BUNCOMBE COHORT
FALL 2016 – SUMMER 2018

Master of Arts in Higher Education

Community College & University Leadership
and
Adult & Developmental Education

Appalachian State University
• Higher Education graduate program at Appalachian State
• Buncombe cohort for the M.A. in Higher Education
• Program concentrations
• Admission requirements
• Costs and financial assistance
• Applying to the program
POSITION WITHIN APPALACHIAN

Appalachian State University
- Chancellor: Dr. Sheri Everts
- Interim Provost: Dr. Stan Aeschleman

- Reich College of Education
  - Interim Dean: Dr. Robin Groce
  - Department of Leadership & Educational Studies
    - Department Chairperson: Dr. Terry McClannon
  - Higher Education Graduate Program
    - Program Director: Dr. Amy Trawick

- College of Fine & Applied Arts
- College of Business
- College of Health Sciences & Allied Professions

- College of Arts & Sciences
- University College

Appalachian State University
Founded in 1969, Appalachian’s Higher Education Program provides a pathway to professional employment, advancement, and leadership in a wide variety of careers in community colleges, universities, college transition programs, and community agencies.

*Three concentrations are offered:*
- Community College and University Leadership
- Adult and Developmental Education
- (College) Teaching (on-campus only)
OFF-CAMPUS COHORT STRUCTURE

- 15-20 students form a cohort and take all required and concentration coursework together
- 12 courses (36 semester hours) total
- 2 courses per semester, including summer terms, for a total of 6 semesters
- Courses delivered primarily in hybrid format—mix of face-to-face and online meetings
- Face-to-face meetings held on campus of UNC-Asheville
- Courses are carefully planned for the cohort and delivered only one time
Buncombe MA Cohort (starts Fall 2016)

- Fall 2016 thru Summer 2018 (2 courses per term, including summers)
- Will run both the Community College & University Leadership and the Adult & Developmental Education concentrations (generally, take each other’s concentration courses as electives)
- **Course 1:** Meets face-to-face every other Tuesday (at most)
- **Course 2:** Meets face-to-face up to 5 Saturdays over the term

Some courses may be fully online. **Online courses** will have no more than one F2F session.

**Application Deadline:** JUNE 1 (priority)
JULY 1 (final)
• Prepares individuals for middle-management and administrative positions in a wide variety of offices and areas within colleges and universities

• Integrates theory and practice to enable graduates to address the diverse and complex demands of leadership in today's rapidly changing educational environments

• Graduates typically work in areas such as:
  - Academic Administration, Admissions, Advising, Athletics, Career Development, Distance Education, Financial Aid, Institutional Research, Student Support Services...
MASTER OF ARTS (M.A.) IN HIGHER EDUCATION: Community College & University Leadership concentration

CORE
• HE 5635: Adult Development and Learning Theories
• HE 5440: College and University Teaching
• HE 6861: American Higher Education
• RES 5000: Research Methods

CONCENTRATION
• HE 5430: Organization and Governance in Higher Education
• HE 5640: College Access and Student Success
• HE 5700: Leadership in Higher Education
• HE 5840: Higher Education Finance
• HE 5990: Ethical and Legal Issues in Higher Education
• HE 5650: Curriculum in Higher Education
• Designated Elective 1 (e.g., HE 6900: Internship)
• Designated Elective 2
MASTER OF ARTS (M.A.) IN HIGHER EDUCATION:
Adult & Developmental Education concentration

• Prepares individuals for professional roles in developmental education, learning assistance, ESL, basic skills, literacy programs, and adult education programs in a variety of settings. Graduates are prepared to excel as:

  ➢ basic skills/developmental education instructors
  ➢ faculty in continuing ed/career tech programs
  ➢ ESOL instructors
  ➢ learning specialists
  ➢ tutorial coordinators
  ➢ professional developers/trainers
  ➢ program directors or coordinators
  ➢ leaders in adult and developmental education
M.A. COURSE REQUIREMENTS

Adult and Developmental Education concentration

CORE
HE 5635: Adult Development and Learning Theories
HE 5440: College and University Teaching
HE 6861: American Higher Education
RES 5000: Research Methods

CONCENTRATION
HE 5090: Adult and Developmental Education
HE 5640: College Access and Student Success
HE 5650: Curriculum in Higher Education
HE 5720: Program Development
HE 5730: Assessment and Evaluation
HE 5740: Learning Assistance in Higher Education
Designated Elective 1 (e.g., HE 6900: Internship)
Designated Elective 2
The following link provides a list of system requirements in order to use our online learning systems, including the 3D virtual world *OpenQwaq*.

http://appedtech.net/requirements/
MINIMUM ADMISSION CRITERIA

• Degree from an accredited college or university
  ➢ M.A. applicants must have a bachelor’s degree
  ➢ Ed.S. applicants are required to have a master’s degree
• Evidence that you will be successful in the program:
  ➢ 3.0 GPA in the last earned degree and official scores from an appropriate admission test

