# Student Affairs Administration in Higher Education: On-Campus - Master of Science in Education

An innovative and traditional small cohort program that includes graduate assistantships and internships at UW-La Crosse, Viterbo University, and Western Technical College.

## Program requirements

### Admission

Admission to graduate study does not constitute admission to the Student Affairs Administration in Higher Education Master of Science in Education Program. Priority application deadline is February 1 each year. The application process for the SAA M.S.Ed. Program consists of three parts:

1. The UW System online application  (https://apply.wisconsin.edu) along with official transcripts sent to UWL admissions office from all institutions of higher education previously attended.
2. The SAA application, which includes:
   a. Resume
   b. Essay (see program website (https://www.uwlax.edu/grad/student-affairs-administration/admissions) for specific instructions)
   c. SAA Applicant Waiver Form
   d. Reference forms submitted by two references
3. Finalists may be invited to participate in an interview for the academic program. Interviews with SAA faculty may take place on campus, by phone, or via virtual meeting options.

*Enrollment in SAA courses is restricted to graduate students in the SAA Program, unless given special permission by the department chair.*

*Students in the SAA M.S.Ed. Program are expected to complete supervised field experience throughout the program. On-campus (at UWL) and blended program students (at UW-River Falls) generally meet this requirement by being selected for a relevant graduate assistantship or internship. Online program students may meet this requirement by working full-time in the field or being selected for a graduate internship at one of our partner campuses.*

## Curriculum

36 credits

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAA 700</td>
<td>Professional and Ethical Foundations in Student Affairs</td>
<td>3</td>
</tr>
<tr>
<td>SAA 702</td>
<td>Student Development Theory</td>
<td>3</td>
</tr>
<tr>
<td>SAA 704</td>
<td>Leadership and Organizational Theories</td>
<td>3</td>
</tr>
<tr>
<td>SAA 705</td>
<td>Higher Education Values, Philosophy, and History</td>
<td>3</td>
</tr>
<tr>
<td>SAA 706</td>
<td>Advising and Supporting</td>
<td>3</td>
</tr>
<tr>
<td>SAA 708</td>
<td>Social Justice and Inclusion</td>
<td>3</td>
</tr>
<tr>
<td>SAA 730</td>
<td>Law, Policy, and Governance in Student Affairs</td>
<td>3</td>
</tr>
<tr>
<td>SAA 760</td>
<td>Administration of Human and Organizational Resources</td>
<td>3</td>
</tr>
</tbody>
</table>

### Assessment and research

- SAA 765: Assessment and Evaluation in Student Affairs 3
- SAA 780: Capstone Research and Proposal 3
- SAA 790: Capstone Seminar in Student Affairs Administration 3

### Topics/Field experience

- SAA 720: Special Topics in Student Affairs Administration 1
- SAA 775: Student Affairs Practicum 1
- SAA 720 or SAA 775: Special Topics in Student Affairs Administration 1

Total Credits 36

1 Course requires students to work at least 50% time in student affairs/higher education setting. See also the field experience requirement.

## Field experience

In addition to completing required coursework, students are required to engage in ongoing supervised practice. Some students will meet this requirement through a graduate assistantship or internship in a student or academic affairs setting. These positions are generally 20 hours per week for two academic years. Some students will meet this requirement by working at least 50% time in the field of student affairs in higher education. Additional information is available on the program website: www.uwlax.edu/saa.

## Degree requirements

### Graduate degree requirements

After being admitted to the program of one’s choice, candidates for a graduate degree must:

1. Complete any preliminary course work and deficiencies.
2. Complete all courses and other program requirements, including residence requirements prescribed for the degree desired in the respective school or college within a seven-year period from the date of initial enrollment.
3. Earn a minimum of 30 credits for a master’s degree; 54 credits for a doctorate or post-master’s degree. Earn at least one-half of the minimum number of credits required in the program in graduate-only level courses (700, 800, 900, and non-slash 600 level courses).
4. Earn a cumulative grade point average of at least 3.00.
5. Satisfy dissertation, thesis, seminar paper, terminal/graduate projects and internships, or comprehensive examination, where applicable. A dissertation or thesis approved by the committee must be submitted to the Director of Graduate Studies for approval at least two weeks before commencement. Ordinarily, a seminar paper or project report does not have to be approved by the Director of Graduate Studies. However, if the seminar paper or project report is to be archived in Murphy Library, the student must follow the same rules as they apply to the dissertation/thesis requiring approval from the Director of Graduate Studies. For further research/dissertation/thesis guidelines (https://www.uwlax.edu/graduate-studies), see the Office of Graduate Studies.
6. File a completed "Intent to Graduate" form online via the WINGS Student Center immediately following registration for the final
semester or summer term in residence. December graduates and winter intersession should file by May 1. May and summer graduates should file by December 1.

7. Pay the graduation fee and remove all other indebtedness to the university. Payment of graduation fees does not imply readiness for graduation and does not take the place of applying for graduation.

8. Complete all requirements within 30 days after the official ending date of a term in order for a degree to be awarded for that term. (See #5 above for separate deadline for written capstone experience.)