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Greetings:

As the program director of the Higher Education Administration Master’s Degree Program, I would like to welcome you to the Higher Education Administration program. We are very happy that you have joined us to pursue your master’s degree in Higher Education Administration. And, we look forward to working with you in the pursuit of your academic and professional goals while you are in the program.

A master’s degree in Higher Education Administration is the pre-requisite to further advancement in the field, and it opens the door to manifold professional opportunities. Your experiences in the program will be both academic and professional. From the moment you become a graduate student in the program, the faculty and staff are committed to your success in it. Our program is rigorous and demanding. Thus, pursuing the M.S. in Higher Education Administration requires work and dedication on your part. While you are the protagonist of your graduate degree journey, we will be there to support you in your academic and professional quests.

In addition, the students currently enrolled in the program will also assist with your academic growth. Our students hail from all walks of life, and are employed at a variety of higher education institutions. You will learn much from them over the next few months as you sit side-by-side in class discussing the field of higher education. Overall, your experience in the program should be rich and diverse, and you will learn from your peers as well as your professors.

The Program Handbook is an essential resource for your experience with the M.S. in Higher Education Administration at St. Cloud State University. We have carefully developed it to help you understand the expectations, responsibilities, and demands of graduate work in the M.S. in Higher Education Administration program. The Program Handbook provides explicit details about procedures, coursework, and links to forms that you will need while pursuing this degree. You should consult the Program Handbook as the first source when you have questions about the program. The Program Handbook, Culminating Experience Guide, Practicum Guide, Graduate Bulletin, and School of Graduate Studies website should provide all the information you need to be successful in the program and achieve your goals.

- The Program Handbook and Website: [www.stcloudstate.edu/graduate/hied/details.aspx](http://www.stcloudstate.edu/graduate/hied/details.aspx)
- School of Graduate Studies website: [www.stcloudstate.edu/graduatestudies/](http://www.stcloudstate.edu/graduatestudies/)

Although we expect you to be responsible for all program timelines and requirements, we have provided you with excellent resources to help you meet those obligations. If you have questions, there are many individuals on campus willing to assist you.

Again, welcome to the M.S. in Higher Education Administration Program at Saint Cloud State University. Please, do not hesitate to contact me with questions about the program. I know you will have wonderful academic and professional experiences with us!

Sincerely,

Dr. Steven McCullar, Assistant Professor
Director, Master’s Program in Higher Education Administration
St. Cloud State University’s Higher Education Administration Master of Science Program Handbook provides helpful information on degree requirements, program procedures, and resources for prospective and admitted students. This handbook is not meant to replace or duplicate the University and School of Graduate Studies policies and procedures nor the Graduate Bulletin. St. Cloud State University reserves the right to make changes to any of the materials published in this handbook without advance notice.

**University Policies/Procedures**
A comprehensive list of SCSU policies and procedures can be found online at [www.stcloudstate.edu/policies/categories/default.asp](http://www.stcloudstate.edu/policies/categories/default.asp). Here is a list of common policies and procedures:

* Academic Integrity
* Business Services
* Financial Aid
* Grade Appeal
* HuskyNet E-mail for Official Communication
* Immunization
* IRB Policy and Procedure
* Learning Resources Services
* Parking Policies and Regulations
* Residential Life
* Sexual Harassment and Discrimination
* Student Code of Conduct
* Student Complaints Concerning Faculty
* Student Handbook
* Student Rights and Responsibilities
* Technology Policies, Standards and Guidelines
* Tobacco Use
* Use of Outdoor Space

**School of Graduate Studies Policies/Procedures**
A comprehensive list of policies and procedures of the School of Graduate Studies can be found online at [www.stcloudstate.edu/graduatestudies/current/SGSpolicies.asp](http://www.stcloudstate.edu/graduatestudies/current/SGSpolicies.asp). Here is a list of common policies and procedures:

* Transfer Credit
* Satisfactory Academic Progress (f/k/a Standard of Scholarship
* Time Limits to Complete Program
* Dismissal/Termination of Graduate Student Status
* Leave of Absence (Stop Out)
* Readmission Policy and Readmission Process

Students are advised to consult the Graduate Bulletin [https://catalog.stcloudstate.edu/~/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=7&topicgroupid=1851](https://catalog.stcloudstate.edu/~/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=7&topicgroupid=1851) for information not found within this handbook.
THE PROGRAM

Department Mission
The Higher Education Administration Master of Science Program is housed within the Department of Educational Leadership and Higher Education within the School of Education at St. Cloud State University.

The mission of the Educational Leadership and the Higher Education Department (ELHE) is to offer current and prospective students the opportunity to develop, advance, and apply learning in leadership roles as PK-12 administrators (building or district) or college or university administrators. Each program seeks to recruit, retrain, graduate, and place individuals who excel in their chosen fields, contribute to the communities in which they serve, and display the skills, abilities, and dispositions required of educational leaders in a dynamic social, economic, and political global environment.

