Frequently Asked MSHE Questions

What are the delivery formats for the M.S. Higher Education?
All supplemental application materials, with the exception of your letters of recommendation, should be uploaded on Cal State Apply.

For my transcripts, do I need to request them even if I only took one class?
Yes! You need to request official transcripts from non-CSUF institutions, and have them sent to Cal State Fullerton, Admissions & Records, P.O. Box 6900, Fullerton, CA 92834. It is imperative that Admissions and Records receive your official transcripts as soon as you receive your CSU Fullerton CWID (not the Cal State Apply CAS ID), or you risk admittance into the University. If your transcripts do not have your current schedule and/or previous semester/quarter completed grades, please submit what you have, and send the final transcripts at a later date.

Do I need to take the Graduate Record Examination (GRE)?
No, there are no examinations required for admission to the MS Higher Education Program.

What is the GPA requirement?
The College of Education requires a minimum GPA of 2.5 on the last 60 semester units (90 quarter).

What if my undergraduate GPA was low? Will I have a chance to be admitted?
The admission committee uses a holistic evaluation process. Each of the applicant’s documents are carefully considered. Special action is required if an applicant’s GPA is below 2.5 in the last 60 credits. The committee looks for outstanding letters of recommendation, previous experience in the field, and written statements of exceptional quality.

Are there any prerequisites or courses I can transfer in to this program?
There are no prerequisites for our program. Students are admitted in a cohort each fall, and take their courses together throughout the program to enhance the learning experience. Occasionally, some applicants have completed a student development course from another institution. A faculty adviser can assist applicants in determining if prior coursework is eligible for transfer.

Are there any assistantships?
Yes! Students have the opportunity to serve as Graduate Assistants while enrolled in the Master’s program.

What time of day are the classes? Can I work while doing this program?
Classes are designed for working professionals and are offered once a week in the evening (Mondays for cohorts starting on even years and Wednesdays for cohorts starting on odd years). Typically, classes do not begin prior to 4:00pm, and last until around
During the summer session you will be required to attend twice a week (Monday's and Wednesday's for 8 weeks).

May I schedule an appointment to speak with a faculty member?
Yes! We welcome inquiries about the MS Higher Education program. Please contact Dr. Rebecca Gutierrez Keeton, MSHE Coordinator, at rgkeeton@fullerton.edu or 657-278-4023. We also encourage you to submit an Online Interest Form.

Do you have any information sessions?
Yes! Please check our [home page](#) for dates and times.

When is the deadline to apply?
To receive full consideration for Fall admission, your Cal State Apply application must be completed by **February 1st** at 5:00pm PST. Please consult the Application Requirements page for more details.

Cal State Apply asks for a brief statement describing my reason of applying, however, your program requires another statement of purpose. What do I write in the department’s Statement of Purpose? (Note: this is all found on Cal State Apply?)
You will be given the writing prompt for the departmental portion: “Describe your career goals and reasons for pursuing this program of study and how these reflect your understanding of the profession of higher education in student affairs.”

Is the resume required to be one page, or can it be longer if there is relevant experience on it?
Yes! Longer resumes with relevant experience can be used.

The application states that all of the material must be included in the application, including an Employer Agreement Form. What is this form, and, if I am not currently in the workforce, can I leave the form out?
The Employer Agreement Form is a reference for your employer, informing them know that you will be working at the beginning of the program. Regardless if you will not be working during the program, you must submit the form. However, you can put N/A on the spaces for employers, or submit the form with your current employer, making a separate note that you will not be employed at the start of the program. Under other circumstances (e.g., If you work part-time, but expect to leave the position soon), please make note of the situation on the form and turn it in, then submit a new form if a job is obtained before classes begin.

What is the estimated total cost for the program?
As a part-time Graduate program, tuition and student fees are approximately $2,700 per semester, including summer sessions. Please visit [Student Financial Services](#) for specific fees for each semester.
Is a Fee Waiver available for the program application?
As a graduate student, there is not a waiver fee available for the cost of the application. However, after you pay the fee you may submit an appeal to see if you can be reimbursed for the fee. Our department does not approve fee waivers.

If I graduated with my undergraduate degree a while back, what type of recommendations should I seek: professional recommendations, or academic recommendations?
It is in your best interest to try to obtain a faculty recommendation. However, you must submit three recommendations, so submit what is available to you.