

School of
Educational Policy and Leadership
MA Handbook



Autumn 2010

**School of Educational Policy and Leadership (EPL)
MA Handbook**

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<p>The <i>Student Services Office</i> refers to The Office of Student Services and Graduate Studies, 122 Ramseyer Hall.</p>

I. Requirements for the Master of Arts Degree

The Graduate School Handbook is available on-line at <http://www.gradsch.ohio-state.edu/> (see Quick Links). The section in the handbook pertaining to the Master of Arts is located in Section VI. **Students are held responsible for all degree requirements listed in both the Graduate School Handbook and in the School of Educational Policy and Leadership MA Handbook.**

Program of Study

You are expected to select a program of study in consultation with your advisor. The program must include a reasonable concentration in a single area or in related academic areas, must be approved by your advisor, and must be within the rules of the Graduate Studies Committee. (ref. Graduate School Handbook, Section VI.1).

The [Master of Arts Program Sheet](#) must be completed and signed by you and your advisor. You should turn in your Program Sheet as soon as you work out a program with your advisor, at latest, submit it at the same time you submit your [Application to Graduate – Master’s Degree](#).

Credit Hours Requirement

1. **Courses taken within this university:** If you are pursuing the *thesis option*, you must complete a minimum of 45 graduate credit hours of which at least 36 or 80 % of the total number of hours required for your degree must be completed at this university over a period of at least two quarters. Students pursuing the *non-thesis option* must complete a minimum of 50 graduate credit hours, of which at least 40 or 80% of the total number of hours required for your degree must be completed at this university over a period of at least two quarters. (ref. Graduate School Handbook, Section VI.1). The MA program in Higher Education and Student Affairs requires 60 graduate credit hours, and is designed to be completed over two years. These standards are derived from accreditation criteria material. Higher Education and Student Affairs Students must complete at least 48 credit hours at Ohio State over a minimum of at least 2 quarters.
2. **Courses taken within the School of Educational Policy and Leadership:** Students pursuing the *thesis option* must take a minimum of 20 graduate hours within the School. Students pursuing the *non-thesis option* must take a minimum of 25 hours of graduate credit within the School.
3. **Special topics:** All 727 courses taught by university qualified instructors are considered special topics courses. Thesis option students may apply no more than 6 credit hours of 727 courses toward their degrees. Non-thesis option students may apply no more than 12 hours of 727 courses toward their degrees.

4. Independent study:

Students Admitted Prior to Autumn 2008

- a) A maximum of twenty (20) hours of graduate credit may be earned in individual study courses (e.g. 693.XX or 893.XX), internships (e.g. 930), planned field experience (884.XX), and practica (e.g. 945). Of these 20 credit hours, only 15 may be Individual Studies (e.g. 693 or 893).

Students Admitted Autumn 2008 and After

- a) Students pursuing the thesis option are required to take a minimum of twelve (12) credit hours of independent study coursework (EDU P&L 999.XX) related to the Master of Arts thesis.
- b) Students pursuing the non-thesis option are required to take a minimum of six (6) credit hours of independent study in preparation for the Master's Examination (EDU P&L 693.XX).
- c) Students in Higher Education and Student Affairs are required to take EDU P&L 858 Case Studies in Higher Education Administration (three (3) credit hours) and three (3) credit hours of independent study coursework (EDU P&L 693.32) in preparation for the Master's Case Study examination.
- d) Students in the Educational Administration program working on both an MA and Administrative Licensure are not required to complete any independent study coursework. All other Educational Administration MA students pursuing a non-licensure track must complete a minimum of six (6) graduate credit hours of independent study.
- e) A maximum of twenty-four (24) hours of graduate credit may be earned in individual study courses (e.g. 693.XX or 893.XX), internships (e.g. 930), planned field experience (884.XX), and practica (e.g. 945). Of these 24 credit hours, only 20 may be Individual Studies (e.g. 693 or 893).

Foundations of Education Requirement

Students Admitted Prior to Autumn Quarter 2005

A minimum of six graduate credit hours in philosophical, historical, social, or psychological foundations are required. Consult with your faculty advisor regarding what constitutes a foundations course. Please use the list of suggested **Foundations** courses found online when designing your program of study.

