HIGHER EDUCATION LEADERSHIP PROGRAM

Master of Arts in Educational Leadership
College of Education
Eastern Michigan University
2018-2020

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Welcome!

Welcome to the Higher Education Leadership Program in the Department of Leadership and Counseling at Eastern Michigan University. The faculty is pleased that you selected to attend this master's program. The program has a long and rich history and tradition, dating back to 1967. We prepare higher education and student affairs graduate students with a strong focus on knowledge, skills and dispositions, and encourage students to be involved in professional development opportunities as aspiring leaders.

We encourage you to meet with your faculty advisor regarding material in this handbook. Advisors are available to discuss your professional goals, plan your program of study, and assist in your progress through the master's Higher Education program.

Introduction

This handbook is intended to serve as an overview for the Higher Education Leadership Masters Programs in the Department of Educational Leadership at Eastern Michigan University. The goals of this reference guide are to provide students with information about curricula, degree requirements, and policies while you progress towards degree completion.

Students are encouraged to attend advising sessions, read email announcements and meet with their Faculty Advisor to stay abreast of relevant changes in policies. This handbook is intended to serve as a guide; specific questions or concerns should always be brought to the Faculty Advisor.

Mission Statement

Our mission is to provide a practice-based experience for students while providing quality learning with faculty who are engaged in teaching, research, and service. The program is designed for students who gain knowledge, skills and dispositions required for exemplary 21st century practice. We emphasize best practices to and work in a diverse and inclusive environments.

Higher Education Leadership Programs

We offer two Higher Education Leadership Masters programs. The Higher Education Student Affairs Master's program works very closely with college students. The Administrative Leadership Higher Education Master's program is designed for those students with considerable work experience in higher education or other organizations.

Higher Education/Student Affairs (HESA)
Graduates of the Higher Education/Student Affairs (HESA) Program are prepared to enter or continue a career in student affairs and higher education for entry and mid-level positions in a wider variety of student affairs positions.

The Program is designed to offer students a general introduction to student affairs and higher education. Career opportunities are positions with direct experience with students, such as: academic advising, admissions, residence life, student activities, advising Greek life, advising student-athletes, orientation, career services, supports offices for retention and historically under-served populations (diversity, first year, veteran, women).

This MA program is structured for students interested in working directly with college students and utilizing a graduate assistantship for experience.

The Program meets the CAS (Council for the Advancement of Standards in HE) standards for student affairs graduate programs with 38 credit hours. There are two distinct internships available at various institutions in southeastern Michigan, although not limited to Michigan.

Classes are arranged for the practiced based learner in the evenings, weekend, week-long, hybrid, and some online formats.

Higher Education/General Administration (Administrative Leadership in Higher Education)

Eastern Michigan University's Master of Arts in Educational Leadership for General Administration is a 38-credit hour higher education program that may be of interest to professional educators who are either prospective or already practicing higher education administrators. The degree assists higher education administrators at multiple stages in their careers (with 3-5 years of higher education experience or related organizational experience) and in a range of organizational settings, from research universities to community colleges. We offer an online program for those looking to **advance** in their administrative careers.

Career opportunities related to higher education administration are: academic administration, continuing education administration, institutional research and various administrative positions Courses are conveniently offered nights or weekends in hybrid, face-to-face and online formats. In Fall 2018, courses will be offered in synchronous formats (real time-online), face to face and hybrid.

Graduate Assistantships (GA)

Holding a graduate assistantship is not a requirement in the Higher Education program, however, it is highly encouraged since as a GA you will gain valuable, practice skills and work closely with professionals in higher education. There is a limited number of GA positions.

