

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 four-year institution
- A well-written statement of purpose describing the student's background and goals as well as the importance of the degree 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
- A current resume or curriculum vitae

Requirements for the Certificate in Higher Education Administration

For the Certificate, students must complete the following program requirements:

- A minimum of 12 semester hours of approved graduate course work
- Completion of at least two courses in higher education institutional administration
- Completion of at least two courses in higher education learning environments

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.

Plan of Study

A plan of study identifying the courses for the certificate is required after 6 credit hours. The certificate plan of study must include the following within the 12 semester hour minimum:

- 6 credits of specialization in institutional administration
- 6 credits of specialization in learning environments

Guide for Developing a Plan of Study

Below is a guide for developing a Plan of Study for the Certificate in Higher Education Administration. Students should work with their faculty advisor to identify specific courses to fulfill program requirements.

| Code | Title | Hours |
|-------------------------------------|--|-------|
| Institutional Administration | | |
| Select two of the following: | | 6 |
| HED 6640 | Governance And Administration In Higher Education | |
| HED 6730 | Legal Aspects Of Higher Education | |
| HED 6700 | Finance Of Higher Education | |
| HED 6790 | Managing College And University Personnel | |
| Learning Environments | | |
| Select two of the following: | | 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 |