

**Application for Admission to the Joint Degree Program
with the Graduate School of Business (GSB)**



Stanford University School of Education
Academic Services
485 Lasuen Mall
Stanford, CA 94305-3096
(650)723-4794 or info@suse.stanford.edu

Application Procedures: Submit this application packet to the Academic Services Admissions Office, **Cubberley 139**.

All materials must be received or postmarked by the stated deadline.

The application packet consists of the following:

- Application for Admission to the Joint Degree Program (this form)
- Preliminary Program Proposal (Please review SUSE M.A. Degree Handbook <https://ed.stanford.edu/academics/masters-handbook/program-requirements/joint-gsb>)
- Statement of purpose describing your interest in the Joint Degree program
Your statement should be typed, single-spaced and should be between two to three pages. Describe succinctly your reasons for applying to the Joint MA/MBA program, your preparation for this field of study and why our program is a good fit for you, your future career plans, and other aspects of your background as well as interests which may aid the admissions committee in evaluating your aptitude and motivation. You may indicate potential faculty mentors as part of your study and research interests.
- Stanford transcript (unofficial copy is acceptable)
- Stanford MBA application file (Applicants must request* that their MBA application file be forwarded to SUSE Academic Services by emailing GSB Academic Operations at: GSB_REGISTRAR@gsb.stanford.edu)

** Deadline to request that the GSB registrar forward your MBA application to SUSE is October 26, 2011 (8:00 a.m.)*

**The deadline to submit your entire application packet to SUSE Academic Services is
October 28, 2011 (8:00 a.m.)**

Last Name: _____ First Name: _____

Student ID Number: _____ Email Address: _____

Ethnicity: _____ Gender (please circle): M F

Quarter Admitted to the MBA: _____

Mailing Address: _____
Street City State Zip Code

Signature

Name Printed

Date (mm/dd/yy)

Enrollment Agreement for Students with Multiple Programs



If you are currently eligible to enroll in more than one program at Stanford University, and you are **not** an undergraduate or a coterminal student (enrolled in a bachelor's and a master's program concurrently), you must complete this form to document your tuition payment agreement. If the programs in which you are enrolled all charge identical amounts of tuition (e.g., M.A. and Ph.D. programs both in the School of Humanities and Sciences), you do **not** need to file this agreement. (This pdf form may be filled out online and printed for signatures.)

Name: _____ Student ID# _____

Email Address: _____ Telephone _____

I am eligible to enroll in the following programs at this time:

| | |
|---|-----------------------------|
| First Degree Program and Year of Entry | Date of Expected Completion |
| Second Degree Program and Year of Entry | Date of Expected Completion |
| Third Degree Program and Year of Entry | Date of Expected Completion |

Please outline your tuition payment plan:

Indicate Quarter and Academic Year (e.g., Spring 2002-03) and Degree Program to be used for tuition assessment:

- TERM # 1 _____ PROGRAM _____
- TERM # 2 _____ PROGRAM _____
- TERM # 3 _____ PROGRAM _____
- TERM # 4 _____ PROGRAM _____
- TERM # 5 _____ PROGRAM _____
- TERM # 6 _____ PROGRAM _____
- TERM # 7 _____ PROGRAM _____
- TERM # 8 _____ PROGRAM _____

Student Signature:

I am eligible to enroll in more than one program of study: _____
Student's Signature and Date

School Approval: Obtain the necessary signatures below from the Dean, Associate Dean, or Department Chair representing each graduate or professional school program you have listed. Bring the completed form to 630 Serra Street, Suite 120.

First Program Signature: _____ Date: _____

Second Program Signature: _____ Date: _____

Third Program Signature: _____ Date: _____

| | | |
|----------------------|---------------|-------|
| For Office Use Only: | | |
| Received: | Processed by: | Date: |



STANFORD UNIVERSITY SCHOOL OF EDUCATION
JOINT DEGREE MA/MBA IN EDUCATION
PROGRAM PROPOSAL FOR A MASTER'S DEGREE

The Master's Program Proposal is a University-required document wherein students plan, in consultation with their advisor and Program Director, their course of study. Students must list every course they will take in fulfillment of their program's degree requirements. All students must obtain approval signatures from their advisor and submit the form to their Program Director by the specified deadline. Students who have not submitted the form by the end of their first quarter will be placed on hold. Students complete an initial plan in the first quarter of their second year; because most programs allow for some flexibility in choosing courses, students submit a revised program proposal to the MA Programs Officer by the specified deadline early in spring quarter.

| MA/MBA Deadlines | | | |
|--------------------|---|-------------------------------------|--------------------|
| Deadline | Form | Approval required before submitting | Due To |
| September 20, 2011 | Individually Designed Concentration Application | None | Nereyda Salinas |
| September 30, 2011 | Program Modification Application, Fall Review | None | Nereyda Salinas |
| October 5, 2011 | Preliminary Program Proposal | Advisor | Nereyda Salinas |
| January 13, 2011 | Program Modification Application, Winter Review | None | Nereyda Salinas |
| April 13, 2012 | Final Program Proposal | Advisor, Director | Diana Lopez |
| April 13, 2012 | Application to Graduate | None | axess.stanford.edu |

Students must meet all of the University, School and program requirements and follow all policies listed on the Program Proposal. Failure to fulfill any requirements will delay conferral of the Master of Arts degree and further course enrollment. The MA Programs Officer verifies the Program Proposal against the student's transcript, so the two documents must match exactly. Any changes from the initial course of study planned in the first quarter must be approved and recorded on a new form by the posted deadline.