All Graduate Assistant (GA) positions are posted on the human resources job search website. In addition, Eastern Michigan University offers GA Interview Day (GAID) as an opportunity to apply/interview for multiple GA positions on the same day. More information https://www.emich.edu/graduate/financial_assistance/assistantships.php

Higher Education Program Goals/Outcomes

Goals:	Courses
Goal 1 – To foster educational leaders who know and understand the leadership and administration of student affairs and higher education (e.g. purpose of post- secondary education; role of leadership and administration; governance; national and global issues affecting higher education).	EDLD 550, 613, 622, 629, 632
Goal 2 – To foster educational leaders who know and understand the organization of higher education (e.g. history and philosophy of higher education; public	EDLD 613, 622, 632, 633, 634, 635

policy; finance; assessment; political, social, cultural, and economic systems).	
Goal 3 – To foster educational leaders who know and understand law and ethics (e.g., professional code of ethics; philosophy of higher education and/or student affairs; law related to student affairs and/or higher education).	EDLD 614, 636
Goal 4 – To foster educational leaders who know and understand human relations, cultural diversity, and possess a global perspective (e.g. importance of diversity and equity in a democratic society; understanding human relations; role of education in sustaining a democratic society).	EDLD 509, 613, 629, 631, 655
Goal 5 – To foster educational leaders who know and understand college student development and student characteristics (e.g., college student and adult development; college student characteristics related to institutional practice).	EDLD 551, 611, 655
Goal 6 – To foster educational leaders who know and understand the concepts of conducting research (e. g. research design/assessment/program evaluation).	EDPS 677, EDLD 590, 638, 698 Graduate Research Conference, Conference Presentation (e.g., MCPA)
Goal 7 – To foster educational leaders who know and understand professional practice/development/personal growth (e.g. program planning and execution, advising; group dynamics, evaluation, staff training and supervision, policy development, planning and budgeting, and artifacts from internship i.e. presentations, projects, case study competition).	EDLD 631, EDLD 590, BEST, Conferences, Independent Study, EDLD 687

To prepare leaders by:

1. Delivering the complete master's program on campus and at appropriate regional sites.
2. Assure quality assurance for the student affairs program by following the Council for the Advancement of Standards in Higher Education (CAS).

3. Linking students to the community through classroom experiences, internships/field-based experience, and at times, graduate assistantships.
4. Creating a curriculum that is built around the knowledge base and best practice.
5. Teaching in a way that reflects best practices and adult learning theory.

Program Requirements

You are encouraged to meet with your academic advisor during your first semester to discuss your professional goals and plan your program of study.

Programs of Study
A program of study, which is the list of courses you will take to complete your degree, is required for students in all degree and certificate programs. Students who fail to obtain a program of study approved by their advisor assume full responsibility for their registrations and for satisfying University, Graduate School, and departmental program requirements. **An approved program of study must be on file in the Office of Records and Registration, 303 Pierce Hall, to meet graduation requirements.** Students should schedule an appointment with their academic/graduate advisor to set up a program of study as soon as possible within their first semester.

Academic Load (Credit Hours)
Eight hours of graduate credit for the semester is the standard full-time load. International students enrolled in less than eight credit hours should contact the Office of International Students and Scholars.

Graduate students may not enroll in more than 15 hours for any semester without prior permission from the Office of Records and Registration. Support of the faculty advisor/program coordinator is required for consideration.

By federal regulation, students must be enrolled in four hours per semester to be considered half-time. For Title IV programs, veteran's benefits, and loan deferments, the following requirements must be met:
- Maximum load: 15 hours per semester
- Full-time load: Minimum of 8 hours per semester **Half-time load: 4-7 hours per semester**

Transfer Credit
Graduate credit may be accepted from other accredited institutions to be used on a graduate degree program at Eastern Michigan University. Acceptable transfer credit(s) will be determined by the department, subject to the approval of the department head/school director and the Office of Records and Registration.

Transfer credit must:
- be applicable to the Eastern Michigan University degree program

- have a grade of B or higher (grades of "pass," "satisfactory," or "credit" cannot be transferred unless noted on the transcript key as equivalent to a B or better grade)
- not be out-of-date per the degree time limitation (see below)
- be recommended by the advisor and approved by Office of Records and Registration
- be documented as graduate credit on an official graduate transcript from an accredited institution
- Transfer credit(s) must be evaluated prior to the graduation degree audit. Official transcripts for courses planned to be transferred to Eastern Michigan University should be on file in the Office of Records and Registration at least one month prior to the end of the semester in which the student plans to graduate.

