

# M.S.ED. IN HIGHER EDUCATION ADMINISTRATION

<https://eps.edu.miami.edu/graduate/masters/hea-msed/index.html>

## Overview

The Higher Education Administration Program, which offers a Master of Science in Education with concentrations in Enrollment Management, Student Life and Development, and Institutional Research and Policy Analysis, is designed to produce skilled and versatile higher education administrators who understand all aspects of their professional environment.

Our graduates enter a variety of roles in college and university administration with the ability to consider today's challenges from a broad-based, highly informed perspective.

## Application Requirements

Admission to all graduate-degree concentrations in the School of Education and Human Development is based on the recommendation of the faculty. Admissions decisions are based on faculty review of the following general requirements that apply to **all** Graduate Programs in the School as well as specific documents listed under each concentration.

### Applicants must:

- Be aware that Graduate Record Exam (GRE) requirements are waived for applications, to this program. International applicants whose native language is not English or applicants whose degrees are from a non-U.S. university must pass the Test of English as a Foreign Language (TOEFL) or International English Language Testing Systems (IELTS).
- Provide official transcripts showing completion of a bachelor's degree from an accredited institution and an acceptable undergraduate grade point average. A minimum of 3.0 undergraduate GPA is required. Official transcripts from every institution attended by an applicant, whether or not the applicant completed a degree program at the institution, are required;
- Provide three letters of recommendation that address the issues and meet the criteria established by the program being applied to;
- Provide a personal statement that addresses the mission and purpose of the program being applied to;
- Provide a current resume;
- Take part in an admissions interview (required by some programs); and
- Exhibit personal and professional experiences and characteristics that are relevant to the profession and/or field and/or degree program for which the application is being submitted.

## International Applications

All international applications must provide additional information and meet additional requirements as required by the UM Graduate School and the Office of International Student and Scholar Services. For an appropriate link to these requirements, please visit the Graduate School website.

## Admission Decision

Once an applicant has been admitted to graduate study, that individual should meet with the faculty advisor who was appointed to serve in that capacity and whose name appears in the admissions letter. This advisor will help the student enroll in courses that are appropriate to the program and develop and refine a Course Sequence Plan that must be on file in the Office of Graduate Studies by the end of the first semester of enrollment.

## Honor Code/Handbook of Policies and Procedures

The School of Education and Human Development follows the Graduate School's Honor Code. All students are required to review the Graduate Student Honor Code and the School of Education and Human Development's Handbook of Policies and Procedures for Graduate Students and to submit the signed Acknowledgement of Receipt located on Page 3 by the end of their first semester of enrollment.

## Curriculum Requirements

### Enrollment Management Concentration

The Enrollment Management concentration (33 credit hours), based in data-driven decision-making to foster student and institutional success, integrates theory, research, teamwork, and effective communication. It is an interdisciplinary program, with courses also required in the Miami Business School. Opportunities abound for integrating research and theory in daily practice.

Code	Title	Credit Hours
<b>Core Courses</b>		<b>9</b>
EPS 748	Enrollment Management: Theory and Practice	
EPS 749	Advanced Seminar in Enrollment Management	
EPS 754	Practicum: Administration of Higher Education	
<b>Higher Education Foundations</b>		<b>12</b>

EPS 737	Organization and Administration of Higher Education I	
EPS 742	Higher Education in the United States: From Harvard to Present	
EPS 744	Student Diversity in American Higher Education	
EPS 751	Seminar in Higher Education Administration: Contemporary Issues	
<b>Business</b>		<b>3</b>
<b>May select 1 graduate business course from the following or as approved by an advisor:</b>		
MGT 603	Leading Teams	
MKT 660	Foundations of Marketing Management	
POL 601	Budget and Financial Management and Administration	
<b>Research</b>		<b>6</b>
EPS 700	Quantitative Methods I (Required)	
<b>Select 3 credit hours from the following or as otherwise approved:</b>		
EPS 624	Essentials of Research in Social and Behavioral Sciences	
EPS 625	Program Evaluation	
EPS 714	Qualitative Methods I	
EPS 717	Survey Research Methods	
<b>Electives</b>		<b>3</b>
<b>Select 3 credit hours from the following or as otherwise approved:</b>		
ECO 690	Managerial Economics	
EPS 739	The Community College	
EPS 740	Administration of Student Affairs	
EPS 741	Basic Skills in Counseling and Interviewing	
EPS 743	Psychological Bases of Education	
EPS 745	Organization Administration of Higher Ed II: Governance, Leadership and Finance	
EPS 746	College Student Development: Theory, Research and Practice	
EPS 747	Critical Issues in Student Affairs: The Law and Higher Education	
EPS 754	Practicum: Administration of Higher Education	
EPS 755	Group Dynamics and Communication Skills	
EPS 764	Workshop in Education: Selected Topics	
EPS 765	Workshop in Education: Selected Topics in Higher Education	
KIN 615		
KIN 617	Creative Approaches to Problem Solving and Conflict Management	
<b>Total Credit Hours</b>		<b>33</b>

