

**Admissions Procedures for the Higher Education Program**  
**Masters Emphasis in Student Affairs**  
**Doctoral Emphasis in Higher Education Administration**  
(approved 9-14-05)

The mission of the Higher Education program at Iowa State University is to provide the knowledge, concepts and skills for leadership necessary for the study and practice of higher education administration. The program is guided by the missions of Iowa State University, the College of Human Sciences, and the Department of Educational Leadership and Policy Studies and embodies the concepts of the land-grant tradition of teaching, research, and service. The department is dedicated to enhancing the intellectual, cultural, social, and ethical potential of students.

To accomplish these goals, we seek high quality students from diverse backgrounds who are committed to becoming outstanding leaders in higher education and student affairs and who demonstrate a strong dedication to their own professional and personal development. Because of the intensive nature of graduate education and our commitment to excellence in education, the number of students who can be admitted to our program is limited. To insure that all students are given full consideration, the following policies are used to guide our selection process.

1. Admission to the Higher Education program will be limited to insure effective class size and advising loads. The following guidelines have been established.
  - Approximately 25-30 new students will be admitted to the Master's program in Higher Education (Student Affairs) each year.
  - Approximately 10-15 new students will be accepted into the doctoral program in Educational Leadership (Higher Education Administration) each year.Numbers of students admitted to these programs may vary somewhat from these guidelines depending on the number of continuing students, the ongoing advising loads of the faculty, and the number of assistantships available.
2. The Higher Education program will select an Admissions Committee chaired by the Higher Education Program Coordinator for Student Recruitment and consisting of one additional member who works primarily with the student affairs master's program and one additional member who works primarily with the higher education administration doctoral program. Members of this committee will be responsible for recruitment of students to the Higher Education program, communication with prospective students, interviews of prospective students, review of applications, and decisions regarding admission.
3. The Admissions committee will present a list of recommended candidates for admission to the entire Higher Education faculty for approval. Faculty may present arguments in support of or in objection to recommendations of the committee. The faculty must approve recommendations prior to notification of students regarding their status.

4. The Higher Education Program Coordinator for Student Recruitment is authorized to make admissions decisions following the last regularly scheduled faculty meeting in Spring semester. Every attempt will be made to solicit input from Admissions Committee members who may be available to review files and interview candidates during the summer.

### **Higher Education Administration Doctoral Program Admissions Procedures**

1. To insure that students admitted to the Higher Education program are of high quality, all doctoral applicants are **required** to complete a personal interview with at least one member of the Higher Education Admissions Committee. On-campus interviews are preferred so that candidates can also meet current students and better assess their fit with the program; however, if finances or other circumstances preclude a campus visit, a phone or off-site interview can be arranged.
2. To ensure consideration for assistantships, applications for **full-time study** must be **received by January 1**. The Admissions Committee will consider applications during the middle of January. Students will be notified by February 1 of their status. Late applications for full-time study will be accepted and acted on once they are complete. If the maximum number of students have been accepted, eligible students will be placed on a waiting list for consideration should openings occur by virtue of an admitted student choosing not to enroll.
3. Students who wish to pursue **part-time study or who are not interested in applying for assistantships** may apply at any time prior to **August 1**. Their applications will be considered on a space available basis so early application is highly recommended.
4. Students will be admitted or denied admission based on their qualifications, match with the program, and availability and willingness of a Higher Education faculty member to advise the student. Faculty will review the applications of qualified candidates to determine those they are willing and able to advise. These students will then be offered admission.
5. Admitted doctoral students who are interested in obtaining an assistantship are invited to campus for Interview Days, held at the end of February. At that time they will meet current students and faculty, learn more about the program, and interview for assistantships. If Interview Days attendance is impossible, a phone interview or an individual interview at another time may be possible to arrange.
6. Students admitted after January 1 will be made aware of assistantships that are still open or become available after Interview Days and will be responsible for contacting assistantship providers to arrange an interview.
7. A National Council of Graduate Schools resolution specifies April 15 as an agreed-upon date for students to indicate their acceptance of graduate school

offers for the subsequent Fall term. The following link provides specific information:

<http://www.cgsnet.org/PublicationsPolicyRes/resolutions.htm#resolution1>. In accordance with this resolution, students admitted to the Higher Education program may make their acceptance decisions prior to April 15 but will not be required to do so.

### **Higher Education (Student Affairs) Masters Program Admissions Procedures**

1. Applications for the masters program in student affairs must be **received by January 1**. The Admissions Committee will consider applications during the middle of January. Students will be notified by February 1 of their status. Students may be admitted or denied admission based on their qualifications. **Full-time admission to the master's program in student affairs is contingent on the student securing an assistantship in student affairs or a related area on campus. Students who wish to enroll on a part-time basis must be working in student affairs or a related position to be admitted to the program**
2. Master's students may be required to complete a personal interview with a faculty member if the Admissions Committee deems that such an interview would be helpful in providing further information about the candidate's potential for success in the program. All potential master's students are encouraged to visit campus and meet with a member of the Admissions Committee if at all possible.
3. Student who are admitted to the program academically are invited to campus for Interview Days in late February, at which time they will meet current students and faculty, learn more about the program, and interview for assistantships. If Interview Days attendance is impossible, a phone interview or an individual interview at another time may be possible to arrange.
4. Late applications will be accepted and acted on once they are complete. If the maximum number of students have been accepted for the student affairs program, accepted students will be placed on a waiting list for consideration should openings occur by virtue of an admitted student choosing not to enroll.
5. If a program slot does become available in the masters program in student affairs, students on the waiting list will be considered. Eligible candidates who wish to enroll full-time will be referred to assistantship providers with openings to fill. If the student is offered an assistantship, he or she will be admitted to the program. Eligible candidates who wish to enroll part-time who are already employed in a student affairs or related position will be admitted if space is available in the academic program.
6. The Higher Education program welcomes referrals from student affairs practitioners on campus and will take into consideration the recommendations of these practitioners in making their admissions decisions. However, in no case will special consideration be given to students who are seeking admission to a

graduate program in order to accept an already offered graduate assistantship. Students who have assistantship offers will be considered using the same criteria as all other applicants.

7. A National Council of Graduate Schools resolution specifies April 15 as an agreed-upon date for students to indicate their acceptance of graduate school offers for the subsequent Fall term. The following link provides specific information:  
<http://www.cgsnet.org/PublicationsPolicyRes/resolutions.htm#resolution1>. In accordance with this resolution, students admitted to the Higher Education program may make their acceptance decisions prior to April 15 but will not be required to do so.