Program Mission
The mission of the Higher Education Administration master’s program is to provide academic preparation and professional development to individuals who are currently in, or interested in, entry-level positions of leadership at post-secondary institutions and organizations nationally and internationally.

Program Overview
The Higher Education Administration program develops higher education leaders. The program prepares students for entry-level positions in community and technical colleges, and four-year colleges and universities. Students interested in careers as future administrators receive a comprehensive program of study that explores academic affairs, student affairs, and administrative affairs. Courses offered in the program develop knowledge, skills, and dispositions necessary for success in higher education.

Individuals currently in, or interested in, leadership positions in higher education will find this 36-credit graduate program flexible and accommodating to their needs. Courses are typically offered on weekends (Friday evening and all day Saturday) during the academic year. Several courses have a blended format (online and in person). In addition, courses are typically offered consecutively during the semester so students are able to concentrate on one academic topic at a time.

Nondiscrimination and Diversity Statement
St. Cloud State University will provide equal education and employment opportunities to all persons regardless of race, color, creed, sex, age, religion, marital status, sexual orientation, national origin, mental or physical disability, status with regard to public assistance or physical disability, or any other group or class against which discrimination is prohibited by state or federal law. The university will not tolerate any activity that constitutes illegal discrimination against any person or group. Consistent with its academic mission, the university also seeks to provide an environment that acknowledges and values diversity of all kinds, including but not limited to race, religion, and ethnicity, amongst faculty, staff, and students.

Inquiries or complaints concerning the application of affirmative action, equal opportunity or Title IX (sexual harassment) at St. Cloud State University should be referred to the affirmative action officer, 320-308-5123.

Inquiries about services offered to students under Section 504 of the Rehabilitation Act of 1973 or the American’s with Disabilities Act of 1990 should be referred to Student Life and Development at 320-308-3111, and for faculty and staff to Human Resources at 320-308-5123.

More information is available at: www.stcloudstate.edu/oea
# M.S. in Higher Education Administration

## Program Assessment System

<table>
<thead>
<tr>
<th>Transition Point 1: Entrance</th>
<th>Transition Point 2: Prior to Practicum</th>
<th>Transition Point 3: Practicum Exit</th>
<th>Transition Point 4: Thesis, Project/eFolio, or Written Examination</th>
<th>Transition Point 5: Program Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA (2.75 or higher)</td>
<td>GPA (3.0 or higher)</td>
<td>PDP complete (evidence-based)</td>
<td>Preliminary oral (committee members - rubric) or Written exam</td>
<td>All program requirements complete (program of study)</td>
</tr>
<tr>
<td>GRE</td>
<td>18 credits completed</td>
<td>Exit Interviews w/ Dispositions assessment (student and site mentor - rubrics)</td>
<td>Final defense (committee members - rubric)</td>
<td>All graduate school requirements complete</td>
</tr>
<tr>
<td>Writing sample – Letter of Interest (rubric)</td>
<td>Dispositions assessment (student and advisor - rubrics)</td>
<td>Competencies assessment (site mentor – rubric)</td>
<td>Participation in graduate hooding</td>
<td></td>
</tr>
<tr>
<td>Three letters of recommendation</td>
<td>Competencies assessment (student – PDP)</td>
<td></td>
<td></td>
<td>Follow-up Survey (years 2 and 4 post-graduation)</td>
</tr>
<tr>
<td>Transcript (analysis if transferring credits)</td>
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<tr>
<td>Accredited UG program</td>
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<tr>
<td>HIED 604</td>
<td>Self-assessment of Disposition and Competencies</td>
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</tbody>
</table>
HIGHER EDUCATION ADMINISTRATION COMPETENCIES


1. Leadership
Knowledge of what leadership is, how it has been distinguished from administration, and the ability to develop a practical and personally useful definition of leadership.

2. Role Discernment
Appropriate attitudes about leaders and followers and the ability to serve as a courageous follower as well as a skillful leader.

3. Institutional Development
Knowledge of basic organizational theory and the ability to describe accurately the organization one serves, including mission, history, and current developments.

4. Organizational Structure
Knowledge of the key administrative offices at the institution, including staff and line functions, reporting relationships, and awareness of the opportunities and limitations of one’s own niche.

5. Strategic Planning
Ability to collaborate in program planning, including the skill to expand on ideas, keep plans realistic, use institutional goals as criteria, and build in usable assessment.

6. Mission Awareness
Awareness of what learning is and why it must be guarded as the fundamental purpose of the institution.

7. Critical Thinking
Knowledge of rational models used for problem solving and decision making, and the ability to consider legal and ethical implications.

8. Collaboration
Skill at collaboration, including serving on and working with task forces, committees, and administrative units to help them function as high-performance teams.

