

Introduction to Program

Offered through LaGrange College's Department of Education, the M.Ed. in Higher Education centers on a theory-to-practice approach, providing students the opportunity to examine critical issues, explore current trends, and develop functional knowledge to lead within the field of higher education. Our degree offers several unique advantages:

- Designed for those who aim to work on smaller college campus, especially at a faith-based campus—with special attention given to the connection between student development and faith development,
- Offered in conjunction with a graduate assistantship that will give you practical experience and knowledge,
- Delivered in-person, providing real-world exposure to campus events, experts and issues every day,
- Classes that begin in the summer, allowing you to start an assistantship at an optimum time to help shape the upcoming academic year,
- Affordable and attainable: Offered as a 36-hour (summer, fall and spring), no-thesis degree program at a competitive cost.

As a candidate in our program, you'll take classes with and receive mentorship from a faculty of expert researchers and actual Higher Education administrators at LaGrange College.

Fulfill your calling in higher education

Employment of higher education administrators is projected to grow 7% from 2021 to 2031, about as fast as the average for all occupations, according to the U.S. Bureau of Labor Statistics. Approximately 17,600 openings are expected each year, on average.

The LaGrange College M.Ed. in Higher Education will prepare you for work in such roles as:

- Residence life professional
- Fraternity/Sorority advisor
- Student life specialist
- Admissions administrator
- Academic advisor
- Academic support or accessibility services professional
- Career services specialist
- Registrar or financial aid professional
- Athletic administrator or coach

M.Ed. in Higher Education Curriculum

Candidates will be able to start in any semester (summer, fall, spring) and complete the program in one year. The Program of Study is as follows:

Semester	Course Title	Credit Hours
Summer	Higher Education in America	3
	College Student Development Theory	3
	Research Preparation	3
	Practicum 1	3
Fall	Faith Development and the College Student	3
	Administration & Finance in Higher Education	3
	The Contemporary College Student	3
	Practicum 2	3
Spring	Leadership in Higher Education	3
	Legal Issues in Higher Education	3
	Social and Cultural Diversity	3
	Internship	3

Admission Requirements

For unconditional acceptance into the LaGrange M.Ed. in Higher Education program, an applicant must:

- Complete an application,
- Have graduated previously with a baccalaureate degree from an accredited institution of higher education,
- Submit a resume outlining the organizations and activities from your undergraduate and/or professional experience,
- If English is not the applicant's primary language, they should provide one of the following as evidence of English language proficiency:
 - TOEFL iBT score of 61 or higher,
 - IELTS score of 6 or higher, or,
 - Certificate of completion of level 112 from ELS Centers, Inc
- Participate in an interview process,
- Have approval from the program's department chair.

Commented [HJ1]: I updated this to reflect new options. No body takes a paper ToEFL anymore, so the 550 is out of date.

Financial Information

Payment of Charges

All charges for the semester are due and payable at the beginning of the term, and each candidate is expected to make satisfactory arrangements at that time.

Candidates who pre-register and pay in advance of the deadline each semester are not required to attend final registration. Invoices not paid by the due date will be assessed as a Late Payment Fee as enumerated below.

The College offers a deferred payment option for degree program students. Candidates may make monthly payments to cover educational cost. If the full balance is not paid by the end of the term, interest charges are added at the rate of 12% per annum on the unpaid balance.

Expenses

Tuition — Graduate Education Courses

Tuition costs for the M.Ed. in Higher Education program for the 2024-2025 academic year are \$20,100 (\$550 per semester hour plus \$100 in fees for each of the three semesters). Other fees should be anticipated, such as books, technology fees, etc.

Fees — Miscellaneous

Late Payment Fee	\$50.00
Personal checks failing to clear	\$30.00
Graduation Fee	\$200.00
Student Identification Card Replacement Fee	\$20.00
Comprehensive Fee	\$60.00

Credit Balances

Candidates who have a credit balance on their account may obtain a credit balance refund within fourteen (14) calendar days whichever is the latest of:

- the date the balance occurs;
- the first day of classes of a payment period or enrollment period, as applicable; or
- the date the candidate rescinds authorization given the school to hold the funds.

Candidates must certify they are enrolled and regularly attending class at the time they receive the refund.

General Information

Candidates seeking financial assistance must complete a federal need analysis form, the Free Application for Federal Student Aid (FAFSA). The FAFSA collects student and spousal, if applicable, income and asset information needed to determine eligibility for financial aid.

For information on additional sources of financial aid, please see the Financial Aid section of the Graduate Bulletin.

Academic Policies

Orientation and Advisement

Prospective and newly admitted graduate candidates the program are initially oriented and advised by the M.Ed. in Higher Education Program Coordinator(s). A formal orientation is conducted during the start of summer classes.

