University of San Diego
SCHOOL OF LEADERSHIP AND EDUCATION SCIENCES
Leadership Studies

HANDBOOK FOR
Master of Arts
in Higher Education Leadership
2013-2014

Mother Rosalie Hill Hall, West Terrace Entrance & Fountain

Dear Student,

It is my pleasure to welcome you to the Master's Program in Higher Education Leadership. We are a unique multidisciplinary program focused on the teaching and practice of leadership. Our classes and all other department activities aim at integrating theory and practice to help you develop as a leader and support you in your life-long leadership journey. We care deeply about our students and their success and look forward to working with you.

The information in this Handbook builds on the requirements described in the *Graduate Bulletin* and the *SOLES Graduate Student Policies* that provide you with information that is essential as you progress through your master's program. This Handbook has additional information and requirements specific to the School of Leadership and Education Sciences policies and procedures. All policies and procedures described in this Handbook are applicable to all students who enter the program in the 2011-2012 academic year. Please familiarize yourself with this material and feel free to contact your program advisor if you have any questions.

On behalf of the faculty and myself, welcome to the Department of Leadership Studies. We wish you success.

Afsaneh Nahavandi
Chair, Department of Leadership Studies

TABLE OF CONTENTS

IMPORTANT NOTICE **3**

FREQUENTLY ASKED QUESTIONS **4**

IMPORTANT PHONE NUMBERS, EMAILS & WEBSITES **5**

PROGRAM COMPONENTS **9**

INTERNATIONAL EXPERIENCE ERROR! BOOKMARK NOT DEFINED.

EXIT REQUIREMENT DESCRIPTIONS **13**

POLICES AND PROCEDURES **15**

ACADEMIC ADVISORS: 15
LISTSERV: 15
PROGRAM PLANNING: 15
STUDENT FORMS: 15
REGISTRATION PROCEDURES: 16
CHANGE OF ADDRESS: 16
CHANGE OF NAME: 17
CREDIT AND GRADING SYSTEM: 17
SUBSTITUTION/WAIVER OF GRADUATION REQUIREMENTS: 17
GRADUATE ACADEMIC CALENDAR: 17
SOLES GRADUATE STUDENT POLICIES: 17

THESIS DESCRIPTION **18**

PROGRAM PLANNING FORM **19**

STUDENT FORMS **20**

IMPORTANT NOTICE

This handbook serves as a supplement to the University of San Diego 2013-2015 *Graduate Bulletin* and the *SOLES Graduate Student Policies*. Policies and procedures outlined in the *Graduate Bulletin*, the *SOLES Graduate Student Policies* and in this handbook are applicable to all master's students who enter the program in 2013. The policies in this handbook are subject to change. Students will be informed of revisions via your USD email address.

Forms discussed in this handbook are available online via our website. Completed forms should be returned to the Leadership Studies office. On occasion, forms may be updated.

Questions about master's program procedures, forms, or other administrative matters should be addressed to the Leadership Studies office: 619-260-4637 or leadershipstudies@sandiego.edu.

FREQUENTLY ASKED QUESTIONS

1. What is the main campus telephone number for USD?
(619) 260-4600. All USD phone numbers begin with 260, although some fax numbers begin with 849.

2. How do I contact the Department Assistant?
Email Heather Gibb at heatherg@sandiego.edu or by calling (619) 260-4637.

3. How do I find out what classes are being offered each semester?
Go to http://my.sandiego.edu and, (1) Select the One Stop Services tab, (2) Click on the "Course Schedule" link, (3) Select the Term and hit "Submit", (4) Search for classes *(hint: to find all the courses our department offers in that term, use **LEAD** as the "Subject Code"*)

4. How do I get in touch with the faculty?
Each faculty member's e-mail address is located on both the USD website (find people) and the SOLES website (http://www.sandiego.edu/soles/directory/).

