

**Post-Secondary Education - NON-CERTIFICATION PROGRAM**

Graduate Degree Plan and Progress Record

Application for Admission to Candidacy

**Option II - 30 Semester-Hour Program**

**Higher Education Administration Concentration**

Name:  Student ID#:  Campus:

Address:  Email:

Copy of transcript must be attached. May not use "Student Academic Credits" or "Academic Evaluation" report.

**DEGREE REQUIREMENTS:**

- |  |   |
|--|---|
| 1. GRE, or equivalent exam, test scores admitted | 7. Overall GPA of 3.0                             |
| 2. Official transcript of all academic work      | 8. Completion of research requirement with a "B"  |
| 3. Unconditional Admission                       | 9. All credit earned within 8 years of graduation |
| 4. 30 Semester hours of credit                   | 10. Admission to Candidacy                        |
| 5. Meet residency requirements                   | 11. Intent to Graduate filed                      |
| 6. No more than two grades below "B"             | 12. Comprehensive Exam                            |

**REQUIRED CORE COURSES:** (12 Semester Hours)

COURSE NO.	TITLE	HRS	GRADE	TERM/YR	TRANSFER CREDIT
PSE 6660	Trends and Issues in Adult Education	3			
PSE 6670	Psychological Foundations of the Adult Learner	3			
PSE 6680	Curriculum Development for Adult Education	3			
PSE 6691	Research Methodology	3			

**CONCENTRATION-Higher Education Administration:** (18 Semester Hours) Select 6 of the following courses.

HEA 6611	Organization and Administration of Higher Education	3			
HEA 6612	Community Junior College	3			
HEA 6614	School Law	3			
HEA 6690	Financing of Higher Education	3			
HEA 6696	Practicum in Higher Education	3			
HEA 6635	Seminar on the American College Student	3			
HEA 6660	Contemporary Issues in Higher Education	3			

**ITEMS TO BE DISCUSSED:**

- 1. One term limit to have transcript(s) and test scores on file
- 2. Temporary, Conditional, and Unconditional Admission
- 3. Availability of faculty for academic advising
- 4. Petition for transfer credit once unconditionally admitted
- 5. Class attendance
- 6. Drop and Withdrawal procedures; deadlines and consequences
- 7. Petition for an incomplete grade
- 8. Student participation in course and program evaluation
- 9. Concentration areas
- 10. Sequence of courses
- 11. The MSPSE does not lead to any type of recommendation for teacher certification
- 12. Other

**ADMISSION STATUS:**

TYPE	DATE	INITIALS
Conditional		
Unconditional		
Residency		
Test Scores		

**STUDENT ACKNOWLEDGEMENT:** I have read the current year's Graduate Catalog and acknowledge the contents and requirements of the above degree. I have received academic advising for my Faculty Adviser, and I hereby apply for Admission to Candidacy.

\_\_\_\_\_  
Student's Signature Date

Approved: \_\_\_\_\_  
Chair/Associate Dean or Dean Date

\_\_\_\_\_  
Faculty Adviser Date

Approved: \_\_\_\_\_  
Associate Dean or Dean, Graduate School Date