

**From:** [Smith, Randy](#)  
**To:** [Quave, Stephen](#)  
**Cc:** [Andridge, Rebecca](#); [Greenbaum, Rob](#); [Reed, Katie](#); [Smith, Randy](#); [Miriti, Maria](#); [Bricker, Adrienne](#); [Duffy, Lisa](#); [Patton Davis, Lori](#); [Bagent, Aaron](#); [Locascio, Pete](#); [Snyder, Anastasia](#); [Pope-Davis, Don](#)  
**Subject:** Proposal to revise the Master of Arts in Educational Studies specializing in Higher Education and Student Affairs  
**Date:** Friday, April 7, 2023 8:08:02 PM  
**Attachments:** [image001.png](#)

---

Stephen:

The proposal from the Department of Educational Studies to revise the Master of Arts in Educational Studies specializing in Higher Education and Student Affairs was approved by the Council on Academic Affairs at its meeting on April 5, 2023. Thank you for joining the meeting.

No additional level of internal approval is necessary. This action will be included in the Council's next Annual Activities Report to the University Senate (July 2023).

The Office of the University Registrar will work you with any implementation issues.

Please keep a copy of this message for your file on the proposal and I will do the same for the file in the Office of Academic Affairs.

If you have any questions please contact the Chair of the Council, Professor Rebecca Andridge (.1) or me.

Randy



**W. Randy Smith, Ph.D.**

Vice Provost for Academic Programs

**Office of Academic Affairs**

203 Bricker Hall, 190 North Oval Mall, Columbus, OH 43210

614-292-5881 Office

[smith.70@osu.edu](mailto:smith.70@osu.edu)

**From:** [Carpenter, TJ](#)  
**To:** [Reed, Katie](#)  
**Cc:** [Bagent, Aaron](#); [Snyder, Anastasia](#); [Miriti, Maria](#)  
**Subject:** Proposal to revise the MAES in HESA  
**Date:** Wednesday, February 8, 2023 12:37:11 PM  
**Attachments:** [image001.png](#)  
[MA Higher Education and Student Affairs GS Approved 2-8-23.pdf](#)

---

Katie,

Please find a proposal to revise the Master of Arts in Educational Studies specializing in Higher Education and Student Affairs

The College of Education and Human Ecology is proposing to revise the Master of Arts in Educational Studies specializing in Higher Education and Student Affairs. The proposed changes will

- Reduce the number of required credit hours
- Change the name of a required “multicultural” course to conform with changes already approved by their Graduate Studies committee
- Modify required specialization courses

Ultimately, these changes reduce student debt and reduce student stress associated with high course loads while conducting student practicums

This proposal has been reviewed and approved by the combined GS/CAA subcommittee and Graduate Council. The contacts for the proposal are cc'd on this email.

Please let me know if you need additional information to add this proposal to the agenda of the upcoming CAA meeting.



**Dr. Maria N. Miriti**

**Professor, Dept. of Evolution, Ecology, and Organismal Biology**

Interim Associate Dean of Academic Affairs, Graduate School

Carole A. Anderson Faculty Fellow, OSU Office of Academic Affairs

614-292-6997 Office

[miriti.1@osu.edu](mailto:miriti.1@osu.edu)

**TJ Carpenter, MS**

Administrative Coordinator

**The Ohio State University**

Graduate School

250H University Hall, 230 North Oval Mall, Columbus, OH 43210

614-688-0230 Office

[carpenter.1112@osu.edu](mailto:carpenter.1112@osu.edu) / [www.gradsch.osu.edu](http://www.gradsch.osu.edu)

Pronouns: He/Him/His



TO: Randy Smith, Vice Provost for Academic Programs

FROM: Graduate School Curriculum Services

DATE: February 8, 2023

RE: Proposal to revise the Master of Arts in Educational Studies specializing in Higher Education and Student Affairs

The Department of Educational Studies in the College of Education and Human Ecology are proposing to revise the Master of Arts in Educational Studies specializing in Higher Education and Student Affairs

The proposal was received by the Graduate School on January 13, 2023. The combined GS/CAA subcommittee first reviewed the proposal on January 30, 2023, and recommended it for approval by the Graduate Council. The proposal was approved by the Graduate Council on February 7, 2023.

