



TEXAS TECH UNIVERSITY
College of Education™

Higher Education

*Master of Education Program
and
Certification Program Handbook*

**College of Education
Graduate Education and Research
Texas Tech University
Box 41071
Lubbock, TX 79409-1071
(806) 742-1997
Fax (806) 742-2197
www.educ.ttu.edu**

Program Overview

The Higher Education Program is committed to excellence in preparing and supporting instructional and administrative leaders for higher education, generating and supporting research, and delivering public service to the field of higher education. Higher education students come from a variety of fields and institutions. Our primary role is to prepare leaders for the higher education enterprise. The program delivers teaching, research, and professional services to students, institutions of higher education, and other academic disciplines and offers to options:

- The **Certification in Higher Education Administration** offers opportunities for any individual interested in working in colleges and universities to hone their skills by taking coursework that focuses on the current trends and methodologies in the higher education administration sector. A minimum of 15 semester credit hours is required for certification.
- The **Master of Education** program in Higher Education offers opportunities for individuals who seek careers in middle management, teaching, and leadership positions at community colleges and universities. A minimum of 39 semester credit hours is required for the Masters program. Students have a thesis and a non-thesis option.

Although providing an overview of the policies, procedures, and requirements of the Higher Education Program, this *Handbook* cannot be viewed as having all of the answers. Students must seek answers to questions from other sources including, although not limited to, the Higher Education Program faculty, the College of Education (COE) Office of Graduate Studies and Research (COE Room 105), and the Texas Tech University Graduate School (Holden Hall). While faculty advisors are knowledgeable about the policies, procedures, and requirements, the primary responsibility for reading and following correct policies and procedures remains with the student, not the faculty

Information about Texas Tech University can be found at www.ttu.edu. Information about the College of Education and the Higher Education Program can be found at www.educ.ttu.edu.

Graduate Faculty

Professor	COE Room 305	742-1997 x269
Associate Professor Vice President, Student Affairs, TTU	ADM 167	742-4360
Assistant Professor	COE Room 310	742-1998 x 474
Assistant Professor	COE Room 315	742-1997 x245
Assistant Professor Associate Vice Provost, TTU	ODE 102C	742-7200 x292
Assistant Professor	COE Room 304	742-1997 266
Associate Vice President, Student Affairs, TTU	Doak Hall, 120	742-2691
Associate Vice President, Student Affairs, TTU	SPC	894-9611 x2243

Admissions Procedures

- A. Apply through the Office of Graduate Admissions in Holden Hall for “General Admission” to the Graduate School online at <http://www.depts.ttu.edu/gradschool/admissions/how.php>. Read the *Graduate Catalog* of the University for admission requirements. A bachelor’s degree from Texas Tech University or any other university does not guarantee admission to the master’s program.
- B. The Graduate School has three admission categories, described briefly here. Official descriptions are in the current graduate catalog. The graduate admissions categories are: (1) Full admission to the master’s program in Higher Education (EDHE) and (2) Full admission to the certification program in Higher Education and (3) Graduate Temporary (GTMP). Students may enroll as a GTMP graduate student for one semester while awaiting admission results.

The COE has established a holistic approach to the admission process. If a student does not gain full admission within one semester, he or she will not be permitted to register for the second semester.

- C. Complete the application materials (located on pages 8-12) and submit to the address provided. At this time you will designate which specific program of higher education you prefer by indicating if you are seeking a Master’s degree and/or the certification. You may choose both.
- D. The standards for admission to the Higher Education Program go beyond those for admission to the Graduate School. Complete the master’s degree application process by submitting recommendation forms, applicant statement, acknowledgement statement and resume located at the end of this handbook.

Admissions Deadlines

Student applications for the Master’s program will be reviewed once each semester. Applications must be received in the College of Education by **October 1** (for Spring) and **April 1** (for Fall). Since all applications must first be submitted to the TTU Graduate School, this means students should allow **at least 4 weeks** prior to the deadline dates listed above. Failure to meet the admission deadlines will result in the student’s application not being reviewed until the next semester.

Applications for the certification program are reviewed on a monthly basis.

Student applications will be reviewed soon after they are received by the COE Associate Dean of Graduate Education and Research (COE room 105). The program’s recommendation regarding admission is forwarded to the Graduate School.

Note: For students who wish to seek certification **ONLY** in higher education administration, application is a two-step process. First step is complete the TTU Graduate School online application applying as a CERT (non-degree seeking) student at www.depts.ttu.edu/gradschool. Second, complete the College of Education higher education certification application at <http://www.educ.ttu.edu/certification/>. The Graduate School will send notification of the admission decision. In addition, acceptance and completion of the Certification Program **DOES NOT** guarantee admission in to the Master’s Program.