Students Admitted Autumn Quarter 2005 & After

Approved Foundations courses focus on the historical, philosophical, comparative, psychological, or sociocultural study of education, and are informed by both disciplinary and interdisciplinary fields of study. Please use the list of approved **Foundations** courses available online when designing your program. Students are required to complete a minimum of 6 graduate credit hours of Foundations courses at both the M.A. and Ph.D. level. Courses previously used to fulfill the M.A. requirements may not be used to fulfill the course requirements at the doctoral level. Approved Multicultural courses may not be used to fulfill the current Foundations of Education course requirements.

Multicultural Education Requirement

Students Admitted Prior to Autumn Quarter 2005

Approved multicultural courses have, as a major goal, one or more of the following:

- a. Facilitate understanding about hegemony and multicultural/ dominant culture theories of society
- b. Develop analytic and evaluative skills to address issues of hegemony, institutional and individual racism, sexism, and classism
- c. Assist in understanding the everyday reality confronting values and beliefs among diverse cultural groups
- d. Facilitate the development of educational or organizational strategies for understanding and acting in ways that will serve to promote equity, social justice, and/ or diversity among all groups

A minimum of three graduate credit hours must relate to multicultural education. Courses which meet the multicultural and foundations requirement may “double count” to meet one of the foundations requirements. Please use the list of approved [Multicultural](#) courses available online when designing your program of study.

Students Admitted Autumn Quarter 2005 & After

Approved Multicultural courses for the School of Educational Policy and Leadership focus on both of the following criteria:

- a. Understanding diverse cultural experiences of education
- b. Developing skills or strategies to promote equity and social justice

Students admitted beginning Autumn Quarter 2005 will choose their required [Multicultural](#) Courses from a list of approved courses when designing their program of study.

Students are required to complete a minimum of 3 credit hours at both the M.A. and Ph.D. level. Courses used to meet the M.A. requirement may not be used to meet the multicultural course requirement at the doctoral level. Approved Foundations courses may not be used to fulfill the Multicultural course requirement.

Research Requirement

For students pursuing the *non-thesis option*, courses in research are strongly recommended. If you are pursuing the *thesis option*, a minimum of six graduate credit hours must be taken on educational research design and data analysis. Students in the School of Educational Policy and Leadership are strongly encouraged to take research methodology coursework from the sections of Quantitative Research, Evaluation and Measurement or from Cultural Foundations, Technology and Qualitative Inquiry.

Residency Requirement

You must fulfill a residency requirement with a minimum of 12 hours of graduate credit. The residency requirement can be completed by choosing one of the following options:

1. Satisfactorily completing 12 quarter hours of graduate credit during any given quarter.
2. Satisfactorily completing a total of 12 hours of graduate credit over two consecutive quarters.
3. Satisfactorily completing a total of 12 hours of graduate credit over two consecutive summer quarters.
4. Satisfactorily completing 10 hours of graduate credit during any given quarter if employed as a University teaching, administrative, or research associate.

Time Limit

The Master of Arts degree must be completed within a six-year period.

Deactivation and reactivation

If you have not registered in the Graduate School within the preceding two full calendar years, your enrollment eligibility will be automatically deactivated. To reenroll, you must petition your Academic program area for reactivation. Contact the Student Services Office & Graduate Studies to begin the reactivation process. The staff will contact your advisor for approval. If the petition is approved, the Graduate Studies Committee notifies the Graduate School, which then reactivates the enrollment eligibility (ref. Graduate School Handbook, Section VI.1).

1. To reactivate in your previous degree program, contact the Office of Student Services and Graduate Studies, 122 Ramseyer Hall. The staff will forward requests to reactivate to your previous academic section for approval before you will be allowed to register for classes. Your file, if it is still available, and your most recent advising report, will be forwarded for a decision.
2. If you are returning to take professional development courses two or more years after completing a degree in Educational Policy & Leadership, you can be reactivated immediately without asking faculty for permission.
3. If you want to return to Educational Policy and Leadership to take classes for professional development after an absence of two or more years and you have not completed your degree, you will be required to complete and sign a form that states that you understand they are not being readmitted to their degree program. You are being readmitted for the purpose of taking coursework only.
4. Once a reactivation decision has been made, the Student Services Office and Graduate Studies will notify the Graduate School.