5. What is the policy on dropping or adding a class?
Please refer to the graduate bulletin and **SOLES Graduate Student Policies, which can be found on our website at** http://www.sandiego.edu/soles/gateways/current-students/handbooks-forms-policies/**,** on this policy and other important procedures.

6. How do I find where my classroom is located?
This information is listed on the Class Schedule. See Question #3 above.

7. Do I need a USD email account?
Yes, all students should obtain a USD email account upon initial registration. This user account will also allow you access to view your grades, class schedules and pay your student bill on line through http://my.sandiego.edu. It is very important to check your USD email account frequently because it is often the only way you will receive important program and university information and updates.

8. How do I get questions answered about Financial Aid?
If you are receiving Financial Aid directly from SOLES (i.e.: SOLES Loan or SOLES scholarship) contact the Dean's office at (619) 260-7475.

Questions about federal or other Financial Aid should be directed to the One Stop Student Center at (619) 260-2700 or via their website: http://www.sandiego.edu/financial_aid/

9. How do I get billing questions answered?
All Graduate students can obtain student account information by logging into their http://my.sandiego.edu account. Questions about your student account should be directed to the One Stop Student Center. The One Stop is located on the bottom level of the Hahn University Center, room 126. Metered parking is available adjacent to the center.

IMPORTANT PHONE NUMBERS, EMAILS & WEBSITES

For appointments, students need to call their advisors directly. For an appointment with the Leadership Studies Department Chair students may contact the departmental Executive Assistant by emailing leadershipstudies@sandiego.edu or at 619-260-4637.

Leadership Studies Faculty and Administration

Paula Cordeiro, Ed.D., Dean	260-4540	cordeiro@sandiego.edu
Amanada Vargas Corona, Executive Asst., Nonprofit	260-7442	amanadacorona@sandiego.edu
Cheryl Getz, Ed.D., Ed.D.	260-4289	cgetz@sandiego.edu
Laura Deitrick, PhD, Director, Caster Center	260-2903	lauradeitrick@sandiego.edu
Robert Donmoyer, PhD	260-7445	donmoyer@sandiego.edu
Fred Galloway, Ed.D.	260-7435	galloway@sandiego.edu
Beth Garofalo, M.Ed., Associate Director	260-7790	bethg@sandiego.edu
Steve Gelb, PhD	260-4839	sgelb@sandiego.edu
Heather Gibb, Executive Asst., Leadership Studies	260-4637	heatherg@sandiego.edu
Zachary Green, PhD	260-7670	zgreen@sandiego.edu
David Herrera, Ed.D.	260-7418	davidherrera@sandiego.edu
Lea Hubbard, PhD	260-7818	lhubbard@sandiego.edu
Frank Kemerer, PhD	260-7789	fkemerer@sandiego.edu
Pat Libby, M.S., Dir, Institute for NP Ed & Rsch	260-7782	plibby@sandiego.edu
Rose Linda Martinez, Ed.D. Co-director ELDA	260-4213	martinez@sandiego.edu
Mary McDonald, PhD	260-2747	marymc@sandiego.edu
JoAnn Raimond Minor, Executive Asst., ELDA	260-8839	joannm@sandiego.edu
Sr. Terri Monroe, Ed.D.	260-4291	tmonroe@sandiego.edu
Afsaneh Nahavandi, PhD, Department Chair	260-4181	anahavandi@sandiego.edu
Christopher Newman, PhD	260-8896	cnewman@sandiego.edu
George Reed, PhD	260-7444	george.reed@sandiego.edu
Richard Thome, M.S., Co-director ELDA	260-7839	thomer@sandiego.edu
Teresa VanHorn, Field Experiences	260-4760	tvanhorn@sandiego.edu
Jennifer Yebba, Asst. Dir., Institute for NP Ed & Rsch	260-2918	jyebba@sandiego.edu