Students can obtain additional program proposal forms from the MA Programs Officer or on the SUSE website under [Master's Forms](#). See the "Graduate Degrees" section of the [Stanford Bulletin](#), the [Guide for Graduate Studies](#), and the [SUSE Master's Degree Handbook](#) for further explanation of University and program degree requirements.

PROGRAM REQUIREMENTS

Students must successfully complete 35 units of instruction at SUSE for their MA degree. The following constraints are placed on those 35 units:

- All courses must be at or above the 100 level – courses numbered below 100 do not count.
- At least 18 units – or half the total minimum– must be at or above the 200 level (EDUC 180 and 190 can count toward this requirement).
- A 3.0 GPA must be maintained for all courses applied to the MA degree.
- No more than 10 cross-listed units may count toward both degrees. Students who enroll in cross-listed courses which add up to more than 10 units should indicate their plan to count up to 10 units of their cross-listed courses on their Program Proposal form.
- At least 27 of the 35 units must be taken for a letter grade. That is, a maximum of 8 units (including independent study) can be taken for a Pass-Fail grade. Note: EDUC 393 must be taken for 4 Pass-Fail units.
- A maximum of 4 units of independent study/internship/directed reading at SUSE may be applied toward the MA degree.
- EDUC 220A: Intro to the Economics of Education and 306A: Economics of Education in the Global Economy contain similar material. Therefore, students may take one, but not both.
- Doctoral seminars that do not require any written work from a student may *not* be applied toward the 35-unit SUSE requirement.
- Students may not enroll in Stanford Teacher Education Program (STEP) courses. This program requires a separate application process.
- Any other course policies set forth in the *MBA Student Handbook* apply.



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MA/MBA THEMATIC COURSE REQUIREMENTS

Please consult ExploreCourses and Axxess for updated course offerings.

Students are expected to present a coherent program of study in their selection of SUSE courses. SUSE offers three different concentration areas for Joint MA/MBA students: PreK-12 Concentration, Higher Education Concentration and an Individually Designed Concentration. For the first two concentrations, courses that fulfill the required areas are listed in the table below. Students who wish to pursue an Individually Designed Concentration (IDC) should submit an application by September 20, 2011. The IDC application can be found on the SUSE website under [Master's Forms](#).

PREK-12 CONCENTRATION, CLASS OF 2012

| | Policy | Organizational Leadership | Teaching & Learning |
|--|--|---|--|
| CORE 4 required (EDUC 393 and one from each cluster) | Fall 220D History of School Reform (Labaree) Fall 220B Politics of Education (Bettinger) Wtr 221A Policy Analysis in Education (Newman) Wtr 310 Sociology of Education (Carter) | Wtr 354X School Based Decision Making (Hoagland) Spr XXXX Instructional Leadership (Staff) | Fall 213X Intro to Teaching (Borko) Wtr 208B Curriculum Construction (Pope) Wtr 333A Understanding Learning Environments (McDermott & Pea) |
| EDUC 393: Proseminar is required for all Joint MA/MBA students, spring quarter of first year. | | | |

HIGHER EDUCATION CONCENTRATION, CLASS OF 2012

| | Policy | Organizational Leadership | Teaching & Learning |
|---|--|---|---|
| CORE 4 required (EDUC 393, EDUC 346, and one from each of the Policy & Teaching and Learning clusters) | Wtr 347 Economics of Higher Education (Bettinger) Wtr 265 History of Higher Education (Labaree) | Students are encouraged to consider the following course: Spr 386X Leadership and Administration in Higher Education (Ehrlich) | Wtr 297X Teaching and Learning in Higher Education (Ehrlich) Wtr 208B Curriculum Construction (Pope) Wtr 333A Understanding Learning Environments (McDermott & Pea) |

EDUC 393: Proseminar is required for all Joint MA/MBA students, spring quarter of first year.

EDUC 346: Research Seminar in Higher Education is required and will be offered during fall quarter.



**STANFORD UNIVERSITY SCHOOL OF EDUCATION
JOINT DEGREE MA/MBA IN EDUCATION
PROGRAM PROPOSAL FOR A MASTER'S DEGREE**

NAME: _____ STUDENT ID#: _____
 PHONE: _____ EMAIL: _____
 CONCENTRATION: ___ PREK-12 ___ HIGHER EDUCATION ___ PRE-APPROVED INDIV. DESIGNED: _____

Use this form to record those courses you will count toward the MA in Education.

| Quarter & Year | Dept Course # | Course Title | (✓) Check if Cross-listed | Cluster Requirement | Letter or C/NC | Units |
|---------------------------|---------------|-------------------------------------|---------------------------|---------------------|----------------|-------|
| Spr 10-11 | EDUC 393 | Proseminar on Research in Education | | | C/NC | 4 |
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| Total Units: _____ | | | | | | |

SIGNATURES:
 The above program of study, when completed, will fulfill the requirements for the proposed master's degree.
 STUDENT _____ DATE _____
 ADVISOR _____ DATE _____
 JOINT MA/MBA PROGRAM DIRECTOR _____ DATE _____
 MA PROGRAMS OFFICER _____ DATE _____

STUDENTS SHOULD KEEP A COPY FOR THEIR RECORDS

- | | | |
|--|--|---|
| <input type="checkbox"/> All courses at or above the 100 level | <input type="checkbox"/> 10 x-listed units max | <input type="checkbox"/> Cluster Requirements |
| <input type="checkbox"/> 18+ units at or above the 200 level | <input type="checkbox"/> 27+ letter graded units | <input type="checkbox"/> Signature Approvals |
| <input type="checkbox"/> 4 units independent study max | <input type="checkbox"/> 35+ units toward MA | <input type="checkbox"/> PS Entry |