EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS: HIGHER EDUCATION, M.S.

This is a named option in the Educational Leadership and Policy Analysis MS (https://guide.wisc.edu/graduate/educational-leadership-policy-analysis/educational-leadership-policy-analysis-ms/#text).

The master's program in Higher Education (HE) offers a broad range of course selections with foundations in administration, organization, governance, teaching and learning, and policy and research. The program affords students the opportunity to study minority serving institutions, legal and financial aspects of higher education, the politics of higher education, the American community colleges, assessment in higher education, perspectives on college student identity and development, administrative services in higher education, critical leadership issues in coaching. Students also have the opportunity to complete field experiences. The culminating experience of the Higher Education Master's program is a capstone project.

There are three specific concentrations of study within the HE program that students can select; student affairs administration; intercollegiate athletic administration; and two-year colleges.

Students completing a Master's degree in higher education work in a variety of leadership roles in colleges, universities, and technical colleges.

ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. Applicants must meet the minimum requirements (https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).

Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Deadline</td>
<td>July 1</td>
</tr>
<tr>
<td>Spring Deadline</td>
<td>December 1</td>
</tr>
<tr>
<td>Summer Deadline</td>
<td>April 1</td>
</tr>
<tr>
<td>GRE (Graduate Record Examinations)</td>
<td>Not required.</td>
</tr>
<tr>
<td>English Proficiency Test</td>
<td>Every applicant whose native language is not English or whose undergraduate instruction was not in English must provide an English proficiency test score and meet the Graduate School minimum requirements (<a href="https://grad.wisc.edu/apply/requirements/#english-proficiency">https://grad.wisc.edu/apply/requirements/#english-proficiency</a>).</td>
</tr>
<tr>
<td>Other Test(s) (e.g., GMAT, MCAT)</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Letters of 3 Recommendation Required

Applications to the Higher Education Named Option of the Master of Science in Educational Leadership and Policy Analysis will be accepted on a rolling basis.

International applicants Deadline - April 1 for admission for Fall semester. M.S. applicants are required to upload the following items to the online application.

1. Essay statement (not to exceed two pages) that addresses the following:
   - Your area of interest (task or functional area of administration.)
   - Your career goals (i.e., why the applicant is interested in pursuing a degree in educational administration.)
   - Your professional objectives and how the UW-Madison program will contribute toward the applicant's role as a school/institution leader.

2. Unofficial transcripts. Official transcripts will be requested prior to Graduate School admission.

3. Resume or CV.

4. Three letters of recommendation. We require recommendations from three (3) people who are qualified to evaluate the academic and professional competence of the applicant. When completing the online application, submit the names and emails of those requesting recommendation from; recommendations are sent electronically to your application.

5. Supporting document if undergraduate GPA is below 3.00. In a statement, explain why GPA does not accurately reflect high potential to serve in leadership roles.

English proficiency requirements are required for international applicants. Test scores should be submitted to institution code 1846.

FUNDING

GRADUATE SCHOOL RESOURCES

Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum academic progress and degree requirements (http://guide.wisc.edu/graduate/#policiesandrequirementstext), in addition to the program requirements listed below.
NAMED OPTION REQUIREMENTS

MODE OF INSTRUCTION

<table>
<thead>
<tr>
<th>Mode of Instruction</th>
<th>Face to Face</th>
<th>Evening/Weekend</th>
<th>Online</th>
<th>Hybrid</th>
<th>Accelerated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Mode of Instruction Definitions

- **Accelerated**: Accelerated programs are offered at a fast pace that condenses the time to completion. Students are able to complete a program with minimal disruptions to careers and other commitments.
- **Evening/Weekend**: Courses meet on the UW–Madison campus only in evenings and/ or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.
- **Face-to-Face**: Courses typically meet during weekdays on the UW-Madison Campus.
- **Hybrid**: These programs combine face-to-face and online learning formats. Contact the program for more specific information.
- **Online**: These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