School of Leadership and Education Sciences

Receptionist	260-4538
Dean's Office	260-4540

USD Frequently Visited Departments

Bookstore	260-4551	http://www.usdbookstore.com/
Campus Information/Operator	260-4600	
Copley Library (Reference Desk)	260-4675	http://marian.sandiego.edu/
One Stop Student Center (Financial Aid, Registrar, Student Accounts)	260-2700	onestop@sandiego.edu or http://www.sandiego.edu/onestop
Writing Center	260-4581	http://www.sandiego.edu/cas/english/writing_center/

Department Website http://www.sandiego.edu/soles/departments/leadership-studies/

SOLES Current Students Web http://www.sandiego.edu/soles/gateways/current-students/

PART I

PROGRAM COMPONENTS

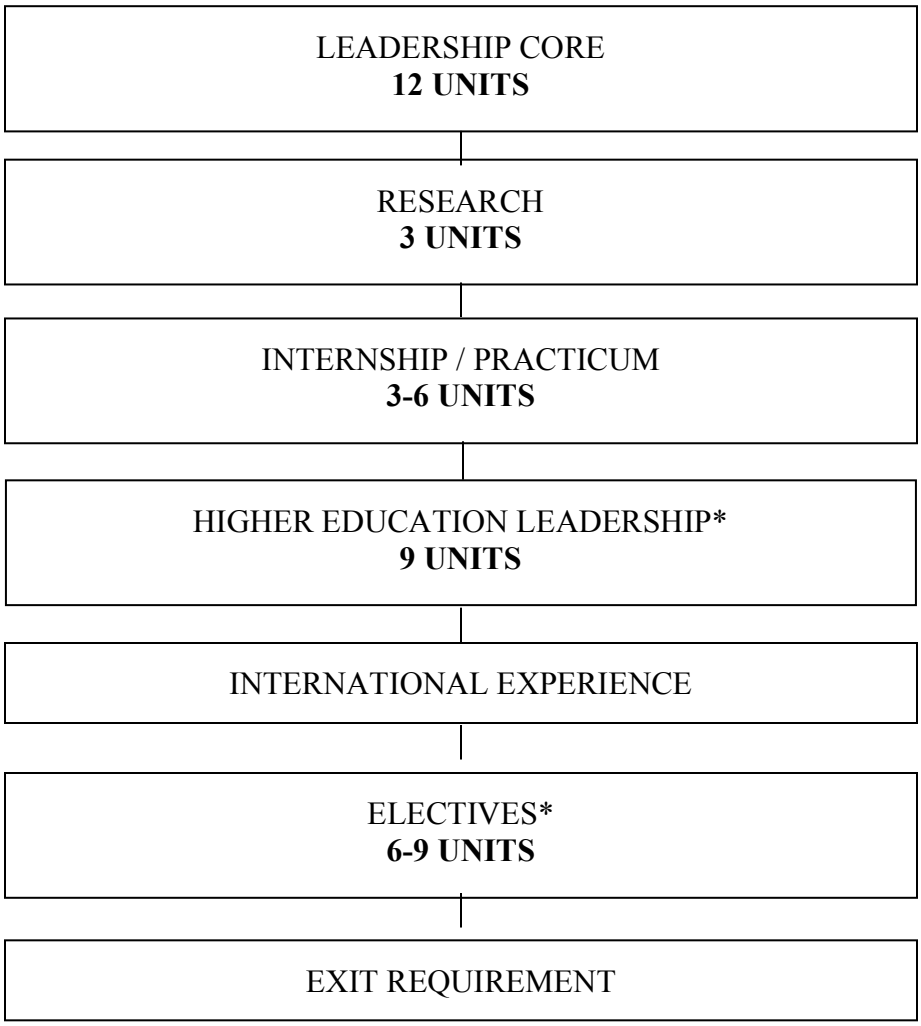
MASTER OF ARTS IN HIGHER EDUCATION LEADERSHIP

(36 units)

The 36-unit Master of Arts degree in Higher Education Leadership is designed for professionals working in, or those who have a career preference for, postsecondary education. This program prepares students for a wide range of postsecondary professional positions, including those in community colleges, four-year public and private colleges and universities, and student affairs positions in any postsecondary setting. To be leaders in higher education, the faculty believe that students must be exposed to relevant research, be familiar with the complexities of the postsecondary system at all levels, and be aware of contemporary issues facing leaders working in higher education.

