Master of Education in Adult & Higher Education

Program 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
- Program Development
- Workplace training and development

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
- Program Development
- Institutional Development

Student Affairs (http://catalog.montana.edu/graduate/education-health-human-development/education/med-adult-education/student-affairs-option/)

- Residence Life
- Career Services
- Leadership Development
- Student Support Services

Program Flow
After acceptance, students are assigned a temporary advisor and should then meet with their assigned advisor. During the second semester of enrollment, students identify a graduate committee chair and committee members, establish and submit their program of study to the Graduate School, and clarify plans for the comprehensive examination or master’s thesis. Near the completion of coursework, students write the comprehensive examination. Students writing a thesis will not be required to write a comprehensive examination.

Committees
Each masters student’s committee must consist of three members. The chair and one other member must be from the Adult and 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 Head of the Department of Education and Dean of The Graduate School.

Chairs
Students should carefully select their chair after thorough conversations with members of the Adult and Higher Education faculty. The graduate committee 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 coursework, MEd students will complete a written comprehensive exam or a Master’s Thesis. Students are expected to demonstrate mastery of the program of study and the ability to interact with the research in that area. The substantive content of the written exam questions will be determined by the chair in consultation with the committee. Students may be required to meet with the committee to provide oral clarification of their written responses.

If completing a masters thesis in lieu of a comprehensive exam, you will need to discuss thesis credit requirements with your graduate committee chair by the second semester.

Mode of Course Delivery
All specializations in Adult and Higher Education are offered in a variety of modalities including face-to-face in-person courses, synchronous and asynchronous online learning, and a combination of both.

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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 MEd in Adult and Higher Education
Applicants are required to complete the online application and submit the following documentation via the Graduate School Online Application System (http://www.montana.edu/wwwdg/apply.html)

1. Completed Graduate School Application
2. Academic Transcripts – Applicants must provide official transcripts verifying all Bachelor’s Degree coursework (as well as a confirmation of bachelor’s degree earned) from the applicant’s certifying university. Unofficial transcripts may be uploaded during the application process. Official electronic transcripts may be emailed directly from the Institution to edgrad@montana.edu or mailed to the Department of Education Graduate Programs Office, 215 Reid Hall, PO Box 172880, Montana State University, 59717. Transcripts from a degree awarded through MSU do not need to be provided. NOTE: We
require an undergraduate and graduate GPA of at least 3.00 (on a 4.00 scale). Transcripts will be evaluated for rigor and academic fit.

3. **Documentation of verbal and quantitative skills needed for the degree** – The general test of the Graduate Record Examination (GRE) or Miller Analogies Test (MAT) is required. Official scores can be sent to Montana State University (code 4488). There is no minimum score requirement. Applications are reviewed holistically and take into account all elements.

4. **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.

5. **Resume/Curriculum Vitae**

6. **Three (3) professional references** – The letters of recommendation 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.

7. **For International Applicants ONLY:** Please visit the Graduate School International Application Process ([https://www.montana.edu/gradschool/policy/admissions_intl.html](https://www.montana.edu/gradschool/policy/admissions_intl.html)) website for application submission information. In addition to the above, International applicants will be required to submit the following application material.
   b. Copy of applicant’s passport
   c. Degree certificates as well as an English translation for all non-English academic transcripts and credentials. Photocopies can be used to initiate the application process; however, official transcripts/credentials are still required upon admission.
   d. Students will need to submit the International Student Financial Certificate found on the OIP Forms Page ([http://www.montana.edu/international/admissions/forms.html](http://www.montana.edu/international/admissions/forms.html)), and proof of funds when offered admission to MSU.

**Application Deadlines**

Below is the deadline by which all of the application materials for the MEd in Adult and Higher Education must be submitted via the online application system. Students matriculate into the MEd program in the fall semester only. Applications to the MEd programs are reviewed once per year at the April 1st deadline. Applications received after the deadline may be reviewed for acceptance on a case-by-case basis.

**Fall Semester:** April 1st

*An early review deadline of February 1st has been set for those applicants wanting to be considered for Graduate Assistantships. Graduate Assistantships require students to work on campus 19 hours per week. Applications must be complete for an early review.*

**Admission to Curriculum & Instruction Programs**

Complete applications will be reviewed and rated by members of the Graduate Admissions Committee who then convene to make final admission decisions. Once applicants are accepted, their applications will be forwarded to The Graduate School for final administrative processing.

Please note that the application review process will begin on the application deadline date and not before.

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.

**Contact Information**

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