February 3, 2023

Dear Graduate School – Council on Academic Affairs,

In this memo, I respond to the minor comments on the Program Sheet for the Higher Education and Student Affairs (HESA) MA specialization in the Department of Educational Studies.

**Transition Plan for Current Students**

- Current students who were admitted under the current Program requirements will continue to follow those requirements through graduation. We have kept track of those students and have advised them of which curriculum sheet to follow and will continue to ensure that they meet those requirements.

**Assessment Plan for the Program**

- The proposed changes will not impact the assessment plan for the Program. The culminating experience for non-thesis students is a case exam that they complete in Spring of their final semester. Students will still complete this same case exam to assess their cumulative learning in the Program.

**Anticipated Impacts of Proposed Changes**

- As noted in the first bullet point above, there are no anticipated impacts of the proposed changes on current students. Because current students will complete requirements of the current Program Sheet, we have the necessary courses in place to ensure students will complete these requirements. In addition, where appropriate, we will approve appropriate course substitutions for students to complete requirements in the rare chance that the proposed changes impact them.

**Percent Change in Credit Hours**

- The percent change in credit hours is a decrease of 16% for the non-thesis option (43 to 36 hours) and a decrease of 15% for the thesis option (46 to 39 hours).

**Narrative of Proposed Changes**

- Thank you for this feedback. My understanding is that we did submit a narrative of proposed changes.

Thank you for taking the time to review this memo along with the changes to the Program Sheet. Please let me know if you have any questions.

Sincerely,



Stephen John Quaye, Ph.D.  
Professor and Program Chair  
Higher Education and Student Affairs Program

Memo

January 12, 2023

To: W. Randy Smith, Vice Provost – Council on Academic Affairs

From: Aaron Bagent, Curriculum Specialist

RE: PROGRAM REVISION PROPOSAL – MA Higher Education and Student Affairs specialization,  
Department of Educational Studies

Please find the proposal materials included to update the MA Higher Education and Student Affairs specialization program. The proposal includes the following changes:

- Reduction in number of credit hours
- Name change of Required Multicultural Course section
- Modification of Required Specialization Courses

This proposal includes the following, in order:

1. Curriculum Proposal Checklist
2. Letter of support from Tasha Snyder, Associate Dean
3. Letter of support from Marc Guerrero, Associate Chair, Department of Educational Studies
4. Summary of curricular changes
5. Old program sheet
6. New program sheet

The College of Education and Human Ecology Curriculum Committee reviewed and approved the changes on November 21, 2022. If there are any questions, please contact me at [bagent.14@osu.edu](mailto:bagent.14@osu.edu).



**THE OHIO STATE  
UNIVERSITY**

---

# Curriculum Proposal Checklist

**Title of Program:**

**Effective term:**

**College:**

**New/Establish:**

**Secondary Major Eligible:**

**Academic Unit:**

**Revise:**

**50% Revision:**

**Mark Up:**

**Program Contact:**

**Terminate:**

**Suspend:**

**Certificate Category\*:**

**Degree/Credential:**

**Program of Study :**

**Title:**

**Code:**

**Program Focus\*:**

**Credit hours to degree/credential:**

**Is this a change to the current total?**

**Yes No**

**Program offered only online?**

**Yes No**

**If yes, is there a signed MOU with ODEE?**

**Yes No**

**Campus(es) where offered:**

**Columbus**

**ATI**

**Lima**

**Mansfield**

**Marion**

**Newark**

**Rationale:**

**Student Curriculum Sheet Required:**

**Four Year (or appropriate) Plan:**

**Academic Unit Curriculum Committee approval date:**

**College Curriculum Committee approval date:**

**Graduate School Council approval date\*:**

**Regional Campus approval date\*:**

**Council on Academic Affairs approval date:**

**University Senate approval date\*:**

**Board of Trustees approval date\*:**

**ODHE approval date\*:**

**\* If applicable**



Office of Faculty Affairs  
150 Arps Hall  
1945 N. High Street  
Columbus, OH 43210-1172  
614-292-8862 Phone  
ehe.osu.edu

