

STUDENT'S FIRST NAME: \_\_\_\_\_ STUDENT'S LAST NAME: \_\_\_\_\_ EMPL ID: \_\_\_\_\_

**REQUIRED CORE COURSES**

*Introductory courses should be taken in the beginning of the program and preferably before elective courses.*

**(7 courses; 21 Credits)**

Course No.	Course Title	Credits	Term/Year	Status
PAF 9330	Introduction to US Higher Education	3		
PAF 9120	Public & Nonprofit Management I	3		
PAF 9308	Administrative Services in Colleges & Universities	3		
PAF 9317 <b>OR</b> PAF 9270	Research Seminar <b>OR</b> Data Collection & Description	3		
PAF 9336	Student Affairs in Higher Education	3		
PAF 9339	Financing of Higher Education	3		
PAF 9344	Diversity in Higher Education	3		

**ELECTIVE COURSES**

*Elective courses build on concepts taught in the core classes should be taken after most core requirements are completed. (4 courses; 12 Credits)*

Course Number	Course Title	Credits	Term/Year	Status
PAF		3		
PAF		3		
PAF		3		
PAF		3		

**INTERNSHIP REQUIREMENT\***

*\* Students without at least one year of full-time administrative work experience in higher education are also required to complete an additional 3-credit internship for a total of 39 credits.*

**(1 course; 3 credits)**

Course Number	Course Title	Credits	Term/Year	Status
PAF 9322	Internship in Higher Education	3		

**CAPSTONE REQUIREMENT**

*Should be taken in final semester of the degree program*

**(1 course; 3 credits)**

Course Number	Course Title	Credits	Term/Year	Status
PAF 9390	Capstone Seminar for Educational Administration	3		

**Total No. of Credits required for Degree Completion:**

**36 Credits**

**39 Credits**

**DEGREE SUMMARY:**

<b>Total Core Credits</b>	<b>=</b>	<b>21 credits, 7 classes</b>
<b>Total Elective Credits</b>	<b>=</b>	<b>12 credits, 4 classes</b>
<b>Internship Credits</b>	<b>=</b>	<b>3 credits, only required of some students*</b>
<b>Capstone Credits</b>	<b>=</b>	<b>3 credits, 1 class</b>
<b>Total # of Credits*</b>	<b>=</b>	<b>36-39 credits, 12-13 classes</b> (*depending on Internship Requirement)

**PROGRAM REQUIREMENTS**

*(For students who entered the MEd-HEA program in Fall 2022 or later)*

The MEd is a 36-credit (12 courses) degree program that includes 8 required courses and 4 elective courses. Students without one year of full-time work experience in higher education are also required to complete an additional 3-credit internship for a total of 39 credits.



The Core courses are designed to introduce higher education students to the knowledge and skills necessary for having a broad understanding of the field of higher education.



The required Capstone is the program's culminating class where students demonstrate that they have achieved program and personal learning goals.



Elective courses provide students with the opportunity to delve more deeply into a particular area of interest such as student success and institutional research or further their professional development in selected areas of interest. Electives can be selected from those offered by the Program that are higher education specific or relevant courses offered in the Marxe School, Baruch or CUNY, with prior approval.



HEA students may take courses in the MPA and MIA programs for elective credit with their Advisor's prior approval. MPA and MIA courses listed under Model Programs are already approved.

**NOTES:**

**Advisor Name:**

**Date:**

**Advisor Signature:**

**Student Signature:**