9. Communication
Ability to communicate effectively in a variety of forms.

10. Conflict Management
Knowledge of basic conflict resolution models and the ability to employ them effectively.

11. Fiscal Accountability
Knowledge of basic financial planning and accounting methods and the ability to use them for budget development and control.

12. Adaptability
Knowledge of change theories and skill in responding to, initiating, and managing change.

13. Culture and Climate
Awareness of what constitutes a positive work environment and the ability to work with others in creating such an environment.

14. Professional Development
Positive attitudes about personal renewal and the ability to engage in perpetual learning to become more effective as a postsecondary leader.
## Higher Education Administration Competencies


### Alignment of Higher Education Administration Competencies with Higher Education Administration Courses

<table>
<thead>
<tr>
<th>COMPETENCY</th>
<th>HIED 694</th>
<th>HIED 614</th>
<th>HIED 624</th>
<th>HIED 634</th>
<th>HIED 644</th>
<th>HIED 654</th>
<th>HIED 664</th>
<th>HIED 672</th>
<th>HIED 674</th>
<th>HIED 694</th>
<th>HIED 684/689</th>
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</thead>
<tbody>
<tr>
<td>1. Leadership</td>
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<td>X</td>
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<td>Knowledge of what leadership is, how it has been distinguished from administration, and the ability to develop a practical and personally useful definition of leadership.</td>
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<td>2. Role Discernment</td>
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<td>Appropriate attitudes about leaders and followers and the ability to serve as a change agent, follower, as well as a skillful leader.</td>
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<td>3. Institutional Development</td>
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<td>Knowledge of basic organizational theory and the ability to describe accurately the organization one serves, including mission, history, and current developments.</td>
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<td>4. Organizational Structure</td>
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<td>Knowledge of the key administrative offices at the institution, including staff and line functions, reporting relationships, and awareness of the opportunities and limitations of one’s own role.</td>
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<td>5. Strategic Planning</td>
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<td>Ability to collaborate in program planning, including the skill to expand on ideas, keep plans realistic, use institutional goals as criteria, and build a usable assessment.</td>
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<td>6. Mission Awareness</td>
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<td>Awareness of what learning is and why it must be guarded as the fundamental purpose of the institution.</td>
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<td>7. Critical Thinking</td>
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<td>Knowledge of rational models used for problem solving and decision-making, and the ability to consider legal and ethical implications.</td>
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<td>8. Collaboration</td>
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<td>Skills collaboration, including working on and working with task forces, committees, and administrative units to help them function as high-performance teams.</td>
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<td>9. Communication</td>
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<tr>
<td>Ability to communicate effectively in a variety of forms.</td>
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<td>10. Conflict Management</td>
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<td>Knowledge of basic conflict resolution models and the ability to employ them effectively.</td>
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<td>11. Fiscal Accountability</td>
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<td>12. Adaptability</td>
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<td>Knowledge of change theories and skills in responding to, initiating, and managing change.</td>
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<td>13. Culture and Climate</td>
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<td>14. Professional Development</td>
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<td>Positive attitudes toward personal renewal and the ability to engage in perpetual learning to become more effective as a postsecondary leader.</td>
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</table>
Master of Science in Higher Education Administration

**Plan A:**
Thesis
36 credits

**Plan B:**
Written Comprehensive Exam
36 credits

**Plan C:**
Project/eFolio
36 credits
COURSE DESCRIPTIONS

HIED 604
Introduction to Higher Education Administration
3 credits
Overview of the program and the field of higher education: explore career options; discuss expectations of the program including thesis, written comprehensive exam, project/eFolio, and practicum; and begin work on a professional development plan (PDP).

HIED 614
Higher Education Leadership and Administration
3 credits
Overview of the history of higher education, as well as leadership theories, styles, models, functions, and skills. Academic, administrative, and student affairs leadership and administration are reviewed and analyzed.

HIED 624
Legal and Ethical Aspects of Higher Education
3 credits
Legal, ethical, and social issues impacting academic, administrative, and student affairs are explored, as well as other areas of concern to leaders of higher education administration.

HIED 634
Human Resource Issues in Higher Education
3 credits
Overview of personnel functions in higher education institutions, including policies and procedures; selection, supervision, and termination; professional development; employee-management relations. Faculty, staff, student diversity, and social justice issues are also considered.

HIED 644
Higher Education Finance
3 credits
Overview of higher education finance including the creation of budgets, budget processes, types of costs, budget allocations, coding, and state and federal higher education funding.

HIED 654
University – Community Relations
3 credits
Students develop an understanding of internal and external university/college community relations, working with the media, public relations communication vehicles, and their own written, verbal, and interpersonal communication skills.

HIED 664
Critical Issues Seminar in Higher Education
3-6 credits
Students discuss and analyze current and critical issues impacting higher education leaders and institutions. This seminar also assists students in choosing a thesis, written comprehensive exam, or project/eFolio focus and problem development. May be repeated with a different topic to maximum of 6 credits.