December 8, 2022

Dr. Mary Stromberger, PhD  
Vice Provost for Graduate Education and  
Dean of the Graduate School  
250 University Hall  
320 N. Oval Mall  
Columbus, OH 43210

Dear Dean Stromberger,

I am writing on behalf of the College of Education and Human Ecology's (EHE) Office of Academic Affairs. EHE supports the recent curricular change that was approved by the EHE Curriculum Committee on November 21, 2022:

- Curriculum changes to the Higher Education and Student Affairs (HESA) MA specialization in the Department of Educational Studies.

We anticipate that these changes will improve the curriculum in the EdD in HESA for the graduate students.

Sincerely yours,

Anastasia R. Snyder, PhD  
Associate Dean for Faculty Affairs  
College of Education and Human Ecology





**THE OHIO STATE UNIVERSITY**

COLLEGE OF  
EDUCATION AND HUMAN ECOLOGY

**Department of Educational Studies**  
Higher Education & Student Affairs

121 Ramseyer Hall  
29 W Woodruff Ave.  
Columbus, OH 43210

November 11, 2022

Dear members of the EHE Curriculum Committee:

I am writing in support of the proposed changes to the MA program specialization in Higher Education and Student Affairs as explained in Dr. Stephen Quaye's memo to our department's Graduate Studies Committee. Upon review of the proposal by the GSC in their November 9th meeting, and some minor edits needed for MA Program consistency, the proposal was unanimously approved.

There are currently no negative budgetary implications and no additional funds or human resources necessary for execution of these program changes. Thus, I am in support of the proposed changes to the MA specialization in Higher Education and Student Affairs.

If you have any questions or need additional information, do not hesitate to contact me.

Sincerely,

Marc Johnston Guerrero  
Associate Chair, Department of Educational Studies  
Associate Professor, Higher Education and Student Affairs  
614.688.1428 | Guerrero.55@osu.edu

November 7, 2022

Dear Graduate Studies Committee,

In this memo, I discuss changes to the Program Sheet for the Higher Education and Student Affairs (HESA) MA specialization in the Department of Educational Studies and provide a rationale for these changes.

### **Credit Hours**

- The required number of credits to complete the Program will drop from 43 to 36 hours for the non-thesis option (case study option) and 46 to 39 hours for the thesis option.
  - In alignment with the Graduate School direction in reducing the number of credits in order for students to move through their graduate programs more quickly and incur fewer debt, the HESA faculty decided to reduce the number of credit hours.
  - This reduction in credit hours also enables students to be able to complete the Program without needing to take more than 3 courses (9 credit hours) per semester or a summer course, which will contribute to students' wellness and reduce their feelings of being overwhelmed.

### **Required Language of Multicultural Course Requirement**

- Change the language of the Required "Multicultural" Course to "Equity, Diversity, and Global Engagement."
  - This language is more contemporary and is consistent with an approved change in a memo dated to the Graduate Studies Committee on February 10, 2022. It also aligns with the name of the Office of Equity, Diversity, and Global Engagement in the College of Education and Human Ecology.

### **Required Specialization Courses**

- Move ESHESA 7530: Practicum in Higher Education and Student Affairs from a Required Specialization Course to Supporting Courses.
  - Over the past several years, the HESA faculty has observed that asking students to complete an additional 10 hours of a practicum experience on top of the 20 hours they are working in their assistantship has led to students feeling stressed, overwhelmed, and anxious. By moving ESHESA 7530 into a Supporting Course (Elective), which will be offered in the Summer, it allows students more freedom and time to devote toward a practicum without having other academic responsibilities.
- Remove ESHESA 8511: College Student Development II from the program.
  - The HESA faculty has decided to remove this course from the program (with intention to archive it), and instead, require that students only take one college student development course – ESHESA 7510: College Student Development. We will incorporate components from ESHESA 8511 into ESHESA 7510. This change reflects a move in the field where students are learning critical approaches to using student development theory. This change also allows more room in the curriculum to require a different course that will expand students' knowledge – ESHESA 7513: Understanding Educational Organizations.