Students work closely with their advisor to design a 15-18 unit experience in one of three higher education strands: 1) Community College Leadership, 2) Higher Education Administration, or 3) Student Affairs. Students will begin to design their final action research project or thesis in the research course, which should be taken in the second semester of the students first year in the program. Students will also have the opportunity to obtain practical experience at a postsecondary site of their choosing while the three elective courses chosen will also enhance this experience by providing additional opportunities to engage in theory and practice related specifically to the student's specific area of interest. A minimum of 36 semester hours is required to complete this program.

MASTER'S PROGRAM COMPONENTS



*Note: Specific courses are chosen in consultation with the student's advisor.

PROGRAM COMPONENTS

The core and research requirements for the M.A. programs in Leadership Studies consist of five leadership courses, which enable you to study leadership from a variety of disciplinary perspectives, including perspectives from sociology, political science, history, economics, philosophy, anthropology, and psychology. Additionally, some of these courses examine leadership from an international perspective. The core courses help you make a commitment to leadership in your personal and professional lives. They offer strategies that promote ethical practice and concern for equity and justice.

An important resource in the core courses are students like you. Our students work in various organizational settings. Consequently, classroom discussions reflect a variety of perspectives. Graduates of the program repeatedly comment on the advantages of obtaining a wide view of leadership and organizational life. Sometimes, the best way to know an organization is to look at it from a vantage point outside the organization. Such a view can make the "familiar strange" and challenge taken-for-granted and even sacrosanct notions.

1. *Leadership Component (12 units)*
   LEAD 550: Leadership Theory and Practice (3)
   LEAD 551: Human Relations for Leaders (3)
   LEAD 555: Leadership and Ethics (3)
   LEAD 559: Leadership and Organizational Change (3)

2. *Research Component (3 units)*
   LEAD 549: Research Design and Methodology for Leaders (3)

3. *Internship (3-6 units)*
   LEAD 598: Leadership Internship M.A. (3)
   OR
   LEAD 594: Student Affairs GA seminar (1.5 units per semester, 6 units over 4 semesters)
   Required for all students in the Student Affairs/SOLES Collaborative (SASC)

4. *Area of Specialization / Degree Area (15-18 units)*

   Higher Education Core (9 units) (Students have the option of selecting three out of these five courses for their higher education core)
   LEAD 571 – History and Philosophy of Higher Education (3)
   LEAD 577 – Higher Education Policy (3)
   LEAD 565 – The Dynamics of Race, Gender and Culture in Higher Education (3)
   LEAD 569 - Making Meaning in the Collegiate Environment (3)
   COUN 515 – Multicultural Counseling (3)

   Electives (6-9 units)
   Elective courses allow students to select 6-9 units of course work to meet their specific needs and interests. The number of required electives varies based on a student's internship requirement. Every student must complete 36 units for the degree. Courses may be selected from the Leadership Studies course offerings, other SOLES programs/departments, or other USD graduate programs (i.e.: School of Business, School of Law, School of Peace Studies, etc). All course selections should be made in consultation with an advisor.

Admission to courses in the Leadership Studies Nonprofit Leadership and Management Program, the Educational Leadership Development Academy and those from outside of the Leadership Studies program are subject to the approval of those program directors and/or course instructors.

Elective course selections will be based on students' professional goals and interests and will be chosen in consultation with an advisor.

5. *International Experience Requirement*
   See International Experience section for more information.