## Curriculum Requirements

### Institutional Research and Policy Analysis Concentration

The Institutional Research and Policy Analysis concentration (33 credits) focuses on the skills necessary to conduct applied research that supports the effective functioning of post-secondary institutions. Areas of study extend beyond integrating research into effective administrative and policy initiatives to understanding state and federal policies, higher education foundations, statistics, and data analytics.

Code	Title	Credit Hours
<b>Core Courses in Higher Education (or as otherwise approved from electives below)</b>		
EPS 737	Organization and Administration of Higher Education I	3
EPS 744	Student Diversity in American Higher Education	3
EPS 748	Enrollment Management: Theory and Practice	3
EPS 766	Workshop in Education: Institutional Research Higher Ed Policy Analysis	3
<b>Core Courses in Research</b>		<b>12</b>
Select 12 credit hours from the following or as otherwise approved from electives:		
EPS 624	Essentials of Research in Social and Behavioral Sciences	
EPS 700	Quantitative Methods I	
EPS 702	Quantitative Methods II	

EPS 703	Applied Multivariate Statistics	
EPS 704	Computer Applications in Educational and Behavioral Science Research	
<b>Electives</b>		<b>6</b>
Select 6 credit hours from the following or as otherwise advised:		
EPS 625	Program Evaluation	
EPS 705	Measurement and Psychometric Theory	
EPS 706	Categorical Data Analysis	
EPS 707	Item Response Theory	
EPS 708	An Introduction to Structural Equation Modeling for Multivariable Data	
EPS 709	Introduction to Multilevel Modeling	
EPS 710	Meta-Analytic Methods for Research Synthesis	
EPS 741	Basic Skills in Counseling and Interviewing	
EPS 742	Higher Education in the United States: From Harvard to Present	
EPS 745	Organization Administration of Higher Ed II: Governance, Leadership and Finance	
EPS 746	College Student Development: Theory, Research and Practice	
EPS 747	Critical Issues in Student Affairs: The Law and Higher Education	
EPS 749	Advanced Seminar in Enrollment Management	
EPS 751	Seminar in Higher Education Administration: Contemporary Issues	
EPS 754	Practicum: Administration of Higher Education	
EPS 764	Workshop in Education: Selected Topics	
<b>Practicum</b>		<b>3</b>
Select 3 credit hours from the following; advisor approval required:		
EPS 712	Field Experience in Educational Research	
EPS 754	Practicum: Administration of Higher Education	
<b>Total Credit Hours</b>		<b>33</b>

## Curriculum Requirements

### Student Life and Development Concentration

The Student Life and Development concentration (36 credit hours) provides knowledge and skills necessary to support undergraduate students' transition, adjustment, and involvement in college in ways that enhance their academic achievement and lead to persistence and graduation.

Code	Title	Credit Hours
<b>Core Courses</b>		<b>9</b>
EPS 740	Administration of Student Affairs	
EPS 744	Student Diversity in American Higher Education	
EPS 746	College Student Development: Theory, Research and Practice	
<b>Higher Education Foundations</b>		<b>12</b>
EPS 737	Organization and Administration of Higher Education I	
EPS 742	Higher Education in the United States: From Harvard to Present	
EPS 748	Enrollment Management: Theory and Practice	
EPS 751	Seminar in Higher Education Administration: Contemporary Issues	
<b>Counseling and Advising</b>		<b>3</b>
Select 3 credit hours from the following or as otherwise advised:		
EPS 676	Counseling Process and Practice	
EPS 741	Basic Skills in Counseling and Interviewing	
EPS 755	Group Dynamics and Communication Skills	
<b>Research</b>		<b>3</b>
Select 3 credit hours from the following or as otherwise advised:		
EPS 624	Essentials of Research in Social and Behavioral Sciences	
EPS 625	Program Evaluation	

EPS 700	Quantitative Methods I	
EPS 714	Qualitative Methods I	
EPS 717	Survey Research Methods	
<b>Electives</b>		<b>3</b>
EPS 739	The Community College	
EPS 743	Psychological Bases of Education	
EPS 745	Organization Administration of Higher Ed II: Governance, Leadership and Finance	
EPS 747	Critical Issues in Student Affairs: The Law and Higher Education	
EPS 749	Advanced Seminar in Enrollment Management	
EPS 764	Workshop in Education: Selected Topics	
EPS 765	Workshop in Education: Selected Topics in Higher Education	
KIN 615		
KIN 617	Creative Approaches to Problem Solving and Conflict Management	
<b>Practicum</b>		<b>6</b>
EPS 754	Practicum: Administration of Higher Education	
<b>Total Credit Hours</b>		<b>36</b>

## Sample Plans of Study

These are sample Plans of Study. Your actual course sequence may vary depending on your previous academic experience as well as current course offerings. Students should meet with their academic advisor each semester to determine the appropriate course selection.