HIED 672
Practicum in Higher Education Administration
3 credits
A culminating experience of structured and supervised administrative projects as well as activities at a cooperatively selected college/university.
Prerequisite: HIED 604

HIED 674
Introduction to Research in HIED
3 credits
Identification and evaluation of research in higher education; techniques and interpretation of research; problem definition; introduction to research design and reporting results; introduction to reviews of literature; identification of research problems; preparation of a plan for studying the problem.

[At the end of HIED 674, students will have a first chapter of their thesis or project. If working on an eFolio, at the end of the class students will have a draft of their resume/CV and two competencies with artifacts. Students working on eFolios will be ready for their preliminary defense after completing this course.]
Prerequisite: HIED 604
HIED 694
HIED Research Methods and Design
3 credits
Qualitative, quantitative, and mixed-method research approaches and designs; data collection and analysis; preparation of higher education administration thesis/written comprehensive exam/project/eFolio proposal. Students completing this course will be ready for their preliminary oral exam (thesis, projects and eFolios).
Prerequisite: HIED 674

HIED 684
Written Comprehensive Exam Preparation [Plan B]
3 credits
An individualized process through which the student prepares for the written exam. Through this experience, master’s students in Higher Education Administration fulfill the Plan B requirement.
Prerequisite: HIED 674, HIED 694

HIED 684
Project/eFolio Design [Plan C]
3 credits
A highly structured and individualized process through which the student completes and defends the project/eFolio before her/his committee. Through this experience, master’s students in Higher Education Administration fulfill the Plan C requirement.
Prerequisite: HIED 674, HIED 694

HIED 699
Thesis [Plan A]
3 credits
Prerequisite: HIED 674; HIED 694
An independent study registration through which the student conducts original research on a thesis. The course must be taken twice (for 6 credits) to fulfill the Plan A requirement.
# MODEL COURSE SEQUENCE

The following course sequence is used for illustrative purposes only. Each student should consult with her/his advisor to plan a program of study to meet individual needs.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year One</td>
<td>HIED 604</td>
<td>HIED 614</td>
<td>HIED 664 (Elective)</td>
</tr>
<tr>
<td></td>
<td>HIED 634</td>
<td>HIED 654</td>
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<td>HIED 674</td>
<td>HIED 694</td>
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<td>Year Two</td>
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<td>HIED 664 (Elective)</td>
<td>HIED 664 (Elective)</td>
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<tr>
<td></td>
<td>HIED 672</td>
<td>HIED 684 or HIED 699</td>
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</table>

*Course Sequence is subject to change

### NOTES:

HIED 664: Students working on Plan B or Plan C will need 6 credits of HIED 664, so they will need to take two sections of HIED 664. Students working on Plan A will need 3 credits of HIED 664, so they will take one section of HIED 664.

HIED 672: Students may register for the practicum after the majority of coursework is complete, or in progress, and with the approval of their advisor and the practicum coordinator. This course is offered in the fall, but students have one year to complete their 100 hours.

HIED 699 Thesis [Plan A]: Students may register for three (3) thesis credits during the semester of their preliminary oral and three (3) thesis credits during the semester of their final defense with approval from their advisor. The preliminary exam and final exam must be at least one semester apart. (6 credits)

HIED 684 Written Comprehensive Exam Preparation [Plan B]: Students may register for credits the semester of their exam. (3 credits)

HIED 684 Project/eFolio Design [Plan C]: Students may register for credits the semester of the preliminary oral conference or the semester of their final oral defense. The preliminary oral usually takes place during/after completion of HIED 694. The final defense takes place after completion of the project/eFolio, and at least one semester after the preliminary oral. (3 credits)
LENGTH OF PROGRAM

Each three-credit course is completed in three weekends. Courses are typically offered on weekends (Friday evening and all day Saturday) during the academic year. This format allows students to take up to three courses per semester.

• Full-time student: four semesters taking nine credits per semester.

• Part-time student: six semesters taking six credits per semester.

• The practicum may be served at the individual’s home institution, but not in his/her home department. If that is not possible or appropriate, another placement will be arranged.

ADVISING

Upon admission into the Higher Education Administration Program, students are assigned a faculty advisor. It is the student’s responsibility to make an appointment and meet with the faculty advisor to plan a program of study. Throughout the duration of their graduate program, students are encouraged to meet with their advisor to discuss any questions or concerns. The advisor will serve as the chair of the student’s thesis or project/eFolio committee. If a student feels a change in advisor would better meet her/his interests, the student is encouraged to make the change to another advisor by completing a Change of Advisor form.