CURRICULAR REQUIREMENTS

Requirements Detail

- **Minimum Credit Requirement**: 30 credits
- **Minimum Residence Credit Requirement**: 16 credits
- **Minimum Graduate Coursework Requirement**: 24 credits out of 30 total credits must be completed in graduate-level coursework; courses with the Graduate Level Coursework attribute are identified and searchable in the university's Course Guide (https://registrar.wisc.edu/course-guide/).
- **Overall Graduate GPA Requirement**: 3.00 GPA required.
- **Other Grade Requirements**: The Graduate School requires an average grade of B or better in all coursework (300 or above, not including research credits) taken as a graduate student unless conditions for probationary status require higher grades. Grades of Incomplete are considered to be unsatisfactory if they are not removed during the next enrolled semester.
- **Assessments and Examinations**: None.
- **Language Requirements**: None.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELPA 701</td>
<td>Introduction to Higher and Post-Secondary Education</td>
<td>3</td>
</tr>
</tbody>
</table>

Students take at least one course from Administration Organization & Governance, Teaching and Learning, and Policy and Research. Students must also take at least two courses in Equity & Diversity.

- **Administration Organization & Governance (3-6 credits)**
  - ELPA 710 Introduction to Intercollegiate Athletics Administration
  - ELPA 715 Governance and Administration of Colleges and Universities
  - ELPA 736 Administration of Student Services in Higher Education
  - ELPA 831 Financing Postsecondary Education
  - ELPA 878 The American Community College
  - ELPA 940 Special Topics Seminar in Educational Leadership

- **Teaching and Learning (3-6 credits)**
  - ELPA/INTER-HE 742 Facilitating Learning for Adults
  - ELPA/CURRIC 746 The Adult Learner: Implications for Curriculum and Instruction
  - ELPA 880 Academic Programs in Colleges and Universities
  - ELPA 881 Ideas of the University: Images of Higher Learning for the 21st Century
  - ELPA 883 Perspectives on College Student Identity and Development
  - ELPA 887 Diversity and Inequality in Higher Education
  - ELPA 888 Assessment in Higher Education
  - ELPA 940 Special Topics Seminar in Educational Leadership

- **Policy and Research (3-6 credits)**
  - ELPA 725 Research Methods and Procedures in Educational Administration
  - ELPA 824 Field Research Designs & Methodologies in Educational Administration
  - ELPA 831 Financing Postsecondary Education
  - ELPA 841 Legal Aspects of Higher Education
  - ELPA 870 The Politics of Education
  - ELPA 878 The American Community College
  - ELPA 888 Assessment in Higher Education
  - ELPA 940 Special Topics Seminar in Educational Leadership

- **Equity & Diversity (6 credits)**
  - ELPA 882 Minority-Serving Institutions of Higher Education
  - ELPA 883 Perspectives on College Student Identity and Development
ELPA 878  The American Community College
ELPA 887  Diversity and Inequality in Higher Education
ELPA 940  Special Topics Seminar in Educational Leadership

**Additional Coursework**

<table>
<thead>
<tr>
<th>Option of completing course work outside of Educational Leadership &amp; Policy Analysis OR completing additional ELPA course work. Consult with advisor prior to selecting courses. If completing a field experience, only 3 credits of additional course work is required.</th>
</tr>
</thead>
</table>

**Capstone Learning Project - Required**

| ELPA 777  Higher and Post-Secondary Education Capstone Seminar |
| ELPA 990  Research or Thesis |
| ELPA 999  Independent Reading |

**Field Experience - Optional**

| ELPA 700  Field Experience in Educational Leadership |
| ELPA 999  Independent Reading |

**Total Credits**

| 30 |

## GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) provide essential information regarding general university policies. Program authority to set degree policies beyond the minimum required by the Graduate School lies with the degree program faculty. Policies set by the academic degree program can be found below.

