

## HIGHER EDUCATION AND STUDENT AFFAIRS ADMINISTRATION M.ED.

All students must meet the Requirements for the Master of Education Degree

### OVERVIEW

The University of Vermont's Higher Education and Student Affairs Administration (UVM HESA) graduate program is counted among the top programs in the country preparing professional educators to collaboratively transform higher education. The program welcomes full-time and part-time students with various levels of experience and backgrounds. The student cohort model promotes strong and enduring relationships with fellow colleagues, award-winning faculty, and campus partners. The theory-to-practice curriculum prepares students for a variety of career pathways through engaging and immersive learning experiences.

More information about the UVM HESA program is available on the HESA website. Inquiries should be sent via email to [HESA@uvm.edu](mailto:HESA@uvm.edu).

### SPECIFIC REQUIREMENTS

#### Requirements for Admission

##### 1. APPLICATION INFORMATION

Applications to the HESA Program are managed and processed by the UVM Graduate College via the online admissions process. Required materials are listed below.

Applicants are strongly advised to submit all materials by or before the deadline to receive a full and timely review. Applications will not be reviewed by the admissions committee until complete.

##### Required Application Materials

- Graduate Application Form- The online application form is available on the Graduate College website.
- Statement of Purpose- UVM is a community that celebrates the unique identity of every student, faculty and staff member. In your statement of purpose, please outline your reasons for wishing to undertake graduate study with the UVM HESA program, and how your identities and/or lived experiences inform your career aspirations as a higher education and/or student affairs professional.
- 3 Letters of Recommendation

3 letters of recommendation must be submitted directly to UVM by individuals who have an academic or professional relationship with the applicant. These individuals must be well acquainted with the applicant's accomplishments and potential for becoming an effective higher education and student affairs professional, as well as readiness for graduate study. For applicants seeking to attend graduate school immediately after graduation from an undergraduate program, at least 2 of these letters should be from a faculty member. Please do not

include letters written by friends, family friends, therapists, or acquaintances.

All letters of recommendation should accompany the application by the application deadline. We allow a small buffer of a few days to allow for receipt and processing.

- Unofficial College Transcripts

Official transcripts are not necessary when submitting applications. An unofficial transcript of course work (undergraduate and graduate) should be submitted from every college and/or university attended for the admissions committee to review. Please make sure any community college credits are listed on the college or university transcript. If admitted to the program, applicants will be required to submit an official transcript for all course work (undergraduate and graduate) upon an acceptance of the admissions offer.

- Professional Resume/Curricula Vitae (CV)

An up-to-date resume/CV that attests to the applicant's education, professional experience, and volunteer work should be included in the application packet. Remember to highlight relevant higher education and student affairs experience (and transferable experiences), whether paid or volunteer.

- English Proficiency Examination

Applicants whose native language is not English are required to submit proof of English proficiency. Applicants must submit official scores of either the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or Duolingo. Please consult the UVM Graduate College website for required scores and questions regarding requirements for particular countries and circumstances.

- Application Fee- \$65 (standard set by the Graduate College). Application fee waivers are handled directly by the Graduate College during the online application process. Questions should be directed to the Graduate College.

##### Please note:

- Candidates whose applications are complete by the communicated application deadline will be given priority consideration. Applications completed after the deadline cannot be guaranteed a full-review.
- All materials must be submitted online through the Graduate College admissions system. Materials sent outside of the online admissions system cannot be considered.

- GRE scores are not required for academic admission into the HESA program, nor for applicants seeking graduate assistantships or university funding through financial aid.
- Students accepted into the HESA MEd program as full-time students are eligible for HESA graduate assistantships. Details can be found on the HESA program website.

**2. ORIENTATION AND INTERVIEW**

A required program orientation is held for students who pass the academic application review. In some cases, a faculty interview may also be required for admission. Students who pass the academic application review will be contacted directly about the required orientation and any request for an academic interview, if applicable.

**Minimum Degree Requirements**

The HESA curriculum is 36 credits, including 12 credits in "Foundations of the Profession," 12 credits in "Student Learning and Development," and 12 credits in "Higher Education Administration." The program can be completed in 2 years full-time or 3 years (or less) part-time and includes individualized practica. Each student receives a faculty advisor to support academic and professional development that meets student needs and interests.

Requirement Description		Credits
EDHI 6110	Foundations & Functions of CSP	3
EDHI 6120	Social Justice/Inclusion in HE	3
EDHI 6210	College Students and Contexts	3
EDHI 6220	Problems in Education	3
EDHI 6230	Teaching and Learning in HE	3
EDHI 6240	Facilitating Leadership Dev	3
EDHI 6310	Student Development Theory	3
EDHI 6320	Higher Education Law	3
EDHI 6410	Higher Ed Admin & Organization	3
EDHI 6420	Capstone:Eth,Val&Mean/High Ed	3
EDHI 6890	Professional Practice in HESA	3
EDRM 6300	Applied Educational Research	3

**Comprehensive Examination**

The successful completion of the Capstone seminar course taken during the final semester of enrollment satisfies the comprehensive examination requirement. This culminating experience is designed to be a final assessment of a student’s professional portfolio as aligned with the ACPA & NASPA Professional Competencies.

**Requirements for Advancement to Candidacy for the Degree of Master of Education**

HESA core faculty have established several milestones to review each student’s academic and professional performance as graduate students. These reviews are to assess holistically whether or not students have demonstrated an adequate level of competency in academic performance and in other critical areas of higher education and student affairs professional practice as guided by the ACPA and NASPA Professional Competencies and the Masters-Level Graduate Preparation Standards set by the Council for the Advancement of Standards (CAS) in Higher Education. These milestones include annual academic progress reviews and professional development reviews for assistantships and practica experiences (when applicable).