STUDENT RESOURCES

Campus Resources
As a graduate students you have taken on a challenging academic program to enhance your academic learning and your professional skills. We recognize that you are balancing busy lives that include work and family in addition to your education. Our goal is to help you be successful as students and to guide you in making the most of this opportunity. Please visit the Campus Resources website at www.stcloudstate.edu/campuslife/student-services.aspx for more resources that enhance your experience at St. Cloud State University. Here is a list of common resources students utilize:

* Academic Support Services
* Business Services
* Career Services
* Campus Housing and Dining;
* Campus Involvement
* Financial Aid
* HuskyTech Resources
* International Students and Scholars Services
* Multicultural Student Services-
* Library
* Non-Traditional Students
* Parking
* Public Safety
* Records and Registration
* Tutoring Services
* Veteran’s Resources
In accordance with degree requirements, students will complete a 100-hour practicum in an individual area of interest and a culminating experience of either writing a thesis (Plan A), sitting for a written comprehensive exam (Plan B), or creating a project/eFolio (Plan C). For more information, see the Practicum Handbook at http://www.stcloudstate.edu/graduate/hied/practicum.aspx and the Culminating Experience Guide at: http://www.stcloudstate.edu/graduate/hied/culminating.aspx

A candidate for the doctoral degree should file an application for graduation accompanied by a non-refundable fee. For information on graduation, commencement ceremony, and to complete an online application please visit http://www.stcloudstate.edu/graduatestudies/current/commencement.asp.
CONDUCT POLICIES

Satisfactory Academic Progress (Standard of Scholarship) Policy
Graduate students are considered to be making satisfactory academic progress if they maintain at least a 3.00 cumulative GPA. The official Standard of Scholarship policy may be found online: www.stcloudstate.edu/graduatestudies/current/SGSpolicies.asp

Student Code of Conduct
University regulations which express expectations of behavior and provide for the protection of the rights of individuals are published in the SCSU Student Handbook at www.stcloudstate.edu/studenthandbook/.

Students who violate University or system regulations shall, after due process, be subject to University sanctions. Contact the associate vice president of student life and development, 106 Atwood Center, if you need additional information or assistance with a complaint.

Grade Appeal and Student Complaints Concerning Faculty Policies/Procedures
Grade appeal and student complaints concerning faculty policies, procedures, and forms can be found at: www.stcloudstate.edu/provost/students/policies.aspx

It is the policy of St. Cloud State University to address student grade appeals and complaints fairly and expeditiously. Grade appeals and complaints are often based upon misunderstandings between students and faculty. Thus, whenever possible, it is best to resolve them informally. It is important that anyone involved in a grade appeal or student complaint understands that this procedure is neither a judicial nor a disciplinary process.

If there is an academic or non-academic issue we encourage you to first speak with a faculty member, advisor, or program director. If you are not comfortable doing that, or if through the discussion the matter cannot be resolved, you can contact the Chair of the Educational Leadership and Higher Education department to discuss the issue and if necessary file a complaint. The department chair’s name and contact information can be found on the program website at www.stcloudstate.edu/elhe/faculty-staff/default.aspx. The department chair will help you with the complaint process. Additionally, the St. Cloud State student handbook lists the formal steps students can take, and it can be found online at www.stcloudstate.edu/studenthandbook

ACADEMIC INTEGRITY POLICIES

St. Cloud State University Policy
St. Cloud State University expects each student to fulfill his/her academic obligations honestly and fairly without engaging in cheating, plagiarism, falsification, collusion, or other forms of academic dishonesty. The official policy may be found online at: www.stcloudstate.edu/graduatestudies/current/SGSpolicies.asp

St. Cloud State University expects each student to fulfill his/her academic obligations honestly and fairly. Students found in violation of this policy face sanctions such as a lower or failing grade for an activity or course, and university actions including but not limited to suspension or dismissal from the major, graduate school or the university. Findings may be reported to the undergraduate/graduate academic program, or University College for undeclared students, and/or the Office of Student Life and Development. Sanctions and findings will be reported to departments, majors, programs, and/or the Office of Student Life and Development. Sanctions and findings for graduate students will also be reported to the School of Graduate Studies. Students may appeal sanctions per the Academic Integrity Procedure.

The university also expects instructors, research directors and test administrators to take reasonable measures to explain and prevent academic dishonesty. Reasonable measures include, but are not limited to, reference to this policy and associated procedures in a class syllabus and discussion(s) of the importance of academic integrity in academic and other professional work.
Higher Education Administration Policy
The integrity of your degree, in part, lies in the standards of academic honesty honored by you, your faculty, the Higher Education Department, the School of Education, and St. Cloud State University. Academic integrity requires you, the student, to present course work to faculty which honestly and accurately demonstrates your individual efforts. It is your responsibility to be familiar with the standards of academic integrity expected in your courses.

All students will purchase and use the most current version of the Publication Manual of the American Psychological Association (APA) for all written work in the program.

Violations
While academic integrity issues may arise in various situations, common violations include:

• Plagiarism, defined as “literary theft”, consists of the unattributed quotation of the exact words from another text, or the unattributed borrowing of original ideas by paraphrase from another text. On written papers for which the student employs information gathered from books, articles, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, must be attributed to its author by means of the appropriate citation procedure. Plagiarism also consists of passing off as one’s own, segments or the total of another person’s work (Mills, 2010).