Regardless of time limitations above, no student will be allowed to graduate using any coursework older than 10 years, whether it be taken at Eastern Michigan University or at another institution.

HYBIRD and Synchronous Classes---NOTE students expectations for access to technical hardwire to access course shell have standards which will be shared with incoming students

Eastern Michigan Graduate School Requirements

See Graduate School Handbook for all policies related to grades, withdrawal, transfer credit, registration policies, and graduation. https://www.emich.edu/graduate/policies/index.php

Further, the Graduate School offers free workshops which are held monthly on a range of topics from Finding Funding to SPSS. The Graduate School also has free research and writing support.

Time to Degree
Master's degree requirements must be completed within six (6) years of first enrollment the master's degree program. Graduate certificate requirements must be completed within three years of first enrollment in a course applicable to the certificate.

Professional and Classroom Behavior

Classes
All Higher Education Program classes will be held in the assigned locations or date and time, except internship sites. Students should be provided with at least 48 hours' notice for any courses that are planned to be held in locations other than the assigned location, except in cases of building closure due to emergencies. Students are expected to provide their own transportation and lodging for all courses, including internships.

Student Performance and Conduct
Failure to perform professionally during the master's program may result in a referral to student conduct, academic disciplinary action, or dismissal.

Working with Diverse Groups. As part of the educational experience in the Eastern Michigan University Higher Education Program, students will work with individuals representing a variety

of cultural, religious, ethnic, racial, sexual orientation, and socioeconomic backgrounds. Students agree to participate in such educational experiences and treat individuals with respect regardless of their background.

Professionalism
Each student is expected to be knowledgeable, but not necessarily expert and experienced, in issues of professional ethics. Moreover, students should not place themselves in any position which may compromise, embarrass or harm themselves, their supervisors, the faculty, their peers, internship site, the Higher Education Program, or the University.

Communications. Email is the primary means of communication for the Eastern Michigan University Higher Education Program outside of program activities. Students must check Eastern Michigan University email account daily and respond in a timely manner. Furthermore, students may be subject to disciplinary action for failure to respond to faculty or staff communications in a timely manner.

Electronic/Social Media Policy
Each student must not share any identifiable information about students, other Eastern Michigan University students, employees, or internship affiliates via electronic means without expressed permission from the source to be identified. In addition, all curriculum related materials are considered property of the faculty and/or University and may not be shared without written permission to do so. Failure to comply may result in suspension, or dismissal from the program.
http://www.emich.edu/policies/policy.php?id=124

FERPA
The Higher Education Program respects student confidentiality and privacy. Information regarding Eastern Michigan University policy regarding FERPA can be found at:
http://www.emich.edu/registrar/registration_info/ferpa.php

Higher Education Program Assessment
The Eastern Michigan University Higher Education program is committed to developing and maintaining an excellent learning experience. Therefore, the program will collect and analyze data for continuous self-assessment. This may include (but is not limited to): (a) Graduate surveys (b) Eastern Michigan University Portfolio.

Policy on Refunds

The Program follows the general Eastern Michigan University policies and procedures for refunds of tuition and fees. Please visit the Student Business Services website for details: http://www.emich.edu/sbs/billingpayments/request.php.

- **Grievances.** In the event of a grievance, the student will need to follow the University policy. The student must contact the instructor within 10 working days of the start of the semester following the one in which the disputed grade was given. A written grievance must be submitted within 20 days of the start of that semester.
http://www.emich.edu/registrar/formslibrary/index.php

- **Incomplete grades.** An incomplete (**I**) grade may be awarded when illness or other unavoidable extenuating circumstances prevent completion of a course, provided that academic performance for the completed portion of the course (50% or more) merits a grade of B or better. The incomplete policies can be found in the graduate catalog. https://www.emich.edu/graduate/students/policies/inc_course.php

Disciplinary Action

Non-Academic Behaviors That May Result in Disciplinary Action
Any conduct by a student that is a violation of the University Student Conduct Code may be referred to the Office of Student Conduct, Community Standards and Wellness for campus disciplinary action, in addition to any actions taken by the HE Program. The Conduct Code outlines the kinds of student behaviors that will result in disciplinary action, including possible dismissal from the University. Conduct violations by a student off-campus in university related activities (e.g. internship) will be handled the same as if the violation had occurred on- campus.