6. *Exit Requirement*
   After consultation with an advisor, students may select from an action research thesis or action research project to fulfill their exit requirement. See page 13 for additional details. Students in the Student Affairs/SOLES Collaborative (SASC) are also required to submit an e-portfolio.

INTERNATIONAL EXPERIENCE

All students enrolled in the Department of Leadership Studies (DLS) are expected to participate in an International experience as part of their studies. This requirement can be met through either credit or non-credit bearing experiences.

GOALS AND OBJECTIVES:

An international experience is defined as an opportunity for students to interact with a culture other than their own in a manner that fosters their personal and professional growth, promotes cultural understanding, and prepares them for working more effectively with diverse communities.

Through this experience it is hoped that students will:

- develop a deeper understanding of another culture
- appreciate its differences and similarities
- consider its gifts and challenges, and
- understand the educational and practical implications of cultural diversity and globalization issues.

PARTICIPATION CRITERIA:

All students enrolled in the DLS are expected to participate in a multi-cultural experience as part of their studies. In rare circumstances, where students are able to demonstrate a deep understanding of how their previous work with other cultures influences the way they lead and manage, they may petition their advisor for an exemption to the requirement.

OPTIONS FOR FULFILLING THE REQUIREMENT:

The Leadership Studies faculty recommend that students take an "I" designated course from the department.

"I" Designated Courses:
These courses have a significant international component embedded within it – i.e., specific curricula, reading and assignment. They have components that reflect the stated goals of the international experience as agreed upon by the Leadership Studies faculty. Current approved "I" courses offered by the Department of Leadership Studies include:

- LEAD 535I Models of Participatory Leadership (Mondragon)
- LEAD 518I Nonprofits in Civil Society in Guatemala
- LEAD 519I Understanding Bi-National Nonprofits In the US-Mexican Border Region
- LEAD 579I Social Entrepreneurship and Human Development
- other offerings by the SOLES Global Center

The department recognizes that other SOLES and USD departments offer study abroad or "I" designated courses. These and other options for fulfilling the international requirement will be considered in consultation with the student's advisor.

Additional Options include:
1. Students may carry out an applied project within an international organization as long as the project includes a multi-cultural experience. By a multi-cultural experience we mean working closely with people from another culture.
2. Students may have completed an extensive study or living abroad experience before entry in to the program. These students should complete and submit an additional project/paper demonstrating applications of this experience to the Leadership Studies program.
3. Students may participate in an international internship including being placed in international schools, universities and community organizations.
4. Students may choose to engage in a sustained period of systematic language study.
5. Students may participate in international speaker events held at USD. Students should document the results of their experience and its relationship to Leadership Studies through a written comparative or reflective essay.
6. Occasionally with permission from the advisor, students may take, for either credit or not for credit, an international course that we approve from another university. (Courses taken for credit to fulfill USD degree requirements must also have the approval from the program director/department chair and associate dean on the Transfer of Credit form).
7. Students may participate in a research abroad project that focuses on enhancing the students' cultural understanding of the population being studied.

ASSESSMENT:

- All DLS degree candidates will be required to provide an analysis of the learning that results from participation in international experiences. Reflection is a key component of this analysis, and can be demonstrated in one of the following manners:
  • International experience paper (for example, a comparative essay on how specific issues are handled abroad and how they might relate to policies and their implementation in the US),
- electronic presentation,
- oral presentation tied to degree-culminating portfolio or capstone project,
- international experience paper submitted to a specially designated course,
- participation in department- or school-wide symposia on international experiences,
- one-to-one conference between student and faculty or class discussion.

IMPLEMENTATION:

Students who meet the international requirement by taking an "I" designated course do not have to complete the International Experience form. Students who have chosen one of the alternative options to meet their requirement must receive a sign-off on the SOLES International Experience form from their advisor prior to engaging in the experience. Once the student has completed their experience, they must receive a final sign-off on the form and submit it to the Department for graduation clearance.

