



Oregon State University College of Education

Ed.M., Adult & Higher Education Certificate, Instructional Design Policy Manual

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The following policies govern the Adult & Higher Education (AHE) Ed.M. (Cohort 21), certificate in Instructional Design (Cohort 3), M.A. in Interdisciplinary Studies for AHE disciplines, and AHE minor graduate programs for students starting in Fall 2022 and later.

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Program Overview

AHE Master's Degree

Degree Purpose: To develop the competencies to serve adult learners in diverse contexts

[Program Learning Outcomes](#)

Core Courses: 36 credits

Internship: 5 credits of internship, practical focused

Final Project: 4 credits

Total Credits: 45

Course Sequence & Timeline for Degree Completion

Most students complete the Ed.M. on a part-time basis in two years, including summer during the first year. This prepares students for graduation by spring term of the second year.

[Sample Plan for Ed.M. Students](#)

Master's of Art in Interdisciplinary Studies (MAIS) Requirements

Students who wish to pursue Adult & Higher Education as their secondary, or tertiary field of study should note that the Graduate School requires nine credits in each of the fields of study.

The program is not accepting students to select AHE as a primary discipline for the 2022-23 academic year. Students are encouraged to choose between the following courses:

AHE 553 Adult Learning & Development

AHE 533 Needs Assessment & Research (can be applied to research methods requirement)

AHE 531 Instructional Design

AHE 547 Instructional Strategies for Adult Learners

AHE 522, 523, 524, 525 Instructional Technology I-IV (total of 4 credits)

AHE 532 Program Evaluation

Certificate in Instructional Design

Degree Purpose: To provide applied skills and knowledge for designing, implementing and assessing educational programs in a variety of formats (in-person, online and hybrid).

[Certificate Learning Outcomes](#)

Total Credits: 20

Course Sequence & Timeline for Degree Completion

Most students complete the certificate on a part-time basis in one year, including summer.

[Sample Plan for Certificate Students](#)

Transferring Coursework to the Ed.M. Degree

Instructional Design Certificate students may apply to the Ed.M. at any time after admission.

Application materials must be received at least 6 weeks prior to the end of the summer-term

courses. The Program Lead will initiate the application process. Students wishing to transfer to the Ed.M. will be required to submit the remaining application items not previously submitted for the certificate. Grades in current AHE coursework will be considered when reviewing applications. Admission to the Certificate does not guarantee admission to the Ed.M.

Transferring from the Certificate into the Ed.M. will change the degree path for a student. Students who complete the Ed.M. will show only the Ed.M. in Adult & Higher Education on their transcripts and diploma.

AHE Minor

Purpose: To provide skills and knowledge focusing on organization development and training, workforce development, and workplace development.

Total Credits: 16

[Required coursework](#)

Graduate School Policies

All requirements of the Graduate School are included as links throughout the handbook. It is the expected that graduate students will review and meet the most updated policies.

Ed.M. & ID Certificate Program Benchmarks

Year One

Fall	Winter	Spring	Summer
Orientation (September): Participate in online requirements prior to the start of the fall term.		Program of Study (March-April): Submit approved Program of Study with committee members' e-signatures to Graduate School.	Certificate Students Apply to Graduate (June) Ed.M. Internship (August): Secure an internship of interest with support and approval from Primary Advisor by end of term.

Year Two: Ed.M. only

Fall	Winter	Spring	
Internship (September): Begin internship Begin capstone		Apply to Graduate (April) Capstone Defense (June):	

(September): Begin capstone series		Present and defend Capstone project	
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Committee Membership

Certificate Committee

Certificate students are not required to have a committee.

AHE Minor Committee

The Graduate School requires students wishing to obtain a minor in AHE find a member of the AHE faculty willing to serve on their graduate committee.

Master's Degree Committee

The committee is comprised of the core faculty. This includes the primary advisor/committee chair and an additional faculty member that will be assigned to the committee.

MAIS Committee

The MAIS program requires students to find a member of the AHE faculty willing to serve on their graduate committee as a representative of the AHE discipline. If AHE is the primary discipline, an AHE faculty member is required to chair the committee.

Program of Study

Overview: The Program of Study (POS) documents the completed and planned course sequence, per the [Graduate School policy](#).

Action Steps for Ed.M. & ID Certificate:

- Program Lead will provide instructions during Winter or Spring term, year one on completing the POS.
- Login and complete the [Digital POS](#).
- Gain approval of POS from AHE Program Lead.
- Submit POS to route for e-signatures of committee members and submission to the Graduate School.

MAIS & AHE Minor students should refer to their primary advisor for guidance on their POS.

Internship (AHE Ed.M.)

Overview: Ed.M. students will complete a 5-credit practice-based internship opportunity that expands exposure to an area of higher education, adult learning, training & development, and/or instructional design.

Action Steps:

- Meet with Primary Advisor to discuss interests and identify possible internship opportunities.
- Contact possible internship supervisor(s) to discuss internship expectations, timing, activities, and other details.
- Register for AHE 510 and select appropriate number of credits
- Secure approval for internship by submitting signed Internship Agreement Form to AHE 510 Canvas site.
- Fulfill internship responsibilities, as established in the Internship Agreement, for a total of 5 credits (150 hours).

