# MSEd in Higher Education Administration

- For additional program information see the School of Public Affairs website

The Masters of Science in Education, Higher Education Administration (MSEd-HEA) prepares students for leadership and supervisory positions in higher education institutions, as well as in advocacy organizations and research centers focused on post-secondary education. The curriculum covers key aspects of college administration, including governing institutions, organizing academic departments and offices, delivering student services, preparing and implementing budgets, managing collective bargaining, and conducting educational research. Contemporary topics are explored, such as online education, change management, and the globalization of higher education. In addition to SPA faculty, senior CUNY administrators teach in the program. Graduates pursue careers as executives, directors, coordinators, and analysts of programs and services.

A total of 36 credits are required for the degree if an internship is not needed. Students without at least one year of administrative work experience in higher education are required to complete a 3 credit internship for a total of 39 credits. There are 21 required credits and 15 elective credits.

Students have two options for completing the 15 elective requirements for the degree. They may complete a set of general higher education and public administration courses, or they may choose a specialization in institutional research and assessment. The specialization is for students looking for a solid grounding in research methods, statistics, learning assessment, and program evaluation. It is designed for those wanting to work in the growing field of university research and assessment as well as for those seeking to be intelligent users of research reports. Students must complete PAF 9170 in the required core if they opt for the specialization. The specialization requires two courses—PAF 9172 and PAF 9325—and the choice of three analytical courses.

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| **Required** (21 - 24 credits) | | |
| PAF 9120 | Public and Nonprofit Management I | 3 credits |
| PAF 9308 | Administrative Services in Colleges and Universities | 3 credits |
| PAF 9317<br>OR<br>PAF 9170 | Research for the Educational Administrator<br>OR<br>Research and Analysis I* | 3 credits |
| PAF 9322 | Internship in Higher Education Administration** | 3 credits** |
| PAF 9330 | Introduction to Higher Education Administration | 3 credits |
| PAF 9336 | Student Services in Higher Education | 3 credits |
| PAF 9339 | The Financing of Higher Education | 3 credits |
| PAF 9390 | Capstone Seminar in Higher Education Administration | 3 credits |
| ***Electives*** (15 credits; select five) | | |
| PAF 9302 | Organizational Behavior in Colleges and Universities | 3 credits |
| PAF 9318 | Educational Policy | 3 credits |
| PAF 9325 | Institutional Research | 3 credits |
| PAF 9332 | Information Systems in Higher Education | 3 credits |
| PAF 9333 | Curriculum and Instruction in Higher Education | 3 credits |
| PAF 9334 | Collective Bargaining in Higher Education | 3 credits |
| PAF 9335 | The Community College | 3 credits |

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| PAF 9337 | Issues in Urban Higher Education | 3 credits |
| PAF 9338 | Higher Education, Politics, and Public Policy | 3 credits |
| PAF 9339 | Selected Topics in Educational Administration | 3 credits |
| **OR** | | |
| **Requirements for the MSEd in Higher Education Administration program with a Specialization in Institutional Research and Assessment** | | |
| ***Required Courses for the Specialization in Institutional Research and Assessment (6 credits)*** | | |
| PAF 9172 | Research and Analysis II | 3 credits |
| PAF 9325 | Institutional Research | 3 credits |
| ***Elective Courses for the Specialization in Institutional Research and Assessment (9 credits; select three)*** | | |
| PAF 9130 | Economic Analysis and Public Policy | 3 credits |
| PAF 9140 | Budgeting and Financial Analysis I | 3 credits |
| PAF 9174 | Program Evaluation | 3 credits |
| PAF 9177 | Selected Topics in Advanced Analytic Methods | 3 credits |
| PAF 9180 | Policy Analysis | 3 credits |
| PAF 9318 | Educational Policy | 3 credits |
| PAF 9332 | Information Systems in Higher Education | 3 credits |

*PAF 9170 is required of students who select the Specialization in Institutional Research and Assessment

**The internship is required of candidates who have less than one year's experience in an administrative position in higher education. A student with such experience may apply for a waiver of this requirement. The students experience will be evaluated by a graduate advisor before an internship waiver is granted. If the internship is required, it is done as field/site work and independent study with hours to be arranged for consultations with a faculty intern advisor.