Master of Education in Adult & Higher Education

Objectives
There are three specialization options for the Master’s in Education (MEd): Adult Education, Student Affairs, and Higher Education.

Adult Education (http://catalog.montana.edu/graduate/education-health-human-development/education/med-adult-education/adult-education-option)
- Community education
- Religious education
- Workplace training and development

Student Affairs (http://catalog.montana.edu/graduate/education-health-human-development/education/med-adult-education/student-affairs-option)
- Residence life
- Career services
- Athletics
- Student government

Higher Education (http://catalog.montana.edu/graduate/education-health-human-development/education/med-adult-education/higher-education-option)
- Entry-level general administrative positions in higher education
- Intercollegiate athletics
- Institutional development

Program Flow
After acceptance, the student will be assigned a temporary advisor and should then meet with his/her assigned advisor. The student becomes acquainted with the Adult & Higher Education faculty and identifies a permanent chair and committee members. During the second semester of enrollment, the student, with committee approval, will establish and submit their program of study to the Graduate School and clarify plans for the comprehensive examination on a set of prescribed courses. Near the completion of course work, the student will write the comprehensive examination. If deemed necessary by any member of the student’s committee after reading the written responses, an oral clarification examination may be required. Students writing a thesis will not be required to write a comprehensive examination. However, during the defense of the thesis, committee members will ask questions about material covered in courses taken in the student’s master’s program.

Initial courses are scheduled to include:
- Student Affairs -- Educational Statistics I (EDCI 501), Applied Ed Rsch (EDCI 506), (EDLD 510), and (EDLD 528)
- Higher Education -- Educational Statistics I (EDCI 501), Applied Ed Rsch (EDCI 506), (EDLD 505), and (EDLD 510)

Committees
Each master’s student’s committee must consist of three members. The chair and one other member must be from the Adult & Higher Education faculty. The third committee member must have academic credentials in the area of the student’s program of study and be approved by the Dean of The Graduate School.

Chairs
The student should carefully select his/her chair after thorough conversations with members of the Adult & Higher Education faculty. The chair will give strong leadership and approval regarding the balance of the committee’s potential membership. The committee, as a whole, is subject to the approval of the Head of the Department of Education. The chair will facilitate program approval, comprehensive exam planning and clarification. Chairs and members of a student’s committee are subject to change. In addition, revision to the program of study can be made during the course of study with the chair’s approval.

Comprehensive Examinations
Near the end of completing course work, MEd students will complete a written comprehensive exam. Comprehensive examinations are required for completion of all graduate degrees at Montana State University. Students are expected to demonstrate mastery of the program of study and the ability to interact with the research in that area. The specific format of this exam will be determined by the chair in consultation with the committee. Depending upon the format, an oral clarification may be required. In addition, students may be required to meet with the committee to provide clarification of responses.

The oral defense of comprehensive exams must occur before November 1st in the fall semester and before spring break in the spring semester. The oral defense of the thesis, portfolio, or final dissertation must occur 14 days before the Graduate Office deadline for spring and fall semesters.

Contact Information
Dr. Carrie Myers, Program Leader
Higher Education and Research classes
cbmyers@montana.edu

Dr. Sweeney Windchief
Higher Education and Research classes
sweeney.windchief@montana.edu

Dr. Tricia Seifert
Higher Education and Research classes
tricia.seifert@montana.edu

MEd in Adult and Higher Education Options:
- Adult Education Option (http://catalog.montana.edu/graduate/education-health-human-development/education/med-adult-education/adult-education-option)
- Higher Education Option (http://catalog.montana.edu/graduate/education-health-human-development/education/med-adult-education/higher-education-option)
- Student Affairs Option (http://catalog.montana.edu/graduate/education-health-human-development/education/med-adult-education/student-affairs-option)
Application Process for the M.Ed. in Adult & Higher Education

Click Here to access the online application (http://www.montana.edu/wwwdg/apply.html)

During the online application process you will be asked to submit the following materials.

1. **Completed Graduate School Application**

2. **GPA calculation sheet** – The form is provided during the application process.

3. **Resume/Curriculum Vitae**

4. **Documentation of verbal and quantitative skills needed for the degree** – Do one of the following:
   a. Submit official GRE (minimum Verbal 150, Quantitative 145) or MAT scores (minimum 390) to Montana State University (code 4488).
   b. Submit documented evidence of masters level verbal and quantitative skills in lieu of test scores. This may include reports or quantitative calculations completed for a job, or documentation of work responsibilities using masters level verbal and quantitative skills.

5. **Academic Transcripts** – Provide official transcripts verifying all Bachelors degree course work submitted directly to the Department of Education Graduate Programs Office, 215 Reid Hall, PO Box 172880, Montana State University, Bozeman, MT 59717. Transcripts will be evaluated for rigor and academic fit.

6. **Personal essay** – The suggested length is 2-3 pages, double-spaced. Briefly describe your background, prior professional and leadership experience, why you are interested in our program, and how you plan to use your degree.

7. **Three (3) professional references** – The letters should be from individuals qualified to assess your ability and potential as a graduate student and/or be able to attest to your work ethic and professionalism. References from relatives are not acceptable.

8. For International Applicants ONLY
   - TOEFL (https://www.ets.org/toefl) or ACE level 7 – Applicants who are not U.S. citizens and not from countries where English is the official language are required to take the Test of English as a Foreign Language and score a minimum 213 (paper version- 550, 80 for the iBT). This requirement may be waived if the applicant has earned an undergraduate or graduate degree from an institution in the U.S.

9. For International Applicants ONLY
   - International Student Financial Certificate (http://www.montana.edu/wwwdg/pdf_files/fin_cert.pdf)

**Application Deadlines**

The following are the preferred application deadline dates by which all of the application materials must be submitted via the online application system.

*Note - By submitting materials by the preferred deadline, accepted students will be eligible for early registration.

Fall Semester: May 1st
Spring Semester: November 1st
Summer Semester: April 1st

The following is the absolute deadline date for fall semester. If an applicant is unable to submit all application materials via the online application system by the preferred dates listed above, he or she can submit the materials by the date listed below, as there will be a second review for fall semester.

Fall Semester: August 15th

We hope that you are interested in our program! We strongly suggest that you contact one of our faculty by e-mail or phone for further information and before applying. We would like to get to know you as early as possible. E-mail addresses of our faculty are listed on the Overview page.

**Contact Information**

Maggie Secrest
Graduate Program Assistant
PO Box 172880
Montana State University
Reid Hall 215, Bozeman, MT 59717-2880
margaret.secrest@montana.edu