Graduate candidates are assigned supervisors and advisors who will support the candidate through the practicum, internship, and assistantship experiences. You'll gain hands-on experience helping top administrators with their needs managing student life, housing, campus safety, and many other functions that affect college students.

Class Attendance Regulations and Professionalism

Attendance and timeliness, participation, business casual dress, and a positive attitude are part of being a professional. Acceptable dispositions are expected of all candidates. Class attendance and punctuality are expected. In the event of an absence:

- A) Fall/Spring: 3 points will be deducted for each class missed. If you miss more than 1/2 of a class, 3 points will be deducted.
- B) Summer: an alternate assignment will be given to compensate for the missed class time.

Any absence other than college sponsored events will result in a grade reduction or alternate assignment. In the event of an emergency absence, it remains your professional responsibility to contact the professor prior to the missed class. At the discretion of the professor, an additional percentage point will be deducted from your grade for failure to contact her/him before the onset of class. Students should check with their classmates regarding notes and assignments missed. Further, the professor shall decide on a case-by-case basis whether any test or assignment due on the day of an unexcused absence will be accepted and, if accepted, what reduction in grade will be assessed.

Children of Students

LaGrange College is committed to providing an environment conducive to teaching and learning for all enrolled students. To maintain that atmosphere of learning, in general, children of students are not permitted in the classroom or on campus while the parent is attending class. The presence of children in a college classroom presents a distraction to engaged learners and may lead to the modification of content to exclude information inappropriate for children. Unsupervised children create a liability for both the parent and the college. Any temporary exception to this policy due to extraordinary circumstances is at the discretion of the instructor.

Academic Calendars

The M.Ed. in Higher Education program follows the LaGrange College academic calendar. The calendar is available on the College website.

Policy for Remediation of Inappropriate Dispositions and/or Inadequate Performance

Dispositions

Because appropriate dispositions enhance teaching and learning, LaGrange College's Department of Education believes that educators should project positive and productive attitudes toward students, colleagues, and professors. It is not the intent of LaGrange College's Department of Education to produce identical personalities. Rather, acceptable dispositions refer to positive attitudes, respect for the diverse characteristics of others and taking grievances to the appropriate person in a professional manner. In the pursuit of knowledge of learning, discipline, and society, appropriate dispositions reflect the educators abiding respect for the intellectual challenges set before them by their professors. Higher education administrators are committed intellectuals who value rigorous inquiry, critique, and informed skepticism as ways to expand their ethical, cultural, and intellectual universes. To engage in professional exchanges, committed professionals must always demonstrate constructive dispositions. If a professor observes or becomes aware of inappropriate dispositions, she or he will issue a written warning to the candidate. Upon the second time, the candidate will be required to attend a hearing of the LaGrange College's Department of Education Faculty for possible disciplinary action. At the discretion of the faculty, disciplinary action may result in a reduction in grade or in severe situations, expulsion from the program. Appropriate dispositions are also expected and assessed during experiential learning experiences.

Candidates may also be dismissed for non-academic reasons relating to a violation of the Georgia Professional Standards Commission's Code of Ethics. A complete description may be found on the Georgia Professional Standards Commissions' website at <https://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf> and in the Department's *Field Handbook*.

Grades

All graduate programs require the candidate to maintain a grade point of 3.0. No credit toward the degree will be awarded for any grade below 1.75 (C-).

Probationary Status

No grades below a 1.75 (C-) will be accepted. In the event a candidate's GPA falls below 3.0, the candidate will be placed on probationary status. The candidate has one semester in which to remove the probationary status. Failure to do so will result in being dropped from the program. All requests for exceptions must be addressed to the VPAA.

Professional Development Plan

Candidates who exhibit poor content knowledge, content pedagogical knowledge, professional skills and/or fail to demonstrate a positive effect on student learning based on specific criteria may be required to complete a Professional Development Plan (PDP). The PDP is developed with input from the candidate and faculty. Dismissal from the program is possible if the candidate fails to meet the minimum scores on the PDP.

Dismissal

The Department of Education follows the dismissal policy outlined by the College which can be found in the general section of this bulletin.

Grievances and Appeals

The College and the Department of Education are committed to mutual respect among all constituents of the college and departmental community. This commitment includes students, faculty, staff, and administration. In all concerns about fair treatment, we seek to work together to understand and address those concerns without having to resort to formal grievance procedures. When that is not possible, we are at all levels committed to a fair and reasonable resolution of issues through a formal grievance process guided by the information and documentation provided in the process. A complete explanation of procedures to follow when making a grievance can be found in the graduate bulletin under “Process for Academic Grievances and Appeals.”