During the master's program, students are to practice strong professional skills and behavior. Academic disciplinary action may be initiated when a student exhibits a documented pattern of behavior which may include, but not limited to the following:
- Lack of attendance or lateness during classes and internship.
- Poor interpersonal skills and inability to work with others, evidenced by faculty, site supervisor, faculty supervisor, other students or departmental faculty.
- Unethical, threatening or unprofessional conduct.
- Lack of insight into own behavior and frequent blame of others or external factors for failures and difficulties in the academic or internship environment.
- Behavioral displays that represent a risk to others.
- Consistent inability or unwillingness to carry out academic or field placement responsibilities.
- Frequent excuse making when tasks, assignments, tests, appointments are not completed in a timely manner or require rescheduling.
- Consistent non-attendance and/or tardiness in classes, at field placement and other required departmental functions.

Informal Review Process
When a faculty member (or an internship supervisor) has a concern about a student's academic behavior, the faculty member will notify the student's advisor who will then convene an **informal review**. The purpose of this meeting is not to be interpreted as disciplinary but rather as an effort to assist the student in finding ways to improve his/her performance or to explore the option of the student voluntarily leaving the program.

The informal review conference will consist of the student, the student's advisor and faculty member. If the faculty member with the concern is also the student's advisor, the faculty member and the student can mutually agree to either meet without a third person, ask another faculty member to sit in on the meeting or take the issue directly to the formal review process.

At the end of the informal review conference, the advisor and faculty member will either refer the student to the formal academic review process or will work with the student to develop a corrective behavior plan. A written copy of the plan, documenting the outcome of the informal review conference, including a copy of any plan, signed by the student's advisor, faculty member, and the student, will be given to the student and copy will be placed in the student's departmental file. A student who does not fulfill the terms of the Plan will be referred to the Formal Review Process.

Formal Review Process
Composition of the Formal Review Committee. The Formal Review Committee will consist of two (2) EDLD faculty members, one (1) COUN faculty member and one (1) EDLD graduate student. The departmental faculty will appoint the Formal Review Committee annually and will select the following: two (2) EDLD faculty members for the committee plus one (1) EDLD faculty member as an alternate; one (1) COUN faculty member for the committee plus one (1) COUN faculty member as an alternate; and one (1) EDLD student for the committee plus one (1) EDLD student as an alternate. Upon their appointment, the four members of the Formal Review Committee will then select one member to serve as chair for the academic year.

All review committee members must be impartial and able to render a just and fair decision. A member not able to do so should disqualify him/herself from the review and a replacement will be appointed. In addition, the student undergoing review may challenge any member of the Review Committee on grounds of prejudice or impartiality and request the removal of that particular member from the review meeting. If this occurs, the review committee shall deliberate in private and determine, by majority vote (excluding the member being challenged), whether the member should be removed from that particular case. If the vote is to remove the member, the review will continue with a committee of the remaining three members.

Notice to Student. The advisor will notify the student, in writing, at least two weeks before the review date, that there will be a formal review by the Formal Review Committee. The notice will be sent to the student's last known electronic or ground address registered with the Office of Records and Registration and will set forth the following:

1. the date, time and place of the review meeting
2. the allegations against the student, stated with specificity and detailed particulars
3. the student's rights during the review meeting
4. the possible evidence to be presented and witnesses likely to be called during the review

Review Meeting. During the review, the individual who raised concerns about the student's behavior or performance will summarize the concerns to the committee and will present any supporting documentation. The student and/or his advisor will have the right, within reason, to question anyone presenting information to the committee during the review. In addition, the student will have the opportunity to speak on his/her behalf, bring witnesses to testify at the review, and present any written or other type of evidence to be considered by the Review Committee. If the student does not attend the scheduled meeting, the Formal Review Meeting will proceed as scheduled. The meeting will be audio-recorded, and the student will be provided with a copy of the recording upon request. Note: No legal representative, an academic behavior.