Notification of acceptance. When all steps have been met successfully, the Graduate Dean will send a letter granting admission to graduate study toward the master's degree in education and/or certification after the Higher Education program faculty review the student's application. The official letter of acceptance or rejection will be sent by the Office of Graduate Admissions.

Appeal process. Applicants who are not accepted into the Certification/Master's program in Higher Education may appeal the Higher Education Program faculty's decision. The first level of appeal is to reapply to the program, addressing the faculty's reasons for rejection, as delineated in the notification of the rejection letter. If an applicant is still rejected by the Higher Education Program faculty, the next level of appeal is the COE Graduate Academic Affairs Committee. In making an appeal to this committee, the applicant must address the Higher Education Program faculty's reasons for rejection as defined in the previous letters. If the applicant's appeal is denied by the COE Graduate Studies Committee, there is no further recourse for admission.

Advisement Procedures

Following admission to the Higher Education Program, the program coordinator will assign an advisor to each student. The student may request *in writing* to be assigned to a specific faculty advisor. Students may change advisors during their course of study by writing the program coordinator to request such a change.

The student's advisor will provide guidance as requested by the student. This includes providing suggestions for preparing for the comprehensive evaluation.

Degree Plan

As soon as possible after admission to a degree program, but no later than during the first semester of work, the student should contact his or her assigned program advisor to develop a "Program for the Master's Degree." During an individual conference, the advisor will assist the student with selecting courses related to the chosen program option. After the student's degree plan is signed by the advisor and department head and approved by the Graduate School, the student is expected to follow it as the basis in all subsequent enrollments.

Transfer credit. Only six approved semester hours of coursework may be transferred from another accredited university. Transfer courses may not include practicums or internships. No course on the degree plan may be over six years old at the time the degree is conferred.

Applicants with a prior master's degree. The TTU Graduate Catalog states that permission to work toward a second degree of the same level is granted only upon approval by the Higher Education Program and review by the Graduate Dean. The applicant is subject to all requirements as a new student. While there is no guarantee that any work from the first master's degree may apply to the second, at least *one full year (24 semester hours) must be taken specifically for the new degree program*. Therefore, applicants with a prior master's degree are urged to investigate the Doctoral Program in Higher Education.

Continuation of Enrollment

Students who have been granted admission are expected to register in the term for which admission is granted. Any student who fails to register during any one-year period prior to graduation, and who does not have an official leave of absence from study granted by the Higher Education Program and the Graduate School, may be required to apply for re-admission to the program according to the procedures and standards in effect at the time of reconsideration.

Program of Studies

HIGHER EDUCATION & STUDENT AFFAIRS (39 hours)

The Master of Education in Higher Education Administration degree program offers opportunities for individuals who seek careers in middle management, teaching, and leadership positions on college and university campuses.

Foundation Course **3 hours**

EDHE 5300 History of Higher Education in the United States

Research and Statistic Core **3 hours**

EPSY 5379 Introduction to Educational Research

Required Courses in Higher Education **21 hours**

EDHE 5305 Leadership in Higher Education
EDHE 5313 The Comprehensive Community College
EDHE 5321 Administration of Higher Education
EDHE 5323 Funding Higher Education
EDHE 5332 Student Services in Higher Education
EDHE 5334 College Student Development Theory
EDHE 6310 Higher Education Research Seminar

Internship **3 hours**

Non-Thesis Option:

Capstone **3 hours**

Electives **6 hours**

Electives may be taken from other Higher Education program coursework, College of Education courses, or courses in other university programs.

OR

Thesis Option:

EDHE 6000 Master's Thesis **6 hours**

Electives **3 hours**

Electives may be taken from other Higher Education program coursework, College of Education courses, or courses in other university programs

TOTAL **39 hours**

Program of Studies

CERTIFICATION IN HIGHER EDUCATION ADMINISTRATION (15 hours)

The certificate in higher education administration will make possible the opportunity for higher education professionals to hone their skills by taking coursework that focuses on the current trends and methodologies in the higher education administration sector. In addition to trends and methodologies, issues of administration, strategic management, and leadership will also be essential components of the Certificate program. This will help fill a need of educating professionals on leadership and management topics relevant to the complex nature of higher education administration.

There will be three required courses for the foundation of this certificate, and students may select two additional electives, based on their unique career needs and future career and educational goals.

Required Courses in Higher Education

9 hours

- EDHE 5300 History of Higher Education in the US
- EDHE 5313 The Comprehensive Community College*
- EDHE 5321 Administration of Higher Education**
- EDHE 5323 Higher Education and the Law

*If the student works in a 2-year/community college setting the required course is EDHE 5313.