Learning Outcomes

Key Assessment Policy for M.Ed., Ed.S., and Tier I Candidates

Courses throughout our graduate programs have designated program specific key assessments. Passing each key assessment with a score of 70 or better is a program requirement. Any candidate who does not successfully achieve a grade of 70 or better on any key assessment will be provided with one opportunity to resubmit the key assessment assignment for re-evaluation by the course instructor. Candidates must submit revised key assessment work within 7 calendar days of notification. Failure to achieve a grade of 70 or above on a re-submitted key assessment will result in a grade of F for the related course. Should the candidate earn a 70 or more on the re-submitted key assessment, the final course grade is calculated without regard to the score earned on the resubmitted key assessment. Candidates failing to earn a passing score on the resubmitted key assessment must repeat the course and may not enroll in any other requisite courses.

Course Repetition

At times, a student may wish to repeat a course in which a grade has already been earned. This is likely to be because a student earned a grade of “C-” or less in a course. Students are not allowed to take any courses elsewhere. Thus, all courses in which a grade below “C-” is earned at LaGrange College must be repeated at LaGrange College. A student may not remove from the transcript any grade earned, even if the course is repeated. No additional credit will be earned for repeats of courses for which a “C-” or below grade was previously earned. The GPA is calculated on both attempts.

Withdrawal

A candidate who chooses to withdraw from a class **prior to the close of the Drop/Add period** may do so without the course appearing on his or her official transcript in any form. The Drop/Add period will normally end one calendar week following the first day of classes (except in

situations in which a class has not yet met, in which case the Drop/Add period will extend one day beyond the first meeting of that class or classes, but only for students enrolled in such classes).

A candidate who chooses to withdraw from a class **on or before the “Last Day to Withdraw with a ‘W’”** will receive a “W” on his or her official transcript, regardless of standing in the class. The “Last Day to Withdraw with a ‘W’” will normally occur two weeks prior to the last day of classes. Please refer to the academic calendar and course syllabus for specific dates each semester.

Normally, no student will be permitted to withdraw officially from a class **after the “Last Day to Withdraw with a ‘W.’”** Exceptions may be granted for extenuating circumstances but must be approved by the VPAA. Normally, students who encounter hardship near the end of the term (serious illness, injury, family crisis, etc.) will be encouraged to take an incomplete (I) grade for the course and complete unfinished work during the following term.

Please note: This policy does not obviate the possibility of an **“administrative” withdrawal** (in the case, for example, of a candidate who is disruptive of the learning experience of others) or a medical withdrawal.

To withdraw from an individual course, a candidate must notify the Registrar. Failure to withdraw officially through this office may result in the assignment of an “F.”

Medical Withdrawal

A “medical withdrawal” is defined as complete withdrawal without academic penalty for reasons of health. Except in circumstances of emergency, a licensed health care provider or a qualified counselor must provide a written recommendation for medical withdrawal to the VPAA. This written recommendation must be on file prior to approval for withdrawal. Anytime medical withdrawal is initiated, the candidate’s instructors, the Office of Financial Aid, and the Business Office will be notified by the Registrar. The re-entry of the candidate following medical withdrawal for medical reasons requires a clearance from the attending physician, a licensed health care provider, or a qualified counselor with an evaluation of the candidate’s potential to resume study successfully at LaGrange College. The VPAA will review this evaluation and make the decision concerning the candidate’s re-entry.

Time Limitations

Candidates must complete all requirements for their degree within five years starting from the date of admission to the program. All courses or requirements that do not meet this requirement must be repeated.

Applying for Graduation

Candidates in their last year of graduate work must have an audit of their course credits and planned courses examined upon pre-registration for their final semester in residence. This is called a **“graduation petition.”** The graduate advisor assists the candidate in completing this petition. No candidate may participate in Commencement exercises if he or she has not completed a graduation petition.

Commented [KK2]: I changed this from five to three years

Commented [HJ3R2]: I would go back to 5, the new tuition courtesy policy is going to state fulltime employees are limited to 6 hours per term. If someone wanted to take 6 hours in fall and spring only, it would take them 3 years to graduate. We need to allow some time for life emergencies. Five is also consistent with other programs.

Participation in Commencement

LaGrange College shall permit a graduate student needing no more than one additional academic term (as recognized by the College) for the completion of requirements, to participate, i.e., process, recess, walk, in the May commencement ceremony. The student must be enrolled for any or all remaining hours during the subsequent summer, submit a completed graduation petition and pre-completion form the Office of the Registrar, and having completed all other graduation requirements. The graduate student who pre-completes will receive their diploma only after all required hours are earned and once all financial obligations tot he college are met.

The graduate student may participate in only one commencement ceremony for each degree earned.

Transcripts

Transcript requests must be made in writing to the Registrar well in advance of the time the transcript is needed. Transcripts will be issued promptly; however, at the beginning and end of terms, some delay may be unavoidable. Unofficial transcripts may be obtained from the online student module of the Web.