After the review meeting, the committee will determine whether the allegations have been substantiated by "clear and convincing" evidence. If the committee determines that the evidence is lacking, the case will be dismissed. If the evidence is sufficient, the committee will make a recommendation about the student, which can include, but is not limited to:

1. requiring that a course be satisfactorily repeated.
2. placing the student on a behavioral contract with stipulated conditions for remaining in the program.
3. suspending a student for a specified or unspecified length of time with or without stipulated conditions for re-admission to the program.
4. permanently dismissing the student from the program.

The Chair of the Formal Review Committee will notify the student, in writing, of the decision within five calendar days of the review.

Right to Appeal. Within ten days of the date that the committee's notification is sent to the student, the student may appeal, in writing, to the Dean of the College of Education. The Dean may accept, reject, or modify the decision of the committee. The Dean's decision will be based upon a review of the information submitted at the formal review hearing. No new information, other than the student's written appeal and any response to it, will be considered. The Dean's decision is final.

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Student Services and Resources

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There are numerous services and resources available for students at Eastern Michigan University. These are designed to support the educational process and fulfill campus life needs. Several of these services and resources are listed below.

Advising and Career Development Center
 The University Advising and Career Development Center offers many services to help students choose a major or career, manage classes, find a job, take placement testing and calculate tuition and fees. For more information, go directly to: http://www.emich.edu/uacdc/students

Campus Bookstore
Find required textbooks, course materials, digital textbooks, apparel, accessories, software titles, peripherals and supplies. For more information, call 734.483.2848 or go directly to: http://www.bkstr.com/Home/10001-15453-1?demoKey=d

Campus Map & Directions
For an interactive map of the Eastern Michigan University Main Campus and to get directions, please visit: http://www.emich.edu/maps

Disability Resource Center
The Disability Resource Center (DRC) views disabilities as an integral part of the rich diversity at Eastern Michigan University. To that end, we work collaboratively with students, faculty, and staff to create an inclusive educational environment for students. For a complete list of resources available, please visit: http://www.emich.edu/drc

Financial Aid
https://www.emich.edu/finaid/

Graduate School Scholarships
https://www.emich.edu/graduate/financial_assistance/scholarships/graduate_scholarships.php

Housing & Dining Services
Eastern Michigan University offers and coordinates numerous housing options to students. For information about on-campus housing, go directly to: http://www.emich.edu/housing. There are many different dining options at Eastern Michigan University as well. For more information, go directly to: http://www.emich.edu/dining.

Information Technology
The Division of Information Technology (IT) supports students, faculty, and staff by providing information technologies that align teaching, learning, scholarly/creative activities, and administrative services with the University's mission. IT supports University computer labs, a Help Desk and training to use IT systems on campus. For more information on IT, call 734.487.3141 or go directly to: http://www.emich.edu/it/

Library Services at Eastern Michigan University
Multiple services are available via the on-campus library (http://www.emich.edu/library):
- Halle Library Building Policies (https://www.emich.edu/library/about/policies/index.php)
- Printing (https://www.emich.edu/library/services/printing.php)
- Obtaining materials from other libraries (https://www.emich.edu/library/services/get_other_libraries.php)
- Librarian specialists (https://www.emich.edu/library/about/specialist.php)
- Academic Projects Center (https://www.emich.edu/apc/)
- Group/individual study rooms (https://www.emich.edu/library/services/rooms.php)
- Laptop & Equipment Borrowing (https://www.emich.edu/library/services/laptops.php)

Parking
The Parking Department provides adequate parking and transportation services for faculty, staff, students and visitors while on Eastern Michigan University's Main Campus. Eastern Michigan University Parking Department oversees enforcement of parking regulations and traffic control, while managing parking hang tags sales, fines, gate receipts and meters. For more information on Parking call 734.487.3450 or go directly to: http://www.emich.edu/parking

Public Safety
The Department of Public Safety includes: Police, Environmental Health and Safety and Emergency Management. For more information on Public Safety please call 734.487.1222 or go directly to: http://www.emich.edu/publicsafety

