Department of Educational Administration and Policy Studies
University at Albany, State University of New York

Student Guide to the
Master of Science Degree Program

December 2014
**Introduction**

**Special note to students seeking New York State certification in school leadership:** The MS degree program delineated in this guide is not designed to lead to New York State certification as a School Building Leader, School District Business Leader, or School District Leader. Students seeking New York State school leadership certification should refer to the guide on the Advanced Graduate Certificate programs offered by EAPS.

This document is a guide for students in the MS degree program in the Department of Educational Administration and Policy Studies (EAPS) at U-Albany. This guide addresses the following requirements and regulations:

- Core Courses
- Concentration Courses
- Support Discipline Courses
- Electives
- Internship (optional)
- Research Requirement
- Transfer Credit and Residency Requirement
- Academic Standards
- Statute of Limitations

**Core Course Requirements**

The core requirements consist of three courses which must be completed by all MS degree students in EAPS:

EAPS 600  Introduction to Organizational Analysis  
EAPS 601  Introduction to Social Analysis  
EAPS 614  Quantitative Methods

Students must satisfy the department’s statistics requirement by passing EAPS 614, by completing an approved equivalent quantitative research methods course with a grade of "B" or better, or by passing a research methods qualifying examination based upon the cumulative final examination of EAPS 614.
Concentration

At least 9 credits of course work in the MS degree program must be completed in a concentration area. The Department offers three concentrations of study:

**Educational Policy**
This concentration provides students with a working knowledge of social science and philosophical approaches to policy adoption and implementation. It is suitable for students preparing for education policy and leadership roles in government, policy positions in research and advocacy organizations, and university faculty positions.

**Higher Education Leadership**
This concentration prepares students for leadership, policy and faculty positions in post-secondary and related institutions. It may also be used to prepare for leadership and staff positions in adult and continuing education programs in other educational, business, industrial, and labor organizations.

**School Leadership**
This concentration prepares students for leadership positions in preschool, elementary, and secondary schools, and university faculty appointments in the area of school leadership. As noted above, the MS degree is not designed for students who seek New York State certification in school leadership. The EAPS Advanced Graduate Certificate programs (see separate guide) are designed for students who seek New York State school leadership certification.

Support Disciplines

The study of educational administration and policy requires the use of many concepts drawn from the social and behavioral sciences. In order to ensure that students understand social science concepts and insights, the Department requires a minimum of 12 credits in appropriate course work. Examples of courses that satisfy this requirement are listed below. This is not an exclusive or exhaustive list.

EAPS 500 US Educational Governance, Policy, and Administration
EAPS 570 Introduction to Law and Education
EAPS 602 Economics of Education
EAPS 604 Macro-Sociology of Education and Administration
EAPS 605 Micro-Sociology of Education and Administration
EAPS 606 Ethics and Education
Other appropriate social science courses offered by EAPS, other departments, or other institutions may also fulfill the support disciplines requirement. All courses on the student’s MS program plan must be approved by the student’s advisor and the EAPS Curriculum Committee.

**Electives**

Elective courses should support the student’s concentration and are not unrestricted choices; electives should be selected in consultation with the academic advisor. The student must complete a minimum of 9 credits in this category.

**Internship**

**Note:** The internship requirements for the MS degree delineated below do not apply to students seeking New York State school leadership certification. Students who seek such certification should be enrolled in one of the EAPS Advanced Graduate Certificate (AGC) programs and participate in the year-long internship course sequence of the AGC program (see separate AGC guide).

While not required, an internship may be included in the MS degree program for the purposes of enhancing the student’s academic and professional development. Upon approval of the advisor and Curriculum Committee, the internship typically qualifies as a course in the electives category of the MS degree program plan. The student, advisor, and Coordinator of Field Experiences determine the specific internship experience that would be beneficial for the student’s program of study. The student then produces an internship plan which is submitted for approval by the advisor, Coordinator of Field Experiences, and Curriculum Committee. The plan must specify the roles and responsibilities of the intern,
dates and hours to be devoted to the internship, and projects to be completed by
the intern. The plan must show a minimum of 300 hours.

The student should apply to the Coordinator of Field Experiences at least two
months before the start of the semester during which the internship experience is
anticipated. The required internship forms (an application and an internship
agreement) are available on the EAPS website or from the Department. The
Department Coordinator of Field Experiences works with the student and
internship site personnel to finalize an appropriate internship experience.

The internship is typically arranged after the student has completed at least 27
credits of his or her program, of which a minimum of 15 credits must have been
completed in the EAPS department. Students must have a grade point average
of “B” or better in the MS degree program in order to complete the internship.

**Research Requirement**

The fulfillment of the research requirement is the culmination of the MS degree
program. Students may select a non-thesis or thesis option to meet the
requirement. Students must have a grade point average of “B” or better in the
MS degree program in order to complete the research requirement.

**Non-thesis option.** Students who select this option must complete EAPS 680
Seminar in Educational Administration. Each student is expected to complete a
major research paper on a topic in educational leadership and policy. The
project should demonstrate the student’s ability to utilize one or more research
tools.

**Thesis option.** Students who select the thesis option must complete EAPS 699,
Master’s Thesis, for 3 to 6 credits. Regulations concerning the preparation and
submission of a Master’s thesis are in the U-Albany Graduate Bulletin.

**Research Involving Human Participants** Federal, state, and university
regulations require prior approval of all plans for research involving human
participants. All research involving human participants (including class projects
and theses) must be approved by the U-Albany Institutional Review Board (IRB)
prior to conducting the research. Further information and requirements are
available from the U-Albany Office for Research.

**Transfer Credit and Advanced Standing**

Applicants who have completed graduate coursework elsewhere, may apply for
admission with advanced standing or transfer credit. A maximum of 12 credits
may be awarded in the form of advanced standing or transfer credit.
Upon recommendation of the student's advisor and concurrence of the Curriculum Committee, courses completed outside the Department in which the student receives a grade of “B” or better and which are comparable to Department graduate courses, may be accepted for credit toward the MS degree. Courses completed more than 10 years prior to the semester in which the student is admitted to the MS degree program undergo special scrutiny by the advisor and Curriculum Committee.

Students who wish to apply for credit for graduate courses completed prior to the EAPS MS degree program must submit the Advanced Standing or Transfer Credit form to the advisor and Curriculum Committee for approval. “Advanced Standing” refers to graduate courses completed as part of a prior degree that has been received by the student. “Transfer Credit” is awarded for graduate courses completed elsewhere that did not culminate in a degree. Additional information on advanced standing and transfer credit policies and the requisite forms are available on the EAPS website or from the Department.

**Academic Standards**

As noted above, students must have a grade point average of “B” or better in the MS degree program in order to be eligible to complete the research requirement (EAPS 680 or EAPS 699) and the internship (EAPS 895). Students must also have a grade point average of “B” or better in the MS degree program in order to receive the MS degree.

The candidacy of a student who receives a grade of “U” (Unsatisfactory) in EAPS 680, EAPS 699, or EAPS 895 is terminated unless an exception is recommended by the Department. Such students may not register for further study unless reinstated.

**Statute of Limitations**

All requirements for the MS degree must be completed within six calendar years from the date of initial registration in the program, unless an extension is granted. This provision applies equally to students who enter with or without advanced standing or transfer credit.