  OR

  ➢ 2.5 GPA in the last earned degree and official scores at the 25th percentile level or above from an appropriate admission test
• For MAT information go to: www.milleranalogies.com
• For GRE information go to: http://www.ets.org/gre
• Testing Center on Appalachian campus offers MAT & GRE computer-based testing (800-355-4084 ext.6801)
  • MAT – Monday, Thursday, Friday and selected Saturdays
  • GRE – Monday – Friday and one Saturday each month
DISTANCE EDUCATION SERVICES

• Program Manager: Bronwen Sheffield

• Library Services

• University Writing Center

• Office of Disability Services

• Discounted Tuition
• Distance Education Tuition & Fees (2015-2016)

In-state

$248 per credit hour
$744 per 3-hour class

Tuition and fees are set annually, and annual increases can be expected

• Each course will vary in requirements for textbooks and other materials or services
FINANCIAL ASSISTANCE

• Loans are available for graduate students who qualify. The free financial aid form – FAFSA – is used; www.fafsa.ed.gov 800-4-FED-AID

• ASU’s Financial Aid Office:
  800-355-4084 ext 2190
  www.financialaid.appstate.edu

• For more information about financial aid, see the College Foundation of North Carolina website at: www.cfnc.org

Program and departmental scholarships are available. For more information, visit http://highered.appstate.edu/assistantships-scholarships
The TuitionPay Monthly Payment Plan is an interest-free alternative to paying your college expenses.

http://www.studentaccounts.appstate.edu/payment-plan

You may break up your college expenses into either four or five equal monthly payments for one term or nine or ten equal monthly payments for both terms (fall and spring).

Not available for summer sessions.
Official (sealed) transcripts from every college where you took a course for credit, including community colleges

Official test scores from the GRE or MAT

Contact information for 3 references (professional and/or academic)

Resume (Include education, military, and work experience. (If you have a gap in your history of four months or more in the last five years, the UNC System policy requires further documentation. Please provide an additional page in your resume with an explanation of the gaps.)
You will need:

- An official transcript mailed directly to the Graduate School from all colleges and universities attended since high school, even if the credits transferred elsewhere.

You do not need to supply transcripts from Appalachian.

If you transferred credits into Appalachian from another college, you will need to arrange for those to be sent.

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>Street Address (for UPS or FedEx)</th>
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</thead>
<tbody>
<tr>
<td>Cratis D. Williams Graduate School</td>
<td>Appalachian Graduate School</td>
</tr>
<tr>
<td>ASU Box 32068</td>
<td>287 Rivers Street, Room 232</td>
</tr>
<tr>
<td>Boone, NC 28608</td>
<td>Boone, NC 28608</td>
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</tbody>
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APPLYING TO THE PROGRAM

Start early! You do not have to complete the application in one sitting. Starting an application early will allow you to receive updates on the cohort, scholarship information, and other announcements.

To begin, go to the following Graduate School site and set up an account. https://www.gradadmissions1.appstate.edu/gradweb/DEFAULT.ASP

Use an email address you can use throughout the application process: Yahoo! e-mail accounts are not permitted
FINALIZING YOUR APPLICATION

• You must successfully “Submit” your application on the last page of the electronic application. Everything does NOT need to arrive at ASU before you submit. Click “Submit” as soon as you have entered your college history/reference information and uploaded your resume (i.e., don’t wait for transcripts or test scores).

• Send your application fee ($55) either online or by mail (mail to: Cratis Williams Graduate School, ASU Box 32068, Boone, NC 28608). Applications cannot be processed until payment is received.

• Make sure your official transcripts and test scores have been ordered.
• Once you have successfully submitted your application and accompanying materials and paid the fee, you should log in to **monitor your application progress** and attend to any missing information (e.g., transcripts, references, test scores, etc.)

• After all application materials are received, your application will go to the department for a decision. The Graduate School will inform you via email when a decision is made and follow up with a mailed letter.
You must **confirm** that you will be enrolling as soon as you receive your admission letter. You will not be able to register until you confirm and your accounts have been set up.

You will receive information by email about how to register for classes. Information, instructions, and assistance for registration will be provided.

**A New Cohort Orientation** will be held approximately one week prior to the beginning of classes for the first meeting of the cohort.
Appalachian’s commencement occurs each May and December.

On- and off-campus students graduate together on the Boone campus.
CONTACTS

Application, registration, orientation, & miscellaneous questions:
Bronwen Sheffield – sheffieldbl@appstate.edu; 800/355-4084 or 828-448-6142

Graduate School - application questions:
Brenda Chambers – gradadmissions@appstate.edu
800/355-4084 ext 2130

Academic content questions:
Dr. Barbara Bonham (ADE cohort advisor)– bonhambs@appstate.edu
800/355-4084 ext 6036

Professor Anthony Jones (CCUL cohort advisor) – jonesap1@appstate.edu
800/355-4084, ext 2287

Financial Aid: 800/355-4084 ext 2190

ASU Testing Center: 800/355-4084 ext 6801

Student Accounts: 800/355-4084 ext 2113
Higher Education Program Website
http://highered.appstate.edu

Facebook Page
Appalachian State University (ASU), Higher Education Program
http://www.facebook.com/pages/Appalachian-State-University-ASU-Higher-Education-Program/307336022652522