## NAMED OPTION-SPECIFIC POLICIES

### PRIOR COURSEWORK

**Graduate Work from Other Institutions**

If applicable to the program completing, and with program approval, students are allowed to count no more than 9 credits of graduate coursework in educational leadership from other institutions and 6 credits of graduate coursework in areas other than educational leadership from other institutions. A maximum of 14 credits of prior coursework (Graduate Work from Other Institutions and UW-Madison Undergraduate combined) are allowed to count. Coursework earned five or more years prior to admission to the master's degree is not allowed to satisfy requirements.

**UW–Madison Undergraduate**

If applicable to the program completing and with program approval, 6 credits of coursework numbered 500 or above from a UW–Madison undergraduate degree are allowed to count toward the degree. A maximum of 14 credits of prior coursework (Graduate Work from Other Institutions and UW-Madison Undergraduate combined) are allowed to count. Coursework earned five or more years prior to admission to the master's degree is not allowed to satisfy requirements.

**UW–Madison University Special**

With program approval, students are allowed to count no more than 6 credits of coursework numbered 300 or above taken as a UW–Madison special student. If necessary to meet the Graduate School minimum graduate credit or residence requirements for the degree, special student coursework may need to be converted to graduate credits. Once converted, students are assessed the difference in tuition between special and graduate tuition. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

The Graduate School regularly reviews the record of any student who earned grades of BC, C, D, F, or Incomplete in a graduate course (300 or above), or grade of U in research credits. This review could result in academic probation with a hold on future enrollment or in being suspended from the Graduate School.

## ADVISOR / COMMITTEE

All students are assigned an initial advisor upon admission to the department.

Master's students have the option of requesting a change of advisor and will also need to find a faculty member willing to serve as their advisor. An advisor agreement form is required to change advisors.

## CREDITS PER TERM ALLOWED

12 credits

## TIME CONSTRAINTS

Master's degree students who have been absent for five or more consecutive years lose all credits that they have earned before their absence. Individual programs may count the coursework students completed prior to their absence for meeting program requirements; that coursework may not count toward Graduate School credit requirements.

## GRIEVANCES AND POLICIES

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Dean of Students Office (https://doso.students.wisc.edu/) (for all students to seek grievance assistance and support)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
Any student who feels that they have been treated unfairly by a faculty or staff member has the right to complain about the treatment and to receive a prompt hearing of the grievance, following these grievance procedures. The complaint may concern course grades, classroom treatment, program admission, or other issues. To insure a prompt and fair hearing of any complaint, and to protect both the rights of the student and the person at whom the complaint is addressed, the procedures below are used in the School of Education.

The person whom the complaint is directed against must be an employee of the School of Education. Any student or potential student may use these procedures unless the complaint is covered by other campus rules or contracts. The following steps are available within the School of Education when a student has a grievance:

1. The student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant, and the student is not satisfied, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is not resolved satisfactorily, the student may continue to step 2.

2. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.

3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will write a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a timely written decision to the student on the action taken by the committee.

4. If either party is not satisfied with the decision of the department, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.

5. In either case, there will be an attempt to resolve the issue informally by the associate dean. If this cannot be done, the complaint can be filed in writing with the dean's office. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.

6. On receipt of such a written complaint, the associate dean will convene a subcommittee of the school's Equity & Diversity Committee. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Education who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from the date when the grievance was filed with the dean's office.

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, UW–System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance (https://compliance.wisc.edu/), 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.

OTHER
Funding is not offered along with offers for admission.

GRADUATE SCHOOL RESOURCES
Take advantage of the Graduate School’s professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

PEOPLE

Faculty: Professor Jerlando Jackson (chair); Professors Conrad, Diamond, Halverson, Kelley, Mead, Miller, Underwood, Wang, Welton, Winkle-Wagner; Associate Professor Hillman; Assistant Professors Burt, Goff, McQuillan; Clinical Professors Crim, Sramek, Salzman