elective | HED 627 - Capstone Elective Elective |

Graduate Assistantships: Graduate Assistantships (GA) positions are not required, but are strongly encouraged. Most GA positions are one-year appointments at .50 FTE and provide a tuition remission and stipend. The details of each GA positions should be negotiated with the hiring departments and questions about tuition remission and insurance should be directed to the Graduate College.

Internships: One internship is required for completion of the MA program. For those students in the MA cohort, it is recommended that you complete your internship in your third semester. Students will be assigned an internship through an interactive, matching process in the spring of their second semester. Students will enroll in HED 693 and receive three credits for their internship. Students are encouraged to do additional internship work, and may receive up to one credit for an additional internship. For those students working full-time, please consult your academic advisor to develop a plan to complete your internship that fits with your schedule.

Summer Session: Students are welcome to take summer courses in consultation with their academic advisor. These courses may not be covered under the tuition remission package associated with a GA position.

Comprehensive Exams for MA students: In this written examination, the student is expected to demonstrate a deep understanding of foundational and contemporary higher education literature, models and theories.

Format for Comprehensive Exam: The format for the comprehensive exam includes questions from HED 601 and two other courses, selected by the student and the student's advisor.

Timeline: Exams will take place the second Friday in November and the second Friday in April*. The exam is traditionally taken in the last semester of MA coursework. The student will have four hours to complete the exam - about an hour and twenty minutes per question. Copies of the completed exams will be distributed to the instructors of these courses and reviewed blindly. Students must successfully pass (not "low pass") at least two of three areas to pass the Comprehensive Exam. Students who fail all three questions, two of the three questions, or one question and marginally pass one other question will have failed the Comprehensive Exam. Students may request disability-related accommodations for comprehensive exams by working with the UA Disability Resource Center.

To register for the Comprehensive Exams and receive sample questions, please go to:
<http://www.coe.arizona.edu/epsp/gradresources>.

Master's Thesis: The Master's thesis is an alternative to the comprehensive exam. Should a student select the thesis option, s/he will need the support of a Higher Education faculty member. It is advised that the student identify this faculty member and an initial research question by spring semester of his/her first year of study. Students may register for 6 thesis credits that count toward or in addition to the 36 required credits. Here is a loose timeline of how to approach the MA thesis option:

- Spring/Second Semester:
 - Develop a research question and discuss with academic advisor.
 - Identify a committee chair from the Higher Education faculty. When selecting your Chair, consider your relationship with the faculty member, shared research interests and the methodology you intend to utilize.
 - Identify at least two additional Higher Education faculty to sit on the thesis committee. Additional committee members are allowed and may represent other departments.
- Summer:
 - Develop a literature review.
 - Begin IRB process.
- Fall/Third Semester:
 - Submit paperwork to IRB and secure approval to conduct research.

* If the second Friday of April is the weekend of the Easter holiday, the exam will be moved to the third Friday of April.

- Pilot your study.
- Write a proposal – typically five chapters for a total of 20-25 pages:
 1. Introduction
 2. Literature Review
 3. Methodology
 4. Findings
 5. Implications
- Schedule a proposal defense. Submit a final draft of your proposal to your Chair at least 3 weeks out. Revise, then send updated draft to your committee at least 2 weeks out.
- Spring/Fourth Semester:
 - Expand your study to achieve your desired sample number.
 - Complete your thesis by following the proposal outline and expanding to about 100 pages.
 - Schedule your defense. Follow process for proposal defense. Leave yourself at least two weeks after your defense and before graduation to revise and submit to the Graduate College

Required Forms: Three forms must be completed before graduation: Responsible Conduct of Research Statement, MA Plan of Study[†], and the Master’s/ Specialist Committee Appointment Form. These forms can be found in UAccess Student, Grad Path and must be routed electronically for approval by your advisor.

| Course | Course Dept and # | Credit | Semester |
|---|-------------------|-----------|----------|
| HED 601 Higher Ed in the U.S. | Required | 3 | |
| HED 611 Statistics -or- HED 605 Qualitative | Required | 3 | |
| HED 617 Intro to Student Services | Required | 3 | |
| HED 608 The College Student | Required | 3 | |
| HED 609 Organization and Administration | Required | 3 | |
| HED 693 – Internship | Required | | |
| HED 627—M.A. Capstone | Required | 3 | |
| Elective | | 3 | |
| Elective | | 3 | |
| Elective | | 3 | |
| Elective | | 3 | |
| Elective | | 3 | |
| | | 36 | |

Plan of Study Worksheet: You may use this table to plan out your courses.

[†] Regarding transfer credit, please discuss as soon as possible with your academic advisor. Transfer Credit form must be completed and fully approved through Grad Path prior to submitting the Plan of Study. Please submit transcript to the Graduate College as soon as possible for approval.