• Using unauthorized or fabricated data or source for any academic exercise.

• Misrepresenting collaborative work.

• Unless permitted, submitting work for a course that is not original work for that course.

• Falsifying or forging academic document or records, including, but not limited to transcripts, resumes, diplomas, theses and dissertations.

• Intentionally impeding the work of other students.

• Assisting others in these activities.

Higher Education Administration Procedure
Incidents of academic dishonesty may be addressed by a faculty member in the following manner:

• Notify the student concerning the allegations and the basis for them; provide the student with a chance to respond.

• Make a decision as to whether the student’s actions violated the Academic Integrity expectations.

• If you conclude that the student violated the policy, make a decision and assign appropriate sanctions. The Office of Student Life and Development may provide information on any previous violations to help inform the decision.

• Provide the student the process for grieving/appealing the grade as part of your communication to them concerning the decision and sanctions.

• The Office of Student Life and Development may be notified so the situation may also be adjudicated through the Student Code of Conduct process. Notation of academic dishonesty will be placed in the student’s conduct record.

Potential Disciplinary Actions
Because each situation of academic integrity is unique, there is a range of potential sanctions that may be applied. While not exhaustive, they include:

• Reducing a grade on project or assignment
• Failure for the course
• Probation for the HIED program
• Suspension for a designated amount of time from the HIED program
• Expulsion/removal from the HIED program
• Other educational sanctions
REGISTRATION

Registration Calendar
A registration calendar is published online for the upcoming semester at: www.stcloudstate.edu/srfs/default.aspx.

Course Schedule
The course schedule can be viewed online at: www.stcloudstate.edu/srfs/registration/schedule.aspx.

Online Course Registration
Course registration is completed online via the e-Services system. To log onto e-Services, you need your SCSU HuskyNet ID and password. Directions for registration can be found through the Online Registration Guide at: www.stcloudstate.edu/srfs/registration/guide.aspx.

Registration Help
The Office of Records and Registration will answer registration procedure questions on the “Helpline” at 320-308-3936 or through e-mail at: registrar@stcloudstate.edu.

Paying Your Tuition Bill
The Business Office is responsible for the collection of tuition, fees, residence hall charges, and student loans. You may pay your tuition in person in the Business Office, located in 122 Administrative Services Building. You may also pay your tuition online at: https://web-proc.mnscu.edu/eservices/login.html?campusid=073.

Drop for Non-Payment
Students shall have their registration cancelled for nonpayment when payment is not made in full by the established date as defined at: www.stcloudstate.edu/srfs/policies/default.aspx.

ENROLLMENT STATUS

The complete St. Cloud State University policy for graduate readmission can be found at: www.stcloudstate.edu/graduatestudies/current/SGSpolicies.asp.

Program Completion Timeline
The official Time Limit for Earning a Graduate Degree or Certificate can be found online: www.stcloudstate.edu/graduatestudies/current/SGSpolicies.asp. All credits in meeting the requirements for a master’s degree must be completed within the seven-year period prior to the awarding of the degree.

Leave of Absence/Stop Out
The official Leave of Absence policy can be found online: www.stcloudstate.edu/graduatestudies/current/SGSpolicies.asp. Students may request a leave of absence from a graduate program for up to 4 semesters. Approval of a leave of absence does not extend the seven year time to degree requirement. All degrees must be completed within seven years of first enrollment. International students should consult with the Center for International Studies regarding the effects of requesting a leave of absence on visa status. For doctoral candidates approval of this request will eliminate the need to maintain continuous registration during the approved leave period. It is the student’s responsibility to initiate contact with the School of Graduate Studies to extend a leave of absence or to begin the return process. Students not re-enrolling after the expiration of the leave of absence will be dropped from admitted student status and may need to reapply for admission.

Students should also contact and work with their program advisor to discuss a leave of absence. Please complete the Leave of Absence/Stop Out form to gain approval for your leave: http://www.stcloudstate.edu/graduatestudies/stuForms.asp.
Readmission Process for Master’s Program

• An absence of more than four consecutive semesters from SCSU will require readmission. If you have been absent from a graduate program for more than four consecutive semesters (including summer term) it will be necessary, to submit a new application, application fee, a new statement of intent, and possibly new admission materials, to be reconsidered for admission.

• Programs may elect to have a more restrictive time frame.

• However slowly or rapidly a student may be able to return to SCSU, the maximum time limit for valid course work is seven years.

Exceptions to the Readmission Process

• If you are returning to SCSU (after stopping out) and had an approved Leave of Absence from the School of Graduate Studies, of four semesters or less you do not need to seek readmission. Your application materials have been maintained electronically.

• You are encouraged to directly contact your graduate adviser to review changes in curriculum, licensure requirements, and program updates. Your graduate program plan will need to be updated and may need new approval. Please work directly with the Office of Records and Registration to register for course work.