**If the student works in a 4-year college/university setting the required course is EDHE 5321.

Electives

6 hours

Electives may be taken from the following Higher Education program coursework, College of Education courses, or courses in other university programs as determined in conjunction with the program coordinator.

- EDHE 5303 Critical Issues in Higher Education
- EDHE 5305 Leadership in Higher Education
- EDHE 5323 Funding Higher Education
- EDHE 5332 Student Services in Higher Education
- EDHE 5342 College Teaching

TOTAL

15 hours

Additional Information

Internship

Students complete 150 hours of supervised internship training at a site that offers opportunities for students to engage in both group and individual higher education administrative work.

The Master's Degree Thesis Option

Each Master's Degree student will have an option of completing a thesis as part of the requirements for the Master's Degree in Special Education. Under this option, students enroll in 6 semester hours of EDHE 6000, and this becomes part of the minimum of 39 semester hours on the degree plan. Students completing a Master's thesis are exempt from taking the comprehensive evaluation. However, students must complete a final oral defense.

If interested in completing a Master's thesis, students should discuss these plans with their advisor. A thesis committee of at least two full-time faculty members of the College of Education will be recommended by the advisor and approved by the Graduate School. This committee will provide ongoing guidance as the student prepares the proposal, carries out the research project, and completes the written document. The process of planning the thesis, ideally, should begin in the semester in which the student takes Introduction to Educational Research.

The final copy of the thesis is prepared in accordance with the requirements in Instructions for Preparing and Submitting Theses and Dissertations, available online and in the Texas Tech Bookstore.

Evaluation for the Master Degree Thesis

1. Check with your advisor, and with your advisor's help, choose a 2 member thesis committee. This committee should match your degree plan.
2. Set up a meeting with your thesis committee to talk about your selection for an appropriate topic.
3. Your thesis committee should guide you through the process, including the need for Human Subject approval. However, it is the responsibility of the student to fill out and submit paperwork to his/her advisor.
4. Thesis defenses should be completed by early November or late March to file the thesis with the Graduate School. Remember that the Graduate School has deadlines for submission and students must adhere to these guidelines. It is the student's responsibility to keep track of all deadlines. Should a student miss the deadlines or fail the thesis defense, he or she has one semester to complete and successfully defend the thesis. Otherwise a failing grade will be recorded.

The Comprehensive Evaluation

All graduate students in the Master of Education degree program must successfully complete a final comprehensive evaluation unless completing a thesis. This evaluation must be taken during the semester the student expects to graduate. The candidate must be enrolled during the semester in which the evaluation is taken. The evaluation is offered once each semester. Students must apply to take the evaluation in the Office of the College of Education Associate Dean for Graduate Studies and Research (COE, Room 105) or online at <https://educfmk.educ.ttu.edu/SSL/Applications/mcompapp/>. Since there are deadlines for applying to take the evaluation, students are encouraged to inquire about the procedures during their last year of course enrollment.

The comprehensive evaluation is a single, high-stakes assessment. It focuses on the synthesis and application of knowledge acquired during the program of study leading to the Master's degree. ***Satisfactory performance in course work does not guarantee successful performance on the comprehensive evaluation.*** A student who fails the comprehensive evaluation may repeat it once after an interval of four months or more. A student who fails the comprehensive evaluation a second time is denied a Master's degree in Higher Education.

Statement of Intention to Graduate

Students must file a "Statement of Intention to Graduate" in the Graduate School as early as to meet TTU Graduate School deadlines at <http://www.depts.ttu.edu/gradschool/current/Deadlines.php>.

Other Issues

Other important issues such as registration, financial assistance, ethics, and appeals procedures are outlined in the *Student Handbook* at <http://www.depts.ttu.edu/officialpublications/catalog/ViewCat.html>.

Submitting an Application

- Before applying, talk to professionals in the field of college or university higher education community to clarify your understanding of the rewards and demands of higher education and student affairs careers.
- Assess how your personal strengths and weaknesses may impact your ability to be a competent administrator in the field.

Application Checklist

Steps in Application Process for Certification in Higher Education Administration

- Application to Texas Tech University Graduate School submitted to the Graduate School (03 Holden Hall)
- Official transcripts of all college work submitted to the Graduate School
- Application Packet Cover Sheet signed, resume, statement of purpose, acknowledgement form and handbook confirmation form sent to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, Texas 79409-1071. The certification program has a no specific admission deadline; please contact the program coordinator for more information.
 - Statement of Purpose (maximum of 3 pages, double spaced, Times New Roman, 12 point, cites should use APA). Please answer the following question in your statement: Why are you pursuing this certification and how will it help you meet your career goals and aspirations?
- IF YOU RECEIVE AN OFFICIAL LETTER OF ADMISSION from the Graduate School, develop the Program for Certification (degree plan) with the program coordinator, who will also advise you on course selection and registration.
- IF YOU RECEIVE A REJECTION LETTER from the Graduate School, contact the Associate Dean of Graduate Education and Research, (806) 742-1998, Ext. 447 (COE Room 110AA) for advisement regarding the admissions appeals process.