II. Guidelines for Master's Examination (ref. Graduate School Handbook, Section VI.2)

General Information

1. Purpose

The Master's Examination is a test of your knowledge of your chosen academic field. It is the final evaluation of your performance for the degree. It is the final validation of performance for that degree.

2. Requirement

The Master's Examination is taken after submitting the [Application to Graduate – Master's Degree](#) and during the quarter in which you plan to graduate. You must be registered for at least three graduate credit hours during the quarter this examination is taken.

3. Master's Examination Committee

The Master's Examination Committee is composed of at least **two** Graduate Faculty members, including the student's faculty advisor.

4. Attendance

If your Master's Examination includes an oral portion, your advisor serves as the chairperson. All members of the Master's Examination Committee must be present during the entire examination and are expected to participate fully in questioning during the course of the examination and in the discussion and decision on the result.

Non-Thesis Option (ref. Graduate School Handbook, Section II.5.2.6)

1. Requirement

If you choose a non-thesis option, you must take and successfully pass the Master's Comprehensive Examination or an alternate format examination as approved by your advisor (e.g. take home examination, action research project or case study examination). The Master's Comprehensive Examination must be a minimum four-hour written examination which has been constructed and evaluated by your Master's Examination Committee during the final quarter of the your program. It may include, but does not require, an oral portion. The oral portion must take place during announced university business hours, Monday through Friday.

Three alternative format examinations are permitted to accommodate different interests of students as well as the requirements and curricula of School programs. All alternative format examinations are expected to be as rigorous as the four-hour Master's Comprehensive Examination.

Please see your advisor for information about Action Research Projects or Case Study Examinations.

2. Exam date

When five or more students sit for the same Master's Examination on the same day and time, the staff of the *Student Services Office* will proctor the exam. The Master's Comprehensive Examination will be conducted on a date agreed upon by the School of Educational Policy and Leadership, typically scheduled the sixth Friday of the quarter. Information about the exam date is available in the *Student Services Office, 122 Ramseyer Hall*. You will be notified of the date and time of the exam following your clearance for graduation.

A student's advisor is responsible for making arrangements for his/her student to take the comprehensive examination when less than five students are scheduled to take it.

3. Alternative Date or Format

If you and your advisor agree to an alternative format or alternative date for your examination, you must fill out the [Alternative Format or Alternative Date Form](#) (Higher Education and Student Affairs students participating in the Case Study Exam do not have to complete this form. Checking the box on the Application to Graduate next to the blank line and writing in "Case Study Exam" is sufficient.)

4. Halting an Oral Examination in Progress

If for reasons of illness, fire, or other emergency, the committee members agree that it is necessary to halt the oral portion of the Master's Examination, then the examination will be rescheduled without prejudice to you. However, if the committee members unanimously decide that the examination has been sufficient to reach a decision to pass the student, then they shall consider the examination concluded and report the result to the Graduate School.

Result of the Master's Examination (ref. Graduate School Handbook, Section VI.3)

1. Decision

Only the Master's Examination Committee members are to be present for the discussion of your performance and the decision about the outcome. Each examiner indicates judgment by signing the Master's Examination Report form that must be submitted to the Graduate School by the deadline for the quarter of graduation. Your advisor will notify you and the Graduate Studies Committee of the Master's Examination Committee's decision. Deadline dates are available on [Graduation Deadlines](#) calendar available on the Graduate School web site

2. Satisfactory
You are considered to have successfully completed the Master's Examination successfully only when the decision of the Master's Examination Committee is unanimously affirmative.

3. Unsatisfactory

If the examination is judged unsatisfactory, the Master's Examination Committee must decide whether you will be permitted to take a second Master's Examination in that graduate program and must record that decision on the Master's Examination Report form.

4. Second Master's Examination

If a second examination is held, the Master's Examination Committee must be the same as the original one, unless a substitution is approved by the Dean of the Graduate School.