- Change the title ESHESA 7510: College Student Development I to College Student Development.
  - The content that was in ESHESA 8511 will now be moved into one student development theory course (i.e., ESHESA 7510), which, as noted above, enables students to instead take ESHESA 7513 as a required course.
  - This will be submitted as a course change request soon, but wanted it reflected in the updated program sheet.
- Move ESHESA 7513: Understanding Educational Organizations from a Supporting Course to a Specialization Requirement.
  - This change enables students to have a broader understanding of how educational organizations operate, which is useful for effective practitioners. It also helps to strengthen the higher education aspect of the HESA Program.
- Move ESHESA 7518: Leadership and Group Facilitation in Higher Education to a Supporting Course.
  - This change reduces the number of required specialization courses, thereby, enabling students to have more choice and flexibility in completing the Program.

Thank you for taking the time to review this memo along with the changes to the Program Sheet. Please let me know if you have any questions.

Sincerely,

A handwritten signature in purple ink, appearing to read 'Stephen Quaye', with a long horizontal line extending to the right.

Stephen John Quaye, Ph.D.  
Professor and Program Chair  
Higher Education and Student Affairs Program

**M.A. Program Specializing in Higher Education and Student Affairs**  
**The Ohio State University, Department of Educational Studies**  
**College of Education and Human Ecology**  
**Semester Program Requirements**  
(Non-thesis minimum of 36 credit hours; Thesis minimum of 39 hours)

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_

Semester & Year Admitted to MA program \_\_\_\_\_ Advisor \_\_\_\_\_

Graduate Non-Degree Credit Transferred \_\_\_\_\_

\_\_\_\_\_ Non-Thesis Option (36 sem. hrs.) -or- \_\_\_\_\_ Thesis option (39 sem. hrs.)

**Semester Program Worksheets**

Mark the number of credit hours completed in the Semester Hours Taken column. Mark the semester taken in the column on the right. Estimate the semester you plan to take remaining courses.

**Required Foundation Course (3 credit hours)**

Sem. Hrs. Taken	Course #	Course Name	Sem. Planned or Taken
_____	ESHESA 7500	Introduction to the Profession of Student Affairs (3)	_____

**Required Equity, Diversity, and Global Engagement Course (3 credit hours)**

_____	ESHESA 7520	Diversity in Higher Education (3)	_____
-------	-------------	-----------------------------------	-------

**Required Research Courses (Case Study: choose one – 3 hours / Thesis: choose two – 6 hours)**

_____	ESHESA 7256	Designing Qualitative Research in HESA Contexts (3)	_____
_____	ESQREM 6621	Introduction to Educational Evaluation (3)	_____
_____	ESQREM 6625	Introduction to Educational Research (3)	_____
_____	ESQREM 6641	Introduction to Educational Statistics (3)	_____
_____	ESQREM 7631	Applied Evaluation Design (3)	_____
_____	ESQREM 8895	Quantitative Research, Evaluation, and Measurement (3)	_____
_____	ESQUAL 7230	Qualitative Research for Educators (3)	_____

**Required Specialization Courses (18 credit hours)**

_____	ESHESA 7510	College Student Development (3)	_____
_____	ESHESA 7512	Interaction of Students and Environments (3)	_____
_____	ESHESA 7513	Understanding Educational Organizations (3)	_____
_____	ESHESA 7540	Higher Education Institutions and Core Academic Issues (3)	_____
_____	ESHESA 7576	Assessment in Higher Education (3)	_____
_____	ESHESA 7897	Special Topics in Higher Education and Student Affairs (3)	_____