• Exceptions may be available if you were called away for active Armed Forces military duty or if you have completed all required SCSU graduate course work and have returned to submit and defend your culminating project, thesis or starred paper. If you meet one of these exceptions you need to inquire about your standing with the Director of Graduate Student Services, Dr. Melanie Guentzel.

• The readmission process does not apply to applicants who have been dismissed from SCSU for any reason, including academic dismissal. Individuals who have been dismissed from SCSU need to inquire about their standing with the Director of Graduate Student Services, Dr. Melanie Guentzel.

Termination of Graduate Student Status

The official Termination of Graduate Status policy can be found online: [www.stcloudstate.edu/graduatestudies/current/SGSpolicies.asp](http://www.stcloudstate.edu/graduatestudies/current/SGSpolicies.asp)

A student may be terminated from a graduate program and the School of Graduate Studies “for cause” based on the recommendation of the adviser/graduate committee, the department chairperson, and the graduate dean. “For cause” includes professional judgment of the department and the graduate dean that the student does not meet the academic or professional standards required for a student earning a graduate degree.

It is important for students to know the guidelines stated are minimum requirements and that each graduate program is free to establish specific terms by which a student’s progress is measured for continuation. When performance is unsatisfactory, in terms of a student’s grades or normal progress toward their degree objective, the graduate student status may be terminated. Students are encouraged to see the graduate chairperson in his/her program for complete information on degree progress standards, academic performance standards, and procedures used to monitor these standards.
ALARMS AND CANCELLATIONS

Star Alert
Star Alert is an emergency messaging system with alerts sent to you through text and e-mail during emergencies that threaten life safety or severely impact normal campus operations. They are also sent for weather related warnings. This emergency notification system lets you know if campus is closed or if classes are delayed or cancelled.

To register for this service you must have a phone that is capable of receiving text or e-mail messages. Please note that standard text messaging fees from your cellular carrier may apply.

Online registration can be completed by visiting www.stcloudstate.edu/emergency/. Simply provide your cell phone number and/or a personal email address and you’re all set. When you receive a confirming message, your registration is complete. When you want to cancel this service, simply follow the same process and remove your data.

Severe Weather/Closings
St. Cloud State University makes every effort to announce any closings/delays/cancellations before 6:00 a.m. for day classes and events, and before 3:00 p.m. for evening classes and events. Campus-wide e-mail, voicemail, and the SCSU website will be implemented for such announcements, as well as several radio stations. Closings/delays/cancellations messages are also available by calling 1-800-369-4260 (press 8). The official Severe Weather/Winter Closing policy can be found at: www.stcloudstate.edu/emergency/procedures/severe_weather.aspx

When the college does not decide to close, instructors may decide course cancellations and compensation for lost time. Students will be notified early via e-mail or D2L. Students may also use their own discretion to attend courses during bad weather, but should notify and work with their instructor to compensate for lost time.

TECHNOLOGY

Computer Labs
General Access computer labs are open to all SCSU students for use and printing. For more information, visit http://huskynet.stcloudstate.edu/computers/labsGeneral.asp

StarID
In order to access St. Cloud State University’s Online Services, all students must activate their StarID. This includes your SCSU e-mail, calendar, campus wired and wireless networks, file/web space, Desire2Learn, library databases, printer access, free antivirus software, and more. Students can access e-mail once they activate their StarID at: https://www5.stcloudstate.edu/its/activateaccount/default.asp

Note: If you have problems activating your StarID, contact the HelpDesk at 320.308.2077, helpdesk@stcloudstate.edu, Miller Center B43, or Atwood.

HuskyNet Wireless Network
St. Cloud State University is virtually 100 percent wireless. All you need is a valid HuskyNetID and a wireless-enabled laptop or hand-held device, and you can access the Internet and SCSU’s network from almost anywhere on campus. Visit http://huskynet.stcloudstate.edu/connected/wireless/ for information regarding usage requirements, configuration, and a coverage map.

Desire2Learn
D2L is an online course management system that allows access to course information via the internet. You may have to use D2L to upload assignments, take quizzes, view your course schedule, or participate in online discussions. Visit http://huskynet.stcloudstate.edu/instructional/d2l/default.asp for more information or to log on to your account.

File & Web Space
Students receive personal File Space when they activate their HuskyNetID (username). File Space allows you to store files on SCSU’s network and use your HuskyNetID to login and access them from both on and off campus. Visit http://huskynet.stcloudstate.edu/myHuskyNet/filewebspace/default.asp for more information or to
log on to your account.