5. Repeat

A student who has failed the Master's Examination twice in one graduate program is not permitted to take another Master's Examination in that program.

6. Review

On written appeal by the student or a member of the Master's Examination Committee, the Policy and Standards Committee of the Council on Research and Graduate Studies reviews the Master's Examination to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to the student. The Council on Research and Graduate Studies has established review procedures, printed in Appendix C of the Graduate School Handbook.

Thesis Option (ref. Graduate School Handbook, Section VI.4).

The Master's Thesis is a course of disciplined inquiry whose proposal, writing and acceptance is governed by the rules of the Graduate School

1. Requirements

The Master's Examination for a student pursuing the thesis option must include an oral portion and may include a written portion. The Master's Examination on a thesis need not be confined to the thesis topic. The oral portion of the Master's Examination is one hour in length and must take place during announced university business hours, Monday through Friday. Your advisor and at least one other faculty member must be present.

2. Draft

You must submit a complete, typed thesis draft approved by your Master's Examination Committee before being examined over the thesis. The thesis must conform to Graduate School format requirements as described in the [Graduate School Guidelines for Preparing Thesis, Dissertations, and D.M.A Documents.](#)

3. Approval

If you satisfactorily complete the Master's Examination and present an acceptable thesis, the Master's Examination Committee members indicate approval of the thesis by signing the Thesis Approval form. The Thesis Approval form must be submitted to the Graduate School by the deadline for the quarter of graduation. The title page of the thesis must be signed by your advisor.

4. Restricted Material

Theses **must not** include material restricted from publication.

5. Submission

The thesis must be submitted to the Graduate School by the published deadline for the quarter of graduation. The final thesis must be submitted electronically as a PDF document to OhioLink, the Ohio Library and Information Network.

6. Fees

Microfilming and binding fees must be paid by the deadline for the quarter of graduation.

III. Additional Graduation Requirements (ref. Graduate School Handbook, Section VI.5).

Application to Graduate

You should turn your completed [Application to Graduate- Master's Degree](#) in to the *Student Services Office*, for clearance prior to the quarterly Graduate School deadline. The Student Services Office will send out an email to inform students of the deadline to submit applications to the School Office for clearance.

Submitting the application indicates that you are expected to complete all degree requirements during that quarter. The form must be signed by you, your advisor, and the Graduate Studies Committee Chairperson. Your second reader, who is a member of your examination committee, must also be listed on this form. The degree you are pursuing must also be listed on the form. Your [Master of Arts Program Sheet](#) must be submitted with your application to graduate.

Responsibility

It is the dual responsibility of the Graduate Studies Committee and the Dean of the Graduate School to review the student's record and ensure that all degree requirements are completed at the end of the expected quarter of graduation.

Additional Requirements

In addition to the Master's degree requirements described in this section, you

1. must have earned a cumulative point-hour ratio of at least 3.0 for all graduate credit hours taken at this university;
2. must have fulfilled all additional requirements published by the Graduate Studies Committee (see pages 2 through 5 of this handbook);
3. must have final grades for all courses received in the Graduate School by the deadline published on-line at the [University Registrar's](#) web site.
4. must have fulfilled all other requirements by the deadlines established by the Graduate School.
5. must have paid all assessed fines, if applicable, prior to graduation.

End of Quarter

If you do not meet published graduate deadlines but complete all degree requirements by the last business day prior to the first day of classes for the following quarter, you may graduate the following quarter without registering or paying fees.

IV. Dual Master's Degree Programs

(ref. Graduate School Handbook, Section VI.7).

Except as stated below, the Master's degree rules presented above also apply to students pursuing two Master's degrees simultaneously in two different degree granting units of the University. You *cannot* pursue two Master of Arts degrees in Education within the College of Education and Human Ecology.

Program of Study

You, along with your advisor(s) in each graduate degree program will plan an integrated course of study to satisfy the requirements of both degree programs. The [Program Plan for Dual Degree Students](#), available from the Graduate School web site, must be completed and submitted to the Graduate School within one quarter of planning the integrated course of study with both advisors.