Student Affairs and Campus Life
Campus Life offers many rich opportunities for students, faculty and staff to engage in the life of the campus, to connect in communities with people who share similar interests or goals and to establish and nurture a sense of belonging at Eastern Michigan University. The department provides a diverse array of co-curricular programs and services, where students learn about themselves and others, develop skills and foster lifelong friendships. For more information on the services and programs offered through Campus Life, call 734.487.3045 or go directly to: http://www.emich.edu/campuslife

Student Organizations
Eastern Michigan University is home to more than 200 student organizations. Graduate students play an active part in campus life. To learn more about student organizations, please visit the Campus Life website or go directly to: http://www.emich.edu/campuslife/student-orgs/index.php.

HESA Student Organization ---The Higher Education program has an active student organization that connects students to socials as well as offers professional development opportunities. In addition, they host a Facebook site and HESAlistserv (the listserv posts events, HE curriculum information, internships and jobs)

HESA Alumni –The HESA MA program hosts yearly events and a Facebook page.

Student Health and Safety Services
Eastern Michigan University offers students several Health and Safety services that can be easily accessed through the following links:
- Counseling and Psychological Services (http://www.emich.edu/caps)
- Counseling Clinic (http://www.emich.edu/coe/counseling/clinic.html)
- Ombudsman (helps resolve student issues) (http://www.emich.edu/ombuds)
- Student Intervention Team (https://www.emich.edu/sit)
- Text-Message Alerts (http://www.emich.edu/publicsafety/emo/channels/text.php)
- University Health Services (http://www.emich.edu/uhs/)

Rec/IM
The Recreation and Intramural Sports (Rec/IM) is housed in the 188,000 square foot Olds/Robb Student Recreation/Intramural Complex. The complex is connected to the Warner Building and is the single largest facility in Michigan. Visit Rec/IM to learn more about getting involved and about other ways to stay fit on campus. For more information on the services and programs offered through Rec/IM, call 734.487.1338 or go directly to: http://www.emich.edu/recim

Graduation

Graduation Requirements
It is the student's responsibility to see that all requirements for graduation have been met. Candidates for graduation must submit an application through their my.emich account, on or before the deadline listed on the registrar's website each semester. Deadlines are generally within the first two weeks of the semester. A nonrefundable fee is associated with the application and is automatically charged to the student's account. Students who apply for graduation but fail to complete their degree requirements in a timely manner, must notify the Office of Records and Registration in writing and submit a new graduation application for a subsequent semester. No additional fee is required; however, previously charged fees are not refunded. Failure to apply for graduation will result in a delay in graduation date (conferral of the degree).

Students should expect to receive their degree-verification letter within three to four weeks after the close of the semester in which their degree is conferred. Diplomas and a student-issued transcript are mailed approximately eight weeks after the close of the semester in which the degree is conferred. Students must maintain a 3.0 cumulative GPA in all graduate-level courses taken at Eastern Michigan University, and in their program of study, to remain in good academic standing and be eligible for graduation. Students do not need to be registered for classes during the semester of graduation.

Graduation Fee
A non-refundable graduation fee ($110 for the 2017- 2018 academic year) is charged to each student applying for a degree or a graduate or advanced graduate certificate.

Commencement
Information about commencement, including tickets, regalia and procedures are published on the Eastern Michigan University website at emich.edu/commencement. Information is updated before each ceremony. If coursework is being finished during the summer semester (i.e. August graduation), the student's name will appear in the December commencement program and the student may return to participate in that event.

NOTE: To graduate the Higher Education program, students must complete an EDLD Higher Education PORTFOLIO and exit interview.

Higher Education Program Student Handbook

I know how to access the online version (pdf) of the Eastern Michigan University Higher Education Program Student Handbook, have reviewed it in its entirety and have had all my questions satisfactorily answered. Furthermore, I attest that I understand and agree to comply with all provisions outlined in the Student Handbook.

As a Master of Education in Educational Leadership student at Eastern Michigan University, I have read, understand and accept all terms of this statement.

_____   _____

Signature   Date