



Postsecondary Education Administration  
Student Handbook

**Department of Educational Studies, Leadership & Counseling**

Questions pertaining to the program should be directed to

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## **Postsecondary Education Administration Overview**

The Master of Arts in Postsecondary Education Administration (PSE) prepares emerging leaders to become transformational practitioners of higher education and student affairs. The program supports candidates with a desire to move into leadership positions within a two-year or four-year postsecondary educational institution, as well as individuals with an established career in higher education looking for advancement. The core curriculum fosters growth in research, human relations, multicultural inclusion, and leadership theory. A supervised internship offers students opportunities to explore functional areas in higher education from an administrative perspective. Faculty advisors will work closely with students to identify site placement to best serve their personal and professional goals.

### **Mission Statement**

The mission of the PSE program is to develop influential leaders that understand the comprehensive nature of higher education and can apply alternative solutions to contemporary issues within the field.

### **Program Values**

Graduates of the program will be:

- prepared to explore innovative, alternative solutions to contemporary issues within a postsecondary education context;
- focused on service to the profession and to advancing the holistic needs of college students;
- committed to life-long learning and professional growth;
- able to exhibit a diverse worldview and maintain an ethical center; and
- visionary-thinkers in postsecondary-specific competencies.

## Certificates

The PSE program supports four certificate programs designed to equip higher education and student affairs professionals with transferable skills applicable for varying functional areas and institutional types. Certificate programs in College Advising, Higher Education Assessment, Higher Education Management, and Student Affairs are ideal for individuals working in the profession as well as those who desire to enter the profession. Credits completed in any of the four certificate programs can be applied toward the completion of the Master of Arts in Postsecondary Education Administration. Students are required to complete a case study analysis as the exit requirement for certificate programs.

## Case Study Analysis Overview

The case study analysis is the exit requirement for students enrolled in certificate programs. Faculty advisors will provide students with a hypothetical, yet pertinent, case study one semester before their expected graduation date. Students will work closely with their faculty advisor to answer any questions or address concerns about the process. Students will be expected to analyze the situation, and develop a response, while including content learned throughout the certificate program. A response in the form of a report is expected from the case study analysis. The student's faculty advisor may request more than one draft of the report if the original submission does not adequately meet the expectations of the requirement.

## Faculty and Staff

Two full-time professors are primarily responsible for the academic delivery of the program.

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*Research Interests: student diversity, professional values of student affairs*

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<b>Curriculum Schedule for Full-time Status Students (36 credit hours)</b>		
<b>Year 1</b>		
<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
PSE 615: Student Affairs	PSE 616: College Students	*PSE 720: Internship
PSE 700: History	PSE 630: Internalization	
ADM 630: Research Me2eETQQ		



**Process and Requirements**

The PSE Admissions Review Committee welcomes applications on a rolling, year-round basis for the Master of Arts in Postsecondary Education Administration and the four certificate programs: College Advising, Higher Education Assessment, Higher Education Management, and Student Affairs. Applicants must have a baccalaureate degree conferred before being eligible to enroll in graduate school and the PSE program. The steps below are designed to guide prospective students through the admissions process. All admissions requirements can be found by visiting the PSE program webpage at [www.murraystate.edu/pse](http://www.murraystate.edu/pse). It is the responsibility of the applicant to submit and ensure the receipt of **all** admissions materials. A section for frequently asked questions regarding admissions concludes the *Admissions* section of the handbook.

Master of Arts in Postsecondary Education Administration

1. Complete an online

Accept Conditionally – applicant did not submitted all admission materials and/or the committee has

### **Academic Policies & Processes**

All students admitted to the PSE program, including those pursuing a certificate, are required to follow a planned program of graduate study. **Each student will complete a Graduate Program Form and an Academic Plan of study, in collaboration with the advisor, during the first nine weeks of his/her first semester.** The Graduate Program Form can be found on the *Resource Center* webpage of the PSE website. Any subsequent change to either form must be approved by the student's advisor and the program coordinator (if different). The student and program coordinator are responsible for notifying MSU Graduate Admissions of the program changes on an official graduate substitution form available in MyGate. Students have eight years to complete the degree requirements for the academic year in which they entered the program. Failure to complete the program in eight years will result in the academic forfeit of completed credit hours.

