

HIGHER EDUCATION ADMINISTRATION AND LEADERSHIP (HEAL), GRADUATE CERTIFICATE

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|--------------------|---|-----------|
| GED 552 | Higher Education Finance | 3 |
| GED 553 | Diversity and Inclusion in Higher Education | 3 |
| Total Hours | | 12 |

The Graduate Certificate in Higher Education Administration and Leadership, a two academic semester program, includes four courses (12 units) that encompass four fundamental areas of higher education administration: leadership; law; finance; and diversity and inclusion. The four 3-unit each courses will be offered over a period of two semesters. The proposed sequence of course offerings will ensure logical progression of student learning and experience over the course of one year if they enroll in two courses per semester.

The Graduate Certificate in Higher Education Administration and Leadership commences each semester. Students may apply for the Graduate Certificate in Higher Education Administration and Leadership program to start in either fall or spring semester, consistent with the university and College of Education deadlines and admission requirements for graduate certificate programs.

Requirements

Requirements and Application to the Program

The following items are required for the application to be reviewed for admission to the Graduate Certificate in Higher Education Administration and Leadership:

- Statement of purpose/interest (2 page maximum)
- Program application
- Professional resume
- Eligibility/transcripts: Applicants to the program must have a bachelor's degree from an accredited institution with a minimum 3.0 GPA
- Three professional recommendation letters
- Prior work experience within higher education institutions (2/4 year colleges and universities) and/or closely affiliated organizations.
- There are no other pre-requisites

Requirements for Continuous Enrollment in the Program

- Students must complete all required courses with a grade of "B" or higher.
- Students must complete all of the program/course requirements for the certificate within two years.
- Students must adhere to all ethical and professional standards required by the university and the American Associate of University Administrators. Candidates must, at all times, demonstrate high quality interpersonal skills with faculty, staff, fellow students, and others in their interactions and communication. If candidates fail to meet these requirements, they are subject to disqualification from the program.

Required Courses (12 units)

| Code | Title | Hours |
|---------|----------------------------------|-------|
| GED 550 | Leadership in Higher Education | 3 |
| GED 551 | Legal Issues in Higher Education | 3 |