EXIT REQUIREMENT DESCRIPTIONS

1. Action Research Project Option

Students who select this option will work closely with their advisor to design a project to meet his/her professional and educational goals. Students should begin designing this project during the research course and culminate by presenting their research at the Action Research Conference at USD (held annually in May).

2. Action Research Thesis Option

Students who plan to do doctoral work are encouraged to select this option. The methodology used in the thesis must be action research. During the research and writing of the thesis, students may enroll in LEAD 595, Thesis Supervision (3 units), which may be counted as credit towards the elective requirement. Candidates must continue to register for 1 unit of LEAD 595 each semester until the thesis has been approved. Doing a Master's thesis requires showing proficiency in research, independent thought and the ability to communicate in a clear and understandable way. A description of the contents of the thesis are briefly described in the Thesis section of this handbook, however, additional information and submission requirements may be available separately from this handbook. Please contact the Leadership Studies office to obtain the most up to date information regarding theses. If you intend to write a thesis you should confer with an advisor early in your program.

PART II

GENERAL POLICIES AND PROCEDURES

POLICES AND PROCEDURES

ACADEMIC ADVISORS:

Upon admission, new students may encounter many questions as they begin the program. Beth Garofalo, the Assocaite Director for Leadership Programming, serves as the major advisor for all students regarding programmatic policies, registration guidelines and other general student issues. She will encourage and support students and help them plan a program, which is both (1) responsive to the student's needs and interests and (2) consistent with the policies described in this handbook. During the course of the students two-year program, students will begin likely have other questions and want to explore these inquires with faculty who have specific areas of expertise. When this occurs, Beth, will assist students in meeting with faculty to handle these inquiries. Other topics that could be also be discussed with faculty are: specific elective course selections, portfolio development/synthesis, and action research / thesis topics. We encourage students to take advantage of these opportunities. Beth may be reached at bethg@sandiego.edu or 619-260-7790.

LISTSERV:

Upon initial registration, students should obtain a USD email address and have this address added to the listserv by contacting the Leadership Studies office. This listserv is used to communicate with students about a variety of programmatic issues. Students are responsible for any information that is sent to them via the listserv.

PROGRAM PLANNING:

Throughout the master's program, students, in consultation with their advisors, should outline a course of study using the **Program Planning** form. This form will be kept in the student's file in the Leadership Studies office in the School of Leadership and Education Sciences.

STUDENT FORMS:

Forms discussed in this handbook are available online via the department website, or at the Graduate Records' or Registrar's websites.

Please note that it is the student's responsibility to obtain all of the required signatures on any form to be processed. However, our Executive Assistant (in MRH 275) is available to help in this matter. Students may submit their form to the Executive Assistant after obtaining their advisor's signature. The Executive Assistant will then route for department chair and/or dean's approvals. The form will then be processed or forwarded to appropriate office, except in the case of registration forms, which the student will need to pick up and take to the One Stop Center to complete registration. If you choose to rely on the Executive Assistant's help in this matter, please allow for a minimum turnaround of five to ten working days and plan the processing of your form accordingly. The Leadership Studies office does not assume responsibility for forms submitted late, incomplete, or any other way incongruent with the existing policies.

The Leadership Studies Executive Assistant will be glad to assist you with any matters related to your master's studies here at the University of San Diego. However, we would like to remind you that there are specific issues that need to be handled directly by the respective campus offices. For example, questions or concerns in relation to financial aid, tuition remission, tuition payment, and visa matters, can answered by expert personnel on campus, who are at the One Stop Student Center, located on the bottom level of the Hahn University Center, room 126. Metered parking is available adjacent to the center.

REGISTRATION PROCEDURES:

Students will register online via the Banner system (or walk-in register according to the guidelines specified for Independent Study, Internships, and other restricted courses). The Banner system is accessible through the MySanDiego portal (http://my.sandiego.edu). FAQs about this process can be found on the One Stop Services tab.

