

CERTIFICATE IN HIGHER EDUCATION ADMINISTRATION

The Certificate in Higher Education Administration is designed for students interested in studying institutional administration and higher education learning environments. Course focus the administration, governance, and operation of institutions of higher education, as well as student growth and the creation of beneficial learning environments for all members of the academic community.

The Certificate is a 12 semester hour program. The certificate is available to students from any major and courses may be included as part of a master's program with the approval of the faculty advisor. Coursework is completed online.

Admission to the Certificate in Higher Education Administration

In addition to admission requirements of the college of Graduate Studies, admission to the certificate program requires the following:

- A baccalaureate degree from an accredited college or university
- A well-written statement of purpose describing your background and goals as well as the importance of this certificate program in achieving those goals
- A current resume or curriculum vitae

The certificate program has selective admissions and may admit a limited number of students. Thus, meeting all formal criteria does not guarantee admission.

What to Submit with Your Application

- Official transcripts from all institutions of higher education
- Statement of purpose
- Resume or curriculum vitae

Requirements for the Certificate in Higher EDUCATION Administration

Code	Title	Hours
Select two courses from Institutional Administration:		6
HED 5900	Diversity Leadership in Higher Education	
HED 6640	Governance And Administration In Higher Education	
HED 6700	Finance Of Higher Education	
HED 6730	Legal Aspects Of Higher Education	
Select two courses from Learning Environments:		6
HED 6530	Theories Of Student Development	
HED 6010	History Of Higher Education	
HED 6510	The American College Student	

HED 6770	Evaluation And Outcomes Assessment In Higher Education	
Total Hours		12

Courses may be included as part of a master's degree program as approved by the student's faculty advisor.

All coursework and requirements of the certificate must be taken within a four-year period immediately preceding the date the degree is awarded.

- PLO 1: Demonstrate ability to trace and analyze historical and philosophical development trends in higher education and their impact on current practice in higher education.
- PLO 2: Demonstrate ability to identify and apply governance, leadership, organizational, and administrative practices that assist institutions in accomplishing their missions.
- PLO 3: Demonstrate ability to assess student/program outcomes to inform current practice in higher education.
- PLO 4: Demonstrate ability to create diverse environments that foster diverse student learning and development in higher education.
- PLO 5: Demonstrate knowledge of higher education law to guide professional practice.
- PLO 6: Demonstrate knowledge of higher education finance to guide professional practice.