Graduate Certificate in Higher Education Leadership

This 15-credit-hour Graduate Certificate Program in Higher Education Leadership is designed to prepare current and prospective college or university staff members for entry to mid-level positions as administrators in two- and four-year colleges and universities; policy makers and student affairs professionals in higher education; and to provide selected coursework/degrees for individuals currently in the field. Graduates of the program are prepared to function effectively in a variety of leadership positions at two- and four-year institutions of higher education. In addition, this program enables working professionals in higher education to increase their skills, knowledge and abilities to compete for professional positions of increasing responsibility and scope. This graduate certificate can be earned in conjunction with an existing master’s degree program or taken for postmaster’s degree credit. Students who complete the graduate certificate for postmaster’s credit are eligible to apply for the EdD in Educational Leadership.

Certificate Requirements:
Students must complete 15 credit hours out of the following courses:

- CLES 871 Foundations of Higher Education
- CLES 872 Finance and Human Resources in Colleges and Universities
- CLES 873 College Student Development and the Campus Environment
- CLES 874 Legal and Ethical Issues in Higher Education
- CLES 875 Practicum in Higher Education Leadership
- CESP 811 Principle of Measurement and Program Evaluation
- SMGT 801 Management in Sport

Completion process:

1. Students who are already admitted to an appropriate Graduate category and who are interested in pursuing a graduate certificate must declare their intent to do so by filling out the online Declaration of Intent to Pursue a Graduate Certificate form at www.wichita.edu/GrCertIntent

2. Graduate School staff will then verify eligibility for the certificate with that program area, and add the appropriate codes to the student record to indicate their intent to pursue the certificate.

3. In the semester the certificate requirements are met students must:
   - Prepare (with graduate advisor) and submit (to the Graduate School) a Plan of Study (for the certificate).
   - Submit an Application for Graduate Certificate, along with the $15.00 filing fee, online through the Graduation Links channel in the myWSU portal, no later than the 20th day of classes for the fall or spring semester or the 10th day of classes for the summer semester.

Note:

- A cumulative grade point average of 3.000 must be maintained for all courses comprising the certificate program with no grades lower than that which generate 2.0 grade points.
- Substitutions and transfer work are generally not allowed for graduate certificates.
Admission Requirements:

Students seeking this graduate certificate program must be admitted to the Graduate School in either degree bound status, or non-degree Category A status. International students will not be issued an I-20 for pursuing a certificate program only. They may obtain a certificate only while concurrently pursuing a graduate degree. Students who have a previous graduate admission status should contact the Graduate School to determine if they need to apply for admission to an appropriate status, or simply need to reactivate their enrollment file, and declare their intent to pursue a graduate certificate.

Degree Admission – The student must have earned a bachelor’s degree from a regionally accredited institution or a recognized institution in another country whose requirements for the bachelor’s degree are substantially equivalent to an American four-year bachelor’s degree. The student must also have a grade point average of at least 2.750 based upon the last 60 hours of course work (or nearest semester or term break to this), including any post-bachelor’s graduate work, and no more than 9 hours of background deficiencies in the desired field. Some programs may require a higher minimum grade point average, as well as additional supporting materials. Visit [www.wichita.edu/gradprograms](http://www.wichita.edu/gradprograms) for details on any departmental requirements.

Non-Degree, Category A – Students who already possess a graduate degree and who do not wish to pursue a second degree, or who wish to only pursue a graduate certificate should apply for non-degree, Category A admission. Admission to this category requires the applicant to either hold a graduate degree from a regionally accredited institution or recognized institution in another country, OR if the applicant does not hold a graduate degree, he or she must meet the same requirements as if they were applying for a degree program.

Details on how to apply for admission can be found online:

- Domestic Applicants: [www.wichita.edu/grdoappinfo](http://www.wichita.edu/grdoappinfo)
- International Applicants: [www.wichita.edu/grinappinfo](http://www.wichita.edu/grinappinfo)

**NOTE:** When applying for admission please indicate in the Additional Information field that you are interested in pursuing this specific certificate, so your file can be coded appropriately.

In addition to the above, please submit to the CLES department:

- Three letters of recommendation
- Letter of intent indicating reasons for pursuing certificate
- Resume
- 2 years of professional experience in education or a related field

Certificate programs are not eligible for Title IV (federal financial aid) funding unless the certificate is a requirement of a degree program.

The exceptions are approved programs of at least one academic year in duration that leads to a certificate and prepares students for gainful employment in a recognized occupation. Approved programs will be designated with disclosure information on the program web page in the applicable academic college.

**For More Information:**

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