Prior to registering, students should first consult with their academic advisor.

Internship Registration:

1. Visit the Leadership Studies Internship Website to review requirements.
2. Begin site selection. Students are encouraged to contact sites of interest to them on their own. However, if you need assistance, please contact Teresa VanHorn.
3. Meet with Teresa VanHorn to get pre-approval of your selected internship site.
4. After your site is approved, complete the **Leadership Studies Program Internship Application** form from the Leadership Studies internship website
5. After receipt and approval of the internship application, students will be able to register for LEAD 698 in one of the following ways:
   a) online after the instructor completes the override
   b) via email with the OneStop (approval email from the department or instructor will be required).

Independent Study Registration:

1. Obtain an **Application for Independent Study or Research** form. Fill out this form in consultation with the faculty member with whom you are doing the Independent Study, and secure his/her signature.
2. Then, turn the form into the Leadership Studies office (275), where the form will be routed for the approval of the Program Director/Department Chair and the Associate Dean.
3. After all signatures have been obtained, the student will be notified when he or she can register online for the Independent Study. If an Independent Study form is submitted after the deadline for adding courses online, the department executive assistant will facilitate the registration for the course with the One Stop Center. However, it is the student's responsibility to follow up and verify on their course schedule that this course has been added.
4. Students must allow at least one week for the approval process of an independent study. Students are responsible for any late registration fees associated with registering for an Independent Study after the university deadlines.

CHANGE OF ADDRESS:

A student has the option to update their address via the MySanDiego portal One Stop Services tab or in person by completing a **Change of Address** form. Failure to submit the updated information to the Registrar's office will result in the student missing important deadlines and other extremely significant academic and administrative correspondence or announcements.

If you wish to be included on the mailing lists after your graduation from the program, please do not forget to contact both the Leadership Studies office and the Alumni Relations office at 619-260-4819 or enroll on their website: http://www.sandiego.edu/alumni/. Please make sure to always keep these offices updated about your current mailing address, phone number and e-mail address.

CHANGE OF NAME:

A student may download the **Change of Name** form from the registrar's website. To change your name, you must inform the Registrar's Office in writing. No e-mail will be accepted. You must include a copy of a marriage license, divorce decree, or other official document. Whenever you file a change of name with the registrar, please also inform the department office by emailing leadershipstudies@sandiego.edu.

CREDIT AND GRADING SYSTEM:

A grade of less than "C-" is not acceptable for credit in a USD graduate program and the course in which the grade was earned will not count toward the degree. For more details about this and about Repetition of Courses, please refer to the Graduate Bulletin.

SUBSTITUTION/WAIVER OF GRADUATION REQUIREMENTS:

Leadership Studies core courses and research methods and evaluation courses must be taken in the Leadership Studies program at the University of San Diego. On rare occasions, students can substitute or waive a course requirement. Students must complete a **Request for Substitution/Waiver of Graduation Requirements** form and review it with their advisor. Students must provide a detailed rationale why the substitution/waiver is being made, indicating how the course objectives (of the course being substituted/waived) have been or will be met. Exemptions are rarely granted. The form should be submitted to the Leadership Studies office for review by the Department Chair.

NOTE: Please refer to the Graduate Student Policies distributed by SOLES for further details regarding waivers.

GRADUATE ACADEMIC CALENDAR:

The academic calendar is available to view at: http://www.sandiego.edu/academiccalendar/

The academic calendar contains registration periods, fee payment and petition deadlines, start/end dates to the semesters, holidays and other pertinent calendar information. All graduate students are responsible to abide by the dates and deadlines set forth in the Graduate Academic Calendar.

SOLES GRADUATE STUDENT POLICIES:

In addition to General Policies and Procedures in this handbook, students are required to adhere to the **School of Leadership and Education Sciences Graduate Student Policies**, which can be found on our website at http://www.sandiego.edu/soles/documents/Graduate_Student_Policies.pdf

THESIS DESCRIPTION

A thesis investigates a practical and/or theoretical problem or a policy issue in a thoughtful and systematic way. To successfully complete a thesis, students must demonstrate (1) proficiency in research, (2) independent thought, and (3) the ability to communicate in a clear and understandable way.

