The following policies govern the Adult & Higher Education (AHE) Ed.M. (Cohort 20), certificate in Instructional Design (Cohort 2), M.A. in Interdisciplinary Studies for AHE disciplines, and AHE minor graduate programs for students starting in Fall 2021 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 2021-22 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.

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### Ed.M. & ID Certificate Program Benchmarks

**Year One**

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<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
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<tr>
<td></td>
<td>Orientation (September):</td>
<td></td>
<td>Program of Study (March-April):</td>
<td>Certificate Students Apply to Graduate (June)</td>
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<td></td>
<td>Participate in online requirements prior to the start of the fall term.</td>
<td></td>
<td>Submit approved Program of Study with committee members’ e-signatures to Graduate School.</td>
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**Year Two: Ed.M. only**

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<tr>
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<th>Fall</th>
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<tr>
<td></td>
<td>Internship (September):</td>
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<td>Capstone Defense (June):</td>
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<tr>
<td></td>
<td>Begin internship</td>
<td></td>
<td>Present and defend Capstone project</td>
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<tr>
<td></td>
<td>Begin capstone</td>
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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 default 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 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 your 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).

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.
- Confirm address and phone number on file with the Program Lead, who will complete the Exam Scheduling Form on behalf of the student during Winter or Spring term.
- 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.

**Plans of Assistance**

To ensure the timely and successful completion of students’ programs, it may be required to create a plan of assistance between Primary Advisor and a student. 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.

### Program Contact Information

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<tr>
<th>Name</th>
<th>Title</th>
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