**Virtual Lab**
The Virtual Lab lets you use campus software on your own computer. If you began a project on-campus, but need to continue at home this program allows the software programs to appear to run on your desktop. All keyboard strokes, mouse clicks and screen movements are transmitted between your computer and the Virtual Lab system. For information on how to use the virtual lab, visit [http://huskynet.stcloudstate.edu/computers/virtuallab/usingVirtualLab.asp](http://huskynet.stcloudstate.edu/computers/virtuallab/). To go directly to the Virtual Lab, see [http://huskynet.stcloudstate.edu/computers/virtuallab/](http://huskynet.stcloudstate.edu/computers/virtuallab/).

**Help Desk**
The Help Desk is the technology support center for St. Cloud State University students, faculty and staff. There you will find consultants able to assist you with your technology needs, whether you’re in a campus lab, office, or using your own computer on or off campus. For contact information and a complete list of services, see [http://huskynet.stcloudstate.edu/helpdesk/default.asp](http://huskynet.stcloudstate.edu/helpdesk/default.asp).

**Security & Protection**
SCSU provides protection against viruses and vulnerabilities through free programs to download and advice on keeping your computer safe. Visit [http://huskynet.stcloudstate.edu/protectu/default.asp](http://huskynet.stcloudstate.edu/protectu/default.asp).

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**FREQUENTLY ASKED QUESTIONS**

**When and where are classes held?**
Classes primarily meet every other weekend (Friday evening and all day Saturday) during the academic year. Each 3-credit course is completed in three weekends, and courses are offered consecutively so students are able to concentrate on one administrative topic at a time. There are some classes being offered online and/or on a blended format (requiring both online and in-person meetings).

Classes meet at St. Cloud State University unless there is a cohort in session at a site off campus. All St. Cloud campus classes are held in the Education Building at SCSU. View map at [www.stcloudstate.edu/campus-map/](http://www.stcloudstate.edu/campus-map/).

**What if I want to take a course before being formally admitted to the program?**
Students are allowed to complete 9 credits (3 courses) before being formally admitted to the program. Once a student has taken 9 credits s/he must be admitted into the program before registering for subsequent courses.

**What is the job outlook for graduates of the Higher Education Administration Program?**
Please visit the St. Cloud State University Higher Education Administration Career Outlook website at: [http://www.stcloudstate.edu/elhe/student/careers.aspx](http://www.stcloudstate.edu/elhe/student/careers.aspx)

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**CONTACT INFORMATION**

Dr. Steven McCullar  
Assistant Professor of  
Higher Education Administration  
Higher Education Programs (MS, EdD) Director  
School of Education  
B127 Education Building  
St. Cloud State University  
720 Fourth Avenue South  
St. Cloud, MN 56301-4498  
Phone: (320) 308-4727  
E-mail: slmccullar@stcloudstate.edu  
Web: [www.stcloudstate.edu/elhe/programs/hied.aspx](http://www.stcloudstate.edu/elhe/programs/hied.aspx)
### PROFESSIONAL ASSOCIATIONS

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<td>American Association of Community Colleges (AACC)</td>
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<td>National Association of System Heads (NASH)</td>
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RESEARCH RESOURCES

American Association of Colleges for Teacher Education (AACTE)
www.aacte.org

American Educational Research Association (AERA)
www.aera.net

Association of Higher Education Facilities Officers
www.appa.org

Association of American Universities (AAU)
www.aau.edu

Chronicle of Higher Education
www.chronicle.com

Council on Law in Higher Education (CLHE)
www.clhe.org

ERIC Clearinghouse on Higher Education (ERIC)
http://www.eric.ed.gov/

Higher Education Research Institute (HERI)
www.gseis.ucla.edu/heri/index.php

Higher Education Resource Hub
www.higher-ed.org

Information for Financial Aid Professionals
http://www.ifap.ed.gov/ifap/

Institute for Higher Education Policy (IHEP)
www.ihep.org

Metronet
http://metrolibraries.net/

Minnesota Office of Higher Education
www.ohe.state.mn.us

National Center for Higher Education Management Systems (NCHEMS)
www.nchems.org

National Center for Postsecondary Improvement (NCPI)
www.stanford.edu/group/ncpi

National Center for Public Policy and Higher Education
www.highereducation.org

National Survey of Student Engagement (NSSE)
http://nsse.indiana.edu/

Center for the Study of Higher Education – Penn State
www.ed.psu.edu/cshe/index.html

National Center for Higher Education Management Systems Information Center
www.higheredinfo.org

Office of Postsecondary Education
www.ed.gov/about/offices/list/ope/index.html

State Higher Education Executive Officers (SHEEO)
www.sheeo.org

The Journal of Higher Education
www.jstor.org/journals/00221546.html

U.S. Department of Education
www.ed.gov

University Business
www.universitybusiness.com

Women in Higher Education
www.wihe.com
St. Cloud State University values diversity of all kinds, including but not limited to race, religion and ethnicity (full statement at bulletin. StCloudState.edu/ugb/generalinfo/nondiscrimination.html). TTY: 1-800-627-3529. SCSU is an affirmative action/equal opportunity educator and employer. This material can be made available in an alternative format. Contact the department/agency listed above.

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