Students writing a thesis should work closely with their advisors to define research questions and appropriate procedures for answering these questions. Thesis students may enroll for 3 units of LEAD 595, Thesis Supervision, as part of the area of specialization requirement.

An action research thesis is typically between 125 and 150 pages in length. A consistent formatting style should be employed. The thesis will be assessed by **two Leadership Studies** faculty members who will employ the following questions to guide their assessment:

1) Does the thesis demonstrate an ability to write and think clearly?
2) Does the thesis demonstrate proficiency in research?
3) Does the thesis demonstrate that the student is capable of independent and original thinking?

Four bound copies of the thesis must be submitted to the student's advisors, department chair, dean's office and Graduate Records office no later than two weeks before the end of the semester in which the student intends to complete his/her degree requirements. To graduate in the May commencement ceremony, students must successfully complete the thesis requirement by the timelines published by the Graduate Records office.

This form is for illustration purposes, students can download a usable electronic form online.

PROGRAM PLANNING FORM

Master of Arts (M.A.) Program Planning Form

Higher Education Leadership

Name: _____

ID #: _____ Advisor: _____

Email: _____

Phone (H/C): _____ Work: _____

Required Courses (12 units)

Number	Course Title	Instructor	Semester	Units	Grade
LEAD 550	Leadership			3	
LEAD 551	Human Relations for Leaders			3	
LEAD 555	Leadership and Ethics			3	
LEAD 559	Organizational Theory and Change			3	

Research (3 units)

Number	Course Title	Instructor	Semester	Units	Grade
LEAD 549	Research for Leaders			3	

Internship (3 -6* units)

Number	Site	Instructor	Semester	Units	Grade
LEAD 598				3	
OR for SASC GA's, take 6 units of LEAD 594:		Semester	Semester	Semester	Semester
LEAD 594	1.5 units per semester for 4 semesters				

Specialization Courses (9 units) *Select 3 courses from the following.*

Number	Course Title	Instructor	Semester	Units	Grade
LEAD 571	History, Theories and Philosophies of H.E.			3	
LEAD 577	Higher Education Policy			3	
LEAD 565	Dynamics of Race, Gender, & Culture in H.E.			3	
LEAD 569	Making Meaning of the Collegiate Experience			3	
COUN 515	Multicultural Counseling			3	

Electives (6-9*units)

Number	Course Title	Instructor	Semester	Units	Grade

International Requirement: _____

Exit Requirement Selection: ☐ Action Research Thesis ☐ Action Research Project

Additional exit requirements apply for students in the SASC.

* Students in SASC will need 6 units of LEAD 594 and 6 units of electives. All other students will need 3 units of LEAD 598 and 9 units of electives.

STUDENT FORMS

All forms are found on the School of Leadership and Educations Sciences Website under Handbooks, Forms and Policies: http://www.sandiego.edu/soles/gateways/current-students/handbooks-forms-policies/

If you are not able to find the form you are looking for please contact the Leadership Studies Executive Assistant at 619-260-4637.

Form Title	Originating Office
• Program Planning Form	Leadership Studies
• Add / Drop	Registrar
• Change of Name	Registrar
• Change of Address	Registrar
• Change of Advisor	Leadership Studies
• Request for Transcript	Registrar
• Independent Study	Graduate Records
• Transfer of Credit	Graduate Records
• Petition for Graduation	Graduate Records
• Substitution / Waiver of Graduate Requirement	Graduate Records
• Withdrawal / Leave of Absence	Graduate Records
• SOLES Student Assistance Plan	SOLES Dean's office
• International Requirement Form	SOLES Dean's office
	SOLES Dean's office