Note: Applications for the Certification program are reviewed on a monthly basis.

Steps in Application Process for Masters in Higher Education and Student Affairs

- Application to Texas Tech University Graduate School submitted to the Graduate School (03 Holden Hall)
- International students: Test of English as a Foreign Language (TOEFL) taken and scores submitted to the Graduate School
- Official transcripts of all college work submitted to the Graduate School
- Application Packet Cover Sheet signed, resume, statement of purpose, acknowledgement form and handbook confirmation form sent to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, Texas 79409-1071. Due date for applications is April 1 and October 1 each year.
 - Statement of Purpose (maximum of 3 pages, double spaced, Times New Roman, 12 point, cites should use APA). Please answer the following question in your statement: Why are you pursuing this degree and how will it help you meet your career goals and aspirations?
- Two recommendation forms (provided) sent to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, Texas 79409-1071
- IF YOU RECEIVE AN OFFICIAL LETTER OF ADMISSION from the Graduate School, develop the Program for Master's Degree (degree plan) with your faculty advisor, who will also advise you on course selection and registration
- IF YOU RECEIVE A REJECTION LETTER from the Graduate School, contact the Associate Dean of Graduate Education and Research, (806) 742-1998, Ext. 447 (COE Room 110AA) for advisement regarding the admissions appeals process

Note: Application deadlines for the Master's program are April 1 or October 1

**Master of Education Degree and/or Certification in Higher Education
Texas Tech University College of Education**

Recommendation Form

To the applicant: Complete the information requested below and give this form to the person serving as a reference (along with a stamped envelope addressed to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Texas Tech University, Lubbock, TX 79409-1071). Sign the waiver below if you want the recommender's comments to remain confidential.

Applicant's Name: _____
Last First Middle

Recommender's Name: _____
Last First Middle

I waive my rights to ever see this form and any supplementary notes or letters.

Signature Date

Applicant: Do Not Write Below This Line

To the recommender: The person named above is applying for admission to the graduate program in Higher Education at Texas Tech University. We would appreciate having your appraisal of the applicant's qualifications for graduate work. Please respond on this form and attach an additional letter if desired. Thank you for your assistance.

1. How long have you known the applicant? less than one year more than one year
2. How well do you know the applicant? casually fairly well very well
3. In what capacity have you known the applicant? _____

4. Please rate the applicant on the characteristics shown below, by marking an X along the line to indicate your assessment. Indicate below to whom you are comparing the applicant.

undergraduates master's level students doctoral level students

	Weak	Strong	Can't Judge
	0 10 20 30 40 50 60 70 80 90 100		
a. Capacity for analytical thinking	_____	_____	_____
b. Accepts responsibility	_____	_____	_____
c. Motivation and enthusiasm	_____	_____	_____
d. Organizational ability	_____	_____	_____
e. Ability to work with colleagues	_____	_____	_____
f. Ability to handle stressful situations effectively	_____	_____	_____
g. Possesses integrity	_____	_____	_____
h. Written and oral communication skills	_____	_____	_____

5. Do you have knowledge of the applicant ever behaving in an unethical or unprofessional manner?
 Yes No If yes, please explain in #6 below.
6. Write a few sentences describing the applicant's potential to successfully complete a program of study in Higher Education and become a leader in the profession once the degree is completed. Statements about the candidate's academic ability, effectiveness as an educator, and dependability are particularly important for persons applying to our program.
7. If you alone were making the decision to accept this applicant as a graduate student, which of the following would best describe your decision?
- Recruit – will be a truly outstanding student and professional
 - Definitely accept – will complete the degree at a superior level
 - Accept – will complete the degree at an adequate level
 - Accept – with reservations
 - Do not accept (please explain in #6 above)

**Please return the completed recommendation form promptly.
The application will not be reviewed until all recommendations are received.**

Name: _____ Signature: _____ Date: _____

Position: _____

Address: _____

Office Phone: _____ Home Phone: _____ Email: _____

Thank you for your assistance.

Please return this form in the envelope provided to:

Associate Dean for Graduate Education and Research

College of Education

Box 41071

Lubbock, Texas 79409-1071

**Master of Education Degree and/or Certification in Higher Education and
Student Affairs**

and/or Certification in Higher Education Administration

Texas Tech University Confirmation of Understanding Form

I _____ hereby certify that I have read
(*Print name*) and that I understand the information presented in this *Handbook*.

(*Signature*) (*Date*) (Please return this signed form with your application packet. Thank you.)