Credit Hours

You must satisfy the credit hour requirements for each degree program. A minimum of 50 percent of the hours counted toward the credit hour requirement for each degree must be unique to that degree and cannot be used for dual credit. The Graduate Studies Committee has the discretion establish a minimum higher than 50 percent.

Master's Examination

Normally, students will complete a separate Master's Examination for each degree program. However, if the following conditions are satisfied, a student pursuing two thesis option Master's degree programs may be required to complete only one Master's Examination and one thesis:

1. The Graduate Studies Committee in each graduate program must approve.
2. The Master's Examination Committee must be composed of a minimum of four Graduate Faculty members, with at least two from each graduate program.
3. A faculty member from each graduate program must serve as a co-advisor of the thesis.
4. The result of the Master's Examination must be unanimously affirmative in order to earn each degree.
5. In the event that a student does not pass the examination, the Master's Examination Committee (ref. Graduate School Handbook, Section II.5.2.3) will decide if a second examination for two degrees with one thesis is possible.
6. If the committee decides against allowing a second examination for two degrees with one thesis, then one of the Graduate Studies Committees may allow a second examination so that you can earn one Master's degree.

V. Summary of M.A. Degree Graduation Requirements

(ref. Graduate School Handbook, Section VI.6)

1. Submission of the [Application to Graduate-Master's Degree](#) form to the Graduate School no later than the second Friday of the quarter in which graduation is expected.
2. Registration for at least three credit hours during the quarter in which graduation is expected.
3. Completion of a minimum of 45 graduate credit hours, at least 36 of which must be completed at this university, or for Master's degree programs requiring more than 45 graduate credit hours, a minimum of 80 percent of those hours must be completed at this university.
4. Graduate cumulative point-hour ratio of at least 3.0.
5. Satisfactory completion of the Master's Examination and submission of the Master's Examination Report form to the Graduate School no later than Wednesday two weeks before commencement.
6. For students writing a thesis, submission of the Thesis Approval form, to the Graduate School and payment of microfilming and binding fees no later than one week before commencement and electronic submission of the thesis to OhioLink.
7. Receipt of final grades in the Graduate School by the deadline published in the Master Schedule of Classes.
8. Completion of the Master's degree requirements established by the Graduate Studies Committee.
9. Resolution of any outstanding fines (e.g. library, transportation and parking)

An [EPL checklist](#) for the Master's degree is available on-line.

Appendix A Frequently Used Links for MA Students

1. Application to Graduate – Master’s Degree
<http://www.gradsch.ohio-state.edu/Depo/PDF/Master'sGraduate.pdf>
2. MA Program Sheet
<http://ehe.osu.edu/epl/students/downloads/ma-program-sheet.pdf>
3. List of Suggested Foundations courses for students admitted prior to Autumn 2005
<http://ehe.osu.edu/epl/students/downloads/foundations-course-list-bf-au05.pdf>
4. List of Approved Foundations courses for students admitted Autumn 2005 and later
<http://ehe.osu.edu/epl/students/downloads/foundations-course-list-aftr-au05.pdf>
5. List of Approved Multicultural courses for students admitted prior to Autumn 2005
<http://ehe.osu.edu/epl/students/downloads/mult-cultural-course-list-bf-au05.pdf>
6. List of Approved Multicultural courses for students admitted Autumn 2005 and later
<http://ehe.osu.edu/epl/students/downloads/mult-cultural-course-list-aftr-au05.pdf>
7. Alternate Date and Format of the MA Exam
<http://ehe.osu.edu/epl/students/downloads/alt-date-format-ma-exam.pdf>
8. Graduation Deadlines
http://www.gradsch.ohio-state.edu/Depo/PDF/Deadlines_ProfD.pdf
9. Guidelines for Formatting Theses, Dissertations, and D.M.A. Documents
<http://www.gradsch.ohio-state.edu/Depo/PDF/Guidelines.pdf>
10. University Registrar web page with important dates
<http://www.ureg.ohio-state.edu/ourweb/more/>
11. Program Plan for Dual Degree Students
<http://www.gradsch.ohio-state.edu/Depo/PDF/DualDegree.pdf>
12. EPL MA Checklist
<http://ehe.osu.edu/epl/students/downloads/epl-ma-checklist.pdf>