Capstone Defense (Final Examination) (AHE Ed.M)

Overview: The capstone defense, which the Graduate School refers to as Final Examination, is the presentation and defense of the capstone. It is disseminated as a written executive summary and recorded presentation, which are provided to your committee. It also demonstrates mastery of subject material and research capacities, per the [Graduate School policy](#) (see “Final Examination” section).

Role of Major Professor: The AHE Primary Advisor is what the Graduate School refers to as Major Professor. Within AHE, the Primary Advisor is a facilitator of learning who supports students’ progress towards their educational and professional goals (including internships), provides mentorship, and ensures that the Capstone project and examination process are completed in a timely and rigorous manner. Should a situation require changing a Major Professor, the student must contact the Program Chair and Program Lead, providing rationale for the change. Requests to change advisors are not guaranteed.

Action Steps:

- Register for AHE 506 during Fall, Winter, and Spring terms of the second year.
- Program Lead will contact students during the Winter or Spring term with instructions on filing a [diploma application](#) prior to the deadline.
- Upon receipt of instructions from the Program Lead, complete the [exam scheduling form](#).
- Submit the written executive summary and recorded presentation with guidance from the primary advisor. This will be distributed to the committee for review.
- Upon passing the defense, electronically sign the paperwork that is emailed through Docusign.

Course Enrollment Policies

(see “Policies” tab)

Continuous Enrollment Policy

The Graduate School requires enrollment of a minimum of three graduate credit hours each quarter until completion. Upon admission to the program, it is expected that each student will enroll at OSU for all required courses in the AHE program following the cohort model. The OSU Schedule of Classes is available online and contains academic regulations and registration procedures that apply to all students in the university, as well as the final examination week schedule. It is your responsibility to register for the appropriate number of credits that may be required for any funding eligibility and/or to meet the requirements of the continuous enrollment policy.

Students are responsible for staying current on registration requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran’s).

Unauthorized Break in Registration

The Graduate School determines that degree seeking graduate students who take an unauthorized break in registration relinquish graduate standing at the University. Should a student wish to be reinstated, AHE policy requires reapplication during the next admission cycle and the application will be reviewed amongst current applications, with consideration for previous academic progress when previously enrolled. In addition to grade requirements, academic progress will include responses to previous correspondence with the faculty in a timely and satisfactory manner and meeting coursework and program deadlines. A reapplication does not ensure admittance to the program.

Leave of Absence

Leave of Absence status is available to eligible students who need to suspend their program of study for good cause. Students who desire a leave of absence will work with their major professor, department chair, and the Graduate School to arrange authorized leave. The [Leave of Absence Request Form](#) must be received by the Graduate School at least 15 working days prior to the first day of the term involved. Family Medical Leave (FML) may be granted at any point during a term. FML inquiries should be directed to medical.leave@oregonstate.edu.

Students should refer to the Graduate School [policies](#) (see “policies” tab) when requesting leave, including duration of leave allowed.

AHE cannot guarantee that the required coursework will be available to a student granted a leave of absence and returning to the program.

Grading Policies

Students are expected to abide by the [grade requirements](#) of the Graduate School, including:

- Maintaining a 3.0 grade average overall, with a C or better in all required courses
- Maintaining a 3.0 grade average for courses in the program of study filed with the Graduate School

Incomplete Courses

When a requirement of a course has not been completed for reasons acceptable to the instructor and the rest of the academic work is passing, a report of “I” (Incomplete) may be made and additional time granted. The “I” is only granted at the discretion of the instructor and a contract should be drafted between the student and instructor. It is the student’s responsibility to see that “I” grades are removed within the allotted time. The AHE program abides by all requirements outlined in the OSU Incomplete Policy.

Satisfactory Progress & Plans of Assistance

Students who are not meeting the grade requirements outlined above or are not making adequate progress on their coursework and/or Capstone project may require a plan of assistance between the Primary Advisor and the student. This will help to ensure the timely and successful completion of students’ programs. The contract process is typically initiated by Primary Advisor, signed by both the student and Primary Advisor, and may be reviewed by the Program Chair. The plan will specify the following:

- Modes (i.e., email, phone) and frequency of required communication
- Assignments/tasks due with specific dates and times
- Expected standards for written work

Failure to comply with a plan of assistance could result in dismissal from the program. The Primary Advisor will communicate with the Graduate School about dismissal.

College of Education Student Grievance & Escalation Guidance

The following grievance procedures are for matters that do not comply with OSU’s existing policies related to (a) academic decisions (i.e., grading) and (b) academic dishonesty. For these circumstances, the [OSU policy](#) should be followed. For other circumstances, students should refer to the following:

In the College of Education, programs should first confer with the faculty member with whom they have a potential conflict to discuss their concerns and work toward a resolution of this conflict. Should the student be unable to address this issue with the faculty member in question or find the resolution of the issue with the faculty member to be unsatisfactory, the student should proceed in bringing the matter to the program chair for potential resolution. Should the issue still persist or not be addressed fully by the program chair, the student should then bring the concern to the Associate Dean for Academic Affairs. If the student is unable to address or resolve the issue through the assistance of the Associate Dean, the student can then bring the issue to the Dean of the College of Education. If none of these levels of recourse resolve the issue for the student, the student should then approach

the Associate Dean at the Graduate School. In addition, undergraduate and graduate students can also seek the counsel of the Office of Advocacy through ASOSU throughout this process.

Program Contact Information

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