

CERTIFICATE IN HIGHER EDUCATION ADMINISTRATION

<https://eps.edu.miami.edu/certificates/index.html>

Overview

College and universities are complex institutions that constantly need skilled administrators who understand all aspects of the ever-shifting higher education environment. The Certificate in Higher Education Administration is a 12-credit minimum program designed for working professionals who already have master's degrees and seek career-enhancing skills and credentials.

The certificate can be integrated into the Master of Science in Higher Education Administration Program (for a total of 39 credits). It can be completed in addition to or after completion of a master's program in higher education administration or related field.

Application Requirements

Admission to all graduate programs in the School of Education and Human Development is based on the recommendation of the faculty. Admissions decisions are based on faculty review of the following general requirements that apply to **all** Graduate Programs in the School as well as specific documents listed under each concentration.

Applicants must:

- Provide official transcripts showing completion of a master's degree from an accredited institution.
- Provide three letters of recommendation that address the issues and meet the criteria established by the program being applied to;
- Provide a personal statement that addresses the mission and purpose of the program being applied to;
- Provide a current resume;
- Take part in an admission interview (required by some programs); and
- Exhibit personal and professional experiences and characteristics that are relevant to the profession and/or field and/or program for which the application is being submitted.

International Applications

All international applications must provide additional information and meet additional requirements as required by the UM Graduate School and the Office of International Student and Scholar Services. For an appropriate link to these requirements, please visit the Graduate School website.

Admission Decision

Once an applicant has been admitted to graduate study, that individual should meet with the faculty advisor who was appointed to serve in that capacity and whose name appears in the admission letter. This advisor will help the student enroll in courses that are appropriate to the program and develop and refine a Course Sequence Plan that must be on file in the Office of Graduate Studies by the end of the first semester of enrollment. (Depending on credentials and experience, the student may need to enroll in an additional course or courses to receive the certificate.)

Honor Code/Handbook of Policies and Procedures

The School of Education and Human Development follows the Graduate School's Honor Code. All students are required to review the Graduate Student Honor Code and the School of Education and Human Development's Handbook of Policies and Procedures for Graduate Students and submit the signed Acknowledgement of Receipt located on page 3 by the end of their first semester of enrollment.

Curriculum Requirements for the Enrollment Management Concentration

Code	Title	Credit Hours
Core Courses		6
EPS 748	Enrollment Management: Theory and Practice	
EPS 749	Advanced Seminar in Enrollment Management	
Electives		6
Select a minimum of 6 credit hours from the following courses divided into four areas, or as otherwise approved by an advisor:		
Practicum		
EPS 754	Practicum: Administration of Higher Education	
Higher Education Foundations		
EPS 737	Organization and Administration of Higher Education I	
EPS 739	The Community College	
EPS 740	Administration of Student Affairs	
EPS 742	Higher Education in the United States: From Harvard to Present	

EPS 744	Student Diversity in American Higher Education
EPS 745	Organization Administration of Higher Ed II: Governance, Leadership and Finance
EPS 746	College Student Development: Theory, Research and Practice
EPS 747	Critical Issues in Student Affairs: The Law and Higher Education
EPS 751	Seminar in Higher Education Administration: Contemporary Issues
Business	
ECO 690	Managerial Economics
MGT 603	Leading Teams
MKT 660	Foundations of Marketing Management
POL 601	Budget and Financial Management and Administration
Research	
EPS 624	Essentials of Research in Social and Behavioral Sciences
EPS 625	Program Evaluation
EPS 700	Quantitative Methods I
EPS 714	Qualitative Methods I
EPS 717	Survey Research Methods
Total Credit Hours	12

Curriculum Requirements for the Student Life and Development Concentration

Code	Title	Credit Hours
Core Courses		6
Select a minimum of 6 credit hours from the following:		
EPS 740	Administration of Student Affairs	
EPS 744	Student Diversity in American Higher Education	
EPS 746	College Student Development: Theory, Research and Practice	
Electives		6
Select a minimum of 6 credit hours from the following courses divided into four areas, or as otherwise approved by an advisor:		
Practicum		
EPS 754	Practicum: Administration of Higher Education	
Counseling and Advising		
EPS 676	Counseling Process and Practice	
EPS 741	Basic Skills in Counseling and Interviewing	
EPS 755	Group Dynamics and Communication Skills	
Foundations of Higher Education		
EPS 737	Organization and Administration of Higher Education I	
EPS 739	The Community College	
EPS 740	Administration of Student Affairs	
EPS 742	Higher Education in the United States: From Harvard to Present	
EPS 744	Student Diversity in American Higher Education	
EPS 745	Organization Administration of Higher Ed II: Governance, Leadership and Finance	
EPS 746	College Student Development: Theory, Research and Practice	
EPS 747	Critical Issues in Student Affairs: The Law and Higher Education	
EPS 748	Enrollment Management: Theory and Practice	
EPS 749	Advanced Seminar in Enrollment Management	
EPS 751	Seminar in Higher Education Administration: Contemporary Issues	
Research		
EPS 624	Essentials of Research in Social and Behavioral Sciences	
EPS 625	Program Evaluation	
EPS 700	Quantitative Methods I	

EPS 714	Qualitative Methods I	
EPS 717	Survey Research Methods	
Total Credit Hours		12

Mission

The Higher Education Administration Certificate offers a choice between concentrations in Enrollment Management and Student Life & Development.

The Enrollment Management focus is on data-driven decision-making in the complex, ever-shifting higher education environment.

The Student Life focus is on students' transition and adjustment to college and on elements that enhance their academic achievement and personal well-being.

Goals

Designed for working professionals who already have a master's degree, the program aims to provide career-enhancing skills and credentials today's higher education administrators need to help their institutions and students succeed.

Student Learning Outcomes

- **Enrollment Management Concentration:** Students will demonstrate understanding of enrollment management (EM), the characteristics of a successful enrollment manager, and the components of an effective strategic plan.
- **Student Life and Development Concentration:** Students will demonstrate holistic understanding of how college affects diverse undergraduate students, including student development theories on psychosocial, cognitive, moral, identity, authorship, self-efficacy and other related indices.