Deleted: 43

Deleted: 46

Deleted: /

Deleted: \_\_\_\_

Deleted: 43

Deleted: 46

Deleted: s

Deleted: Multicultural

Deleted: Requirements

Deleted: 2

Deleted: 5

Deleted: \_\_\_\_\_ → ESHESA XXXX → Special Topics in Higher Education (3) →

Deleted: I

Deleted: \_\_\_\_

Deleted: \_\_\_\_\_ → ESHESA 7518 → Leadership and Group Facilitation in Higher Education (3) → \_\_\_\_\_  
\_\_\_\_\_ → ESHESA 7530 → Practicum in Higher Education and Student Affairs (4) → \_\_\_\_\_

Deleted: of

Deleted: \_\_\_\_\_ → ESHESA 8511 → College Student Development II (3) → → → \_\_\_\_\_

Deleted: 06

Deleted: 24

Deleted: 2019

Deleted: BC

### Supporting Courses (choose 2, 6 credit hours)

Sem. Hrs. Taken	Course #	Course Name	Sem. Planned or Taken
	ESHESA 7518	Leadership and Group Facilitation in Higher Education (3)	
	ESHESA 7530	Practicum in Higher Education and Student Affairs (4)	
	ESHESA 7550	Gender in Higher Education (3)	
	ESHESA 7554	Admission and Retention of College Students (3)	
	ESHESA 7562	Broad Access Institutions and Community Colleges (3)	
	ESHESA 7566	Strategy and University Leadership (3)	
	ESHESA 7568	Higher Education and Public Policy (3)	
	ESHESA 7570	Internationalizing Colleges and Universities (3)	
	ESHESA 7574	Curriculum in Higher Education (3)	
	ESHESA 7850	Critical Race Theory in Higher Education (3)	
	ESHESA 8552	Impact of College on Students (3)	
	ESHESA 8560	Legal Aspects of Higher Education Administration (3)	
	ESPHE 7572	History of Colleges and Universities (3)	
	ESCE 6736	Lifespan Career Development and Counseling (2)	
	ESEPSY 7404	College Teaching (3)	

**Moved down [1]:** \_\_\_\_\_ → ESCE 6736 → Lifespan Career Development and Counseling (2) → \_\_\_\_\_  
 \_\_\_\_\_ → ESEPSY 7404 → College Teaching (3) → \_\_\_\_\_

**Deleted:** \_\_\_\_\_ → ESHESA 7513 → Understanding Educational Organizations (3) → \_\_\_\_\_

**Deleted:** Women

**Deleted:** s

**Deleted:** \_\_\_\_\_ → ESHESA 7558 → Administration of Service-Learning Programs in \_\_\_\_\_  
 Higher Education and Student Affairs (3) → \_\_\_\_\_

**Deleted:** The

**Deleted:** \_\_\_\_\_ → ESHESA 7564 → Finance of Higher Education (3) → \_\_\_\_\_

**Deleted:** \_\_\_\_\_

**Deleted:** \_\_\_\_\_ → ESHESA 7569 → Higher Education Governance & Policy Analysis (3) → \_\_\_\_\_

**Moved (insertion) [1]**

**Deleted:** \_\_\_\_\_

### Case Study (Non-thesis) Exam Option Preparation (minimum 3 credit hours)

\*Students must register for ESHESA 7545 the semester they complete the case study.

Sem. Hrs. Taken	Course #	Course Name	Sem. Planned or Taken
	ESHESA 7545	Case Studies in Higher Education Administration (*Required only for Comprehensive Exam and Case Study Option students) (3)	

### Thesis Option Preparation (minimum 3 credit hours)

\*Consult with faculty advisor

Sem. Hrs. Taken	Course #	Course Name	Sem. Planned or Taken
	ESHESA 7999	Thesis Research: Higher Education and Student Affairs (3)	

Guidelines for Formatting Theses, Dissertations and D.M.A. Documents:

<http://gradsch.osu.edu/Depo/PDF/Guidelines.pdf>.