Students must maintain a minimum cumulative GPA of 3.0 or better throughout the duration of their academic pursuit in the program. Failure to maintain a cumulative 3.0 GPA will result in the student being placed on academic probation for one semester. The student is responsible for raising his/her GPA to 3.0 or better, while on probation. Failure to increase the cumulative GPA will result in academic dismissal from the program. The student can appeal academic dismissal by contacting the Department Chair, Dr. Samir Patel, in writing at spatel4@murraystate.edu

A graduate course can be repeated, but the original grade will remain on the transcript. In calculating the GPA, a repeated course shall be considered an additional course. Students in the PSE program cannot audit a course. Students struggling in a course can withdraw. The academic transcript will reflect, in the course history, if a student withdraws before the Add/Drop deadline. A student who withdraws from a course before the official last day to withdraw will receive a *W* for the course. Withdrawn courses after the Add/Drop deadline require the permission of the instructo





## Frequently Asked Questions: Academic Policies & Processes

1. How do I contact my assigned advisor?
  - a. Click the *MyGate* link found at the top of the MSU home webpage
  - b. Enter your username and password and click *Log In*
  - c. Click the tab titled *Academics* in the top right on MyGate
  - d. Under *Academic Profile*, select the academic term
  - e. The name of your assigned advisor will appear in the top left of the screen. Click on the envelope icon to the right of the advisor's name to send an email.
    - i. You can retrieve further contact information for your advisor by clicking *Quick Links*, followed by *Find People* on the MSU home webpage.
2. Do I have to physically meet with my academic advisor each semester?
  - a. No. We encourage you to speak with your advisor regularly to develop a close relationship. Once an academic plan has been created, you are knowledgeable about the courses needed and which semester to take those courses.
3. How do I register in MyGate?
  - a. Click *Quick Links*, followed by *MyGate* on the MSU home webpage
  - b. Enter your username and password and click *Log In*
  - c. Click the tab titled *Academics* in the top right on MyGate
  - d. Under *Registration Tools*, click either *Look Up Classes* or *Add or Drop Classes*
    - i. *Look Up Classes* – search the semester course schedule
    - ii. *Add or Drop Classes* –leads to a list of enrolled classes, need the Course Requisition Number (CRN) to add a class, quickest way to drop a class
  - e. Select the term
  - f. Make desired changes
  - g. Click *Submit Changes*
4. How do I print my schedule, view registration and account holds and apply for graduation?
  - a. Click the *MyGate* link found at the top of the MSU home webpage
  - b. Enter your username and password and click *Log In*
  - c. Click the tab titled *Academics* in the top right on MyGate
  - d. Under *Student Links*, the above mentioned inquiries can be performed.
5. Who do I contact for a permission override?
  - a. Contact the instructor of the class and request a permission override. If the instructor consents, you will still need to register for the class in MyGate.
6. Who do I contact if MyGate does not recognize my username and password?
  - a. Contact the Helpdesk at 270-809-2346 or [msu.helpdesk@murraystate.edu](mailto:msu.helpdesk@murraystate.edu)
7. What if my Academic Plan changes?
  - a. Contact your assigned advisor via email to schedule an appointment. Your advisor will help modify the academic plan.

## Suggested Tips for Success

1. **Explore PSE Areas -**

3. **Develop a Close Relationship with Your Advisor** – Advisors are your guide through the program. Advisors will help you complete programmatic requirements as well as look for professional development opportunities.
4. **Know Why You Chose PSE as Career Field** – You chose this exciting career field for one or more reasons. It is natural to question this decision when faced with academic challenges and personal demands. A clear purpose statement for choosing PSE as a career pathway will help you remain focused during the difficult times.
5. **Don't Fear Growth** – Few students enter a graduate level program with adequate competencies in reading, writing and research. PSE faculty will offer you valuable feedback to help develop those competencies. Welcome feedback as part of the growth process.
6. **Respect Deadlines** – deadlines are in place to guide you through the program. A healthy reverence for deadlines will ensure you are progressing toward graduation.
7. **Get Involved** –engagement is a strategy for growth, as commonly messaged by PSE professionals. PSE faculty will encourage you to volunteer around campus, seek involvement with state and national associations, participate in APEAL, attend professional development opportunities (e.g. campus trainings, workshops and conferences) and work with faculty to recruit and promote the PSE program.
8. **Read, Read, Read** – the field of PSE is rich with research and ever-changing trends and issues. Commit yourself to visit a few select websites and journals daily. Your advisor, professors, librarian, and personnel in the PSE field can help you identify a reading list that will advance your knowledge of the profession.