

Master of Science in Education in Higher Education Administration

The master's degree in Higher Education Administration at KU is primarily designed for individuals preparing for administrative careers in higher education and student affairs. The program consists of 36 credit hours of integrated courses and hands-on experiences - all of which can be completed in two years.

The graduate program allows students to extend and apply their knowledge of colleges and universities, and to gain relevant experience in higher education administration. Graduate students will learn from expert scholars and practitioners, as well as fellow classmates, who bring diverse leadership experiences to the higher education administration program at KU.

Graduate students enrolled in the program, can expect to complete coursework and gain experiences that meet specific learning objectives, such as:

- Gain knowledge of organization, culture, diversity & history of higher education institutions
- Understand relevant research on student development theories and its impact on students
- Develop personal philosophy of equity in higher education grounded in scholarship
- Use literature to link higher education administration theory with practice
- Relate relevant assistantship experiences to classroom learning
- Differentiate between functional areas through hands-on internship experiences for graduate course credit
- Demonstrate proficient writing skills and mastery of APA format

Option 1: Full-time Program with a Graduate Assistantship

Students admitted to the full-time master's degree program are **required to secure and maintain a graduate assistantship** at KU (or another local higher education institution). Students with a 0.4% time and above graduate assistantship (GA) at KU receive a tuition waiver of up to 9 credit hours during the fall and spring semesters, health insurance*, and a stipend as part of their assistantship at KU. GA's typically work between 20-30 hours per week. Additional financial support in the form of scholarships is also available beyond assistantship compensation.

Contact the program coordinator for more information. All full-time students are required to hold a graduate assistantship during the duration of the program. Exceptions to this policy may be requested by emailing the MSE program coordinator at elaps@ku.edu. Exceptions may include scholarships or other outside-sponsored funding that covers tuition (such as Fulbright or government-sponsored education).

*The employer sponsored portion of the health insurance benefit only applies to those with a 50% appointment or higher. See more information [here \(https://humanresources.ku.edu/graduate-student-health-insurance/\)](https://humanresources.ku.edu/graduate-student-health-insurance/).

The number and type of available assistantships will vary slightly from year to year, though assistantship positions are typically available in the following offices:

- KU Housing & Residence Life
- Office of Admissions
- Sorority & Fraternity Life
- Jayhawk Academic Advising
- Student Involvement & Leadership Center (SILC)
- Office of Multicultural Affairs (OMA)
- Financial Aid & Scholarships

Option 2: Part-time Program for Working Professionals

Students admitted to the part-time master's degree for working professionals are required to be employed full-time by a college or university. The program is flexible for the working professional, where students typically take 1-2 courses per semester. KU employees are encouraged to use their tuition benefits to offset the cost of the degree. For more information on KU's tuition benefits, please contact Human Resources.

Graduate Admissions Requirements

Applicants must meet both the University and departmental admission requirements to be considered for the program.

University of Kansas Graduate Admission Requirements

- All applicants must meet the requirements outlined in the Admission to Graduate Study (<https://policy.ku.edu/graduate-studies/admission-to-graduate-study/>) policy.
- Bachelor's degree: A copy of official transcripts showing proof of a bachelor's degree (and any post-bachelor's coursework or degrees) from a regionally accredited institution, or a foreign university with equivalent bachelor's degree requirements is required.
- English proficiency: Proof of English proficiency (<https://gradapply.ku.edu/english-requirements/>) for non-native or non-native-like English speakers is required. There are two bands of English proficiency, including Admission and Full proficiency. For applicants to online programs, Full proficiency is required.

Masters of Science in Education in Higher Education Application Requirements

- A completed graduate application (<https://gradapply.ku.edu/>).
- Application fee.
- Official transcripts of all degree-granting post-secondary institutions you have attended and an official transcript for each degree earned.
- Personal statement declaring your interest in the program and its relationship to your graduate course or study and/or career objectives.
- Current resume or CV.

Higher Education Administration

The M.S.E. in Higher Education Administration consists of a set of integrated courses and experiences that provide an opportunity for participants to extend their knowledge of the histories, stakeholders, and administrative functions of colleges and universities, and to gain relevant experience in higher education administration.

The program consists of 36 hours of coursework (11 core courses and 1 elective). Courses are scheduled in 16-week formats during the fall and

spring semesters, usually scheduled after 4:30 p.m. The course work provides a substantive knowledge base in higher education and student affairs administration.

Students must hold an assistantship (<https://policy.ku.edu/graduate-studies/GA-appointment-eligibility/>) or a full-time job in a related area while completing coursework. All full-time students are required to hold a graduate assistantship during the duration of the program. Exceptions to this policy may be requested by emailing the MSE program coordinator at elps@ku.edu. Exceptions may include scholarships or other outside-sponsored funding that covers tuition (such as Fulbright or government-sponsored education). A sample sequence of courses is listed below:

Year 1

Fall	Hours Spring	Hours
ELPS 780	3 ELPS 782	3
ELPS 781	3 ELPS 882	3
ELPS 883	3 ELPS 884	3
	9	9

Year 2

Fall	Hours Spring	Hours
ELPS 786	3 ELPS 886	3
ELPS 885	3 EPSY 715	3
ELPS 981	3 Elective	3
	9	9

Total Hours 36

The capstone course, ELPS 886 must be taken as the final required course in the program.

At least 50% of coursework in the master degree must be at the 700 level or above.

At the completion of this program, students will be able to:

- Articulate foundational competencies of higher education administration.
- Develop and execute academic and professional development plans.
- Engage reflective practice of personal growth and development.
- Apply fundamental research and assessment skills in theory and practice.