### Thesis

Final Oral Exam Date: \_\_\_\_\_

Result of Final Oral Exam: \_\_\_\_\_

**Deleted:** 06

**Deleted:** 24

**Deleted:** 2019

**Deleted:** BC

**Year 1: Annual Review**

\_\_\_\_\_  
Semester/Year

_____ Student Signature	_____ Advisor Signature	
_____ Date	_____ Student Services Review (Initials)	_____ Date

**Year 2: Annual Review**

\_\_\_\_\_  
Semester/Year

_____ Student Signature	_____ Advisor Signature	
_____ Date	_____ Student Services Review (Initials)	_____ Date

**Year 3: Annual Review**

\_\_\_\_\_  
Semester/Year

_____ Student Signature	_____ Advisor Signature	
_____ Date	_____ Student Services Review (Initials)	_____ Date

- Deleted: 06
- Deleted: 24
- Deleted: 2019
- Deleted: BC

## Graduation Review

Application to Graduate: <http://gradforms.osu.edu>

Master's Student Procedures – Final Semester:  
<http://gradsch.osu.edu/Depo/PDF/MasterStudentProceduresFinalSemester.pdf>

Minimum credit hours required for graduation \_\_\_\_\_

(Thesis: minimum 39 semester hours)

(Non-thesis: minimum 36 semester hours)

Deleted: 46

Deleted: 43

Total semester hours completed \_\_\_\_\_

Yes/No Minimum hours required for graduation met?

## Other Requirements

Yes/No 6-year time limit met

Yes/No Registered for minimum of 3 hours semester graduating

Yes/No Fees Paid

Yes/No Missing Grades or Incompletes

Yes/No Second Reader

Deleted:

Deleted: ?

Deleted: ?

Deleted: ?

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Services Review (Initials)

\_\_\_\_\_  
Date

For more information about courses, please go to [www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu) and click on Schedule of Classes.

Deleted: 06

Deleted: 24

Deleted: 2019

Deleted: BC

**M.A. Program Specializing in Higher Education and Student Affairs**  
**The Ohio State University, Department of Educational Studies**  
**College of Education and Human Ecology**  
**Semester Program Requirements**  
 (Non-thesis minimum of 36 credit hours; Thesis minimum of 39 hours)

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_

Semester & Year Admitted to MA program \_\_\_\_\_ Advisor \_\_\_\_\_

Graduate Non-Degree Credit Transferred \_\_\_\_\_

\_\_\_\_\_ Non-Thesis Option (36 sem. hrs.)                      -or-                      \_\_\_\_\_ Thesis option (39 sem. hrs.)

**Semester Program Worksheets**

Mark the number of credit hours completed in the Semester Hours Taken column. Mark the semester taken in the column on the right. Estimate the semester you plan to take remaining courses.

**Required Foundation Courses (3 credit hours)**

Sem. Hrs. Taken	Course #	Course Name	Sem. Planned or Taken
_____	ESHESA 7500	Introduction to the Profession of Student Affairs (3)	_____

**Required Equity, Diversity, and Global Engagement Course (3 credit hours)**

_____	ESHESA 7520	Diversity in Higher Education (3)	_____
-------	-------------	-----------------------------------	-------

**Required Research Courses (Case Study: choose one – 3 hours / Thesis: choose two – 6 hours)**

_____	ESHESA 7256	Designing Qualitative Research in HESA Contexts (3)	_____
_____	ESQREM 6621	Introduction to Educational Evaluation (3)	_____
_____	ESQREM 6625	Introduction to Educational Research (3)	_____
_____	ESQREM 6641	Introduction to Educational Statistics (3)	_____
_____	ESQREM 7631	Applied Evaluation Design (3)	_____
_____	ESQREM 8895	Quantitative Research, Evaluation, and Measurement (3)	_____
_____	ESQUAL 7230	Qualitative Research for Educators (3)	_____