### Enrollment Management Concentration

Year One		Credit Hours
<b>Fall</b>		
EPS 700	Quantitative Methods I	3
EPS 737	Organization and Administration of Higher Education I	3
EPS 748	Enrollment Management: Theory and Practice	3
<b>Credit Hours</b>		<b>9</b>
<b>Spring</b>		
EPS 624	Essentials of Research in Social and Behavioral Sciences	3
EPS 751	Seminar in Higher Education Administration: Contemporary Issues	3
MKT 660	Foundations of Marketing Management	3
<b>Credit Hours</b>		<b>9</b>
<b>Year Two</b>		
<b>Fall</b>		
EPS 742	Higher Education in the United States: From Harvard to Present	3
EPS 744	Student Diversity in American Higher Education	3
EPS 745	Organization Administration of Higher Ed II: Governance, Leadership and Finance	3
<b>Credit Hours</b>		<b>9</b>
<b>Spring</b>		
EPS 749	Advanced Seminar in Enrollment Management	3
EPS 754	Practicum: Administration of Higher Education	3
<b>Credit Hours</b>		<b>6</b>
<b>Total Credit Hours</b>		<b>33</b>

## Sample Plan of Study

### Institutional Research and Policy Analysis Concentration

Year One		Credit Hours
<b>Fall</b>		
EPS 700	Quantitative Methods I	3
EPS 737	Organization and Administration of Higher Education I	3
EPS 748	Enrollment Management: Theory and Practice	3
<b>Credit Hours</b>		<b>9</b>
<b>Spring</b>		
EPS 624	Essentials of Research in Social and Behavioral Sciences	3
EPS 702	Quantitative Methods II	3
EPS 766	Workshop in Education: Institutional Research Higher Ed Policy Analysis	3
<b>Credit Hours</b>		<b>9</b>
<b>Year Two</b>		
<b>Fall</b>		
EPS 703	Applied Multivariate Statistics	3
EPS 712	Field Experience in Educational Research	3
EPS 744	Student Diversity in American Higher Education	3
<b>Credit Hours</b>		<b>9</b>
<b>Spring</b>		
EPS 704	Computer Applications in Educational and Behavioral Science Research	3
EPS 749	Advanced Seminar in Enrollment Management	3
<b>Credit Hours</b>		<b>6</b>
<b>Total Credit Hours</b>		<b>33</b>

## Sample Plan of Study

### Student Life and Development Concentration

Year One		Credit Hours
<b>Fall</b>		
EPS 737	Organization and Administration of Higher Education I	3
EPS 742	Higher Education in the United States: From Harvard to Present	3
EPS 748	Enrollment Management: Theory and Practice	3
<b>Credit Hours</b>		<b>9</b>
<b>Spring</b>		
EPS 624	Essentials of Research in Social and Behavioral Sciences	3
EPS 740	Administration of Student Affairs	3
EPS 746	College Student Development: Theory, Research and Practice	3
<b>Credit Hours</b>		<b>9</b>
<b>Year Two</b>		
<b>Fall</b>		
EPS 676	Counseling Process and Practice	3
EPS 743	Psychological Bases of Education	3
EPS 744	Student Diversity in American Higher Education	3
<b>Credit Hours</b>		<b>9</b>
<b>Spring</b>		
EPS 751	Seminar in Higher Education Administration: Contemporary Issues	3
EPS 754	Practicum: Administration of Higher Education	6
<b>Credit Hours</b>		<b>9</b>
<b>Total Credit Hours</b>		<b>36</b>

## **Mission**

The Higher Education Administration Program leading to a Master of Science in Education prepares students to begin careers at colleges and universities, and working professionals to acquire career-advancing knowledge and skills. The program's three tracks are taught from an enrollment management perspective, which promotes the use theory, research, collaboration across office lines and data-based decision-making to effect student success. In emphasizing hands-on experiences, the tracks – Enrollment Management, Student Life & Development, and Institutional Research & Policy Analysis – instill comprehensive understanding of today's higher education.

## **Goals**

Our program works to impart the ability to apply theory and research to practice in complex, multicultural environments; to make sound decisions; and to obtain, at minimum, middle management positions in the field.