**Required Specialization Courses (18 credit hours)**

_____	ESHESA 7510	College Student Development (3)	_____
_____	ESHESA 7540	Higher Education Institutions and Core Academic Issues (3)	_____
_____	ESHESA 7512	Interaction of Students and Environments (3)	_____
_____	ESHESA 7513	Understanding Educational Organizations (3)	_____
_____	ESHESA 7576	Assessment in Higher Education (3)	_____
_____	ESHESA 7897	Special Topics in Higher Education and Student Affairs (3)	_____



**Supporting Courses (choose 2, 6 credit hours)**

Sem. Hrs. Taken	Course #	Course Name	Sem. Planned or Taken
_____	ESHESA 7518	Leadership and Group Facilitation in Higher Education (3)	_____
_____	ESHESA 7530	Practicum in Higher Education and Student Affairs (4)	_____
_____	ESHESA 7550	Gender in Higher Education (3)	_____
_____	ESHESA 7554	Admission and Retention of College Students (3)	_____
_____	ESHESA 7562	Broad Access Institutions and Community Colleges (3)	_____
_____	ESHESA 7566	Strategy and University Leadership (3)	_____
_____	ESHESA 7568	Higher Education and Public Policy (3)	_____
_____	ESHESA 7570	Internationalizing Colleges and Universities (3)	_____
_____	ESHESA 7574	Curriculum in Higher Education (3)	_____
_____	ESHESA 7850	Critical Race Theory in Higher Education (3)	_____
_____	ESHESA 8552	Impact of College on Students (3)	_____
_____	ESHESA 8560	Legal Aspects of Higher Education Administration (3)	_____
_____	ESPHE 7572	History of Colleges and Universities (3)	_____
_____	ESCE 6736	Lifespan Career Development and Counseling (2)	_____
_____	ESEPSY 7404	College Teaching (3)	_____

**Case Study (Non-thesis) Exam Option Preparation (minimum 3 credit hours)**

*\*Students must register for ESHESA 7545 the semester they complete the case study.*

Sem. Hrs. Taken	Course #	Course Name	Sem. Planned or Taken
_____	ESHESA 7545	Case Studies in Higher Education Administration (*Required only for Comprehensive Exam and Case Study Option students) (3)	_____

**Thesis Option Preparation (minimum 3 credit hours)**

*\*Consult with faculty advisor*

Sem. Hrs. Taken	Course #	Course Name	Sem. Planned or Taken
_____	ESHESA 7999	Thesis Research: Higher Education and Student Affairs (3)	_____

Guidelines for Formatting Theses, Dissertations and D.M.A. Documents:

<http://gradsch.osu.edu/Depo/PDF/Guidelines.pdf>.

**Thesis**

Final Oral Exam Date: \_\_\_\_\_

Result of Final Oral Exam: \_\_\_\_\_

**Year 1: Annual Review**

---

Semester/Year

---

Student Signature

---

Advisor Signature

---

Date

---

Student Services Review (Initials)

---

Date

**Year 2: Annual Review**

---

Semester/Year

---

Student Signature

---

Advisor Signature

---

Date

---

Student Services Review (Initials)

---

Date

**Year 3: Annual Review**

---

Semester/Year

---

Student Signature

---

Advisor Signature

---

Date

---

Student Services Review (Initials)

---

Date

## Graduation Review

Application to Graduate: <http://gradforms.osu.edu>

Master's Student Procedures – Final Semester:

<http://gradsch.osu.edu/Depo/PDF/MasterStudentProceduresFinalSemester.pdf>

Minimum credit hours required for graduation \_\_\_\_\_

(Thesis: minimum 39 semester hours)

(Non-thesis: minimum 36 semester hours)

Total semester hours completed \_\_\_\_\_

Yes/No Minimum hours required for graduation met?

### Other Requirements

Yes/No	6-year time limit met
Yes/No	Registered for minimum of 3 hours semester graduating
Yes/No	Fees Paid
Yes/No	Missing Grades or Incompletes
Yes/No	Second Reader

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Services Review (Initials)

\_\_\_\_\_  
Date

For more information about courses, please go to [www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu) and click on Schedule of Classes.