



TEXAS TECH UNIVERSITY
College of Education™

Higher Education

***Graduate Certificate
in Higher Education
Administration
Program Handbook***

**College of Education Graduate
Education and Research Texas
Tech University
Box 41071
Lubbock, TX 79409-1071
(806) 742-1997
Fax (806) 742-2197
<http://www.educ.ttu.edu>**

Higher Education

Graduate Certificate in Higher Education Administration Program

Program Overview

The Higher Education Program is committed to excellence in preparing and supporting instructional and administrative leaders for higher education, generating and supporting research, and delivering public service to the field of higher education.

The **Graduate Certificate in Higher Education Administration** offers opportunities for any individual interested in working in colleges and universities to hone their skills by taking coursework that focuses on the current trends and methodologies in the higher education administration sector. A minimum of **15 semester credit hours** is required to obtain the Graduate Certificate.

Although providing an overview of the policies, procedures, and requirements of the Higher Education Program, this *Handbook* cannot be viewed as having all of the answers. Students must seek answers to questions from other sources including, although not limited to, the Higher Education Program faculty, the College of Education (COE) Office of Graduate Studies and Research (COE Room 105), and the Texas Tech University Graduate School (Holden Hall). While faculty advisors are knowledgeable about the policies, procedures, and requirements, the primary responsibility for reading and following correct policies and procedures remains with the student, not the faculty.

Specific descriptions of courses are in the Texas Tech University Catalog. Information about Texas Tech University can be found on-line at www.ttu.edu. Information about the College of Education and the Higher Education Program can be found at <http://www.educ.ttu.edu/>

Graduate Faculty

Dr. Dimitra Jackson	Assistant Professor	COE Room 322	dimitra.jackson@ttu.edu
Dr. Stephanie J. Jones	Assistant Professor, Doctoral Program Coordinator	COE Room 309	stephanie.j.jones@ttu.edu
Dr. Valerie Paton	Associate Professor/ Senior Vice Provost	Office of the Provost	valerie.paton@ttu.edu
Dr. Colette M. Taylor	Assistant Professor, Master's Program Coordinator	COE Room 304	colette.taylor@ttu.edu

Admission Procedures

A. Steps in Application Process for Graduate Certificate in Higher Education Administration

Submit two applications:

- ❖ One application should be submitted to Texas Tech University Graduate School submitted to the Graduate School (03Holden Hall). Please follow the procedures outlined at: <http://www.depts.ttu.edu/gradschool/admissions/how.php> , including official transcripts sent directly to the Graduate School.
- ❖ The second application must be submitted to the Texas Tech University College of Education online at <http://www.educ.ttu.edu/future/admission/apply-now>. Please make sure and review all of the information provided. When you are ready to begin your application, please scroll down to the bottom of the page and click on "Login to begin application."
This online application requires you to submit a statement of purpose, three letters of recommendation, and a complete résumé or vita.

BOTH applications must be completed in order for your admission to the program to be considered. If you have any problems in this process, please contact Dr. Colette Taylor, program coordinator, at colette.taylor@ttu.edu or call (806) 742-1997, ext. 266. You may also contact Stephenie McDaniel, assistant advisor graduate education and research, at stephenie.mcdaniel@ttu.edu or call (806)742-1998, ext. 434

- B. The Graduate School has two types of admission, described briefly here. Official descriptions are in the current TTU Graduate Catalog. The graduate admissions categories are: (1) Full admission to the graduate certificate or masters program in Higher Education and (2) Graduate Temporary (GTMP).
- C. Graduate Certificate program in higher education utilize a **rolling admissions policy**. Applicants may apply for the spring semester beginning on October 1, and for the fall semester, beginning on February 1. While there are no application deadlines to apply for either program, there are scholarship and financial aid deadlines which students should be aware. These deadlines may be found on the Graduate School website. Pursuant to rolling admissions policies, the Higher Education program reserves the right to stop accepting applications when the class has been filled, or maximum student occupancy in each program has been reached. Therefore, you are highly encouraged to apply as soon as possible.

Notification of acceptance. The official letter of acceptance or rejection will be sent by the Higher Education Online Doctorate Program Coordinators. In addition, students can check their status online, through the Graduate School at <http://www.depts.ttu.edu/gradschool/admissions/AppStatusCheck.php>.

Appeal process. Applicants who are not accepted into the graduate certificate or masters program in Higher Education have the right to appeal the Higher Education program faculty's decision. The first level of appeal is to reapply to the program. If an applicant is still rejected by the Higher Education program faculty, the next level of appeal is the College of Education Graduate Academic Affairs Committee. If the applicant's appeal is denied by the College of Education Graduate Academic Affairs Committee, there is no further recourse for admission.

Admission Criteria

The following are the admission criteria to be considered for the Graduate Certificate in Higher Education Administration and does not automatically guarantee admission to the master or doctoral programs in the College of Education. Applicants must demonstrate the following:

1. A bachelor's degree in any discipline from an accredited public or private university with a cumulative GPA of 3.0 or higher.
 2. A clear commitment to enter the administrative ranks of 2- or 4- year institutions of higher education or the university professorate in higher education administration as demonstrated in the statement of purpose.
- IF YOU RECEIVE AN OFFICIAL LETTER OF ADMISSION from the Graduate School, develop the Program for Graduate Certificate or Master's Degree (degree plan) with your faculty advisor, who will also advise you on course selection and registration.
 - IF YOU RECEIVE A REJECTION LETTER from the Graduate School, contact the Associate Dean of Graduate Education and Research, (806) 742-1998, Ext. 447 (COE Room 110AA) for advisement regarding the admissions appeals process.

Advisement Procedures

Degree Plan

As soon as possible after admission to a degree program, but no later than during the first semester of work, the student should contact the Master's Program Coordinator to develop a "Program for the Master's Degree." During an individual conference, the program coordinator will assist the student with selecting courses related to the chosen program option. After the student's degree plan is signed by the advisor and department head and approved by the Graduate School, the student is expected to follow it as the basis in all subsequent enrollments.

Transfer credit. Only six approved semester hours of coursework may be transferred from another accredited university. Transfer courses may not include practicums or internships. No course on the degree plan may be over six years old at the time the degree is conferred.

Applicants with a prior master's degree. The TTU Graduate Catalog states that permission to work toward a second degree of the same level is granted only upon approval by the Higher Education Program and review by the Graduate Dean. The applicant is subject to all requirements as a new student. While there is no guarantee that any work from the first master's degree may apply to the second, at least *one full year (24 semester hours) must be taken specifically for the new degree program*. Therefore, applicants with a prior master's degree are urged to investigate the Doctoral Program in Higher Education.

Annual Reviews

The Graduate Faculty conducts annual reviews of each enrolled student in the graduate program. These reviews typically take place in February. Students will be reviewed according to the guidelines established in the Satisfactory Progress Policy (See Appendix A).

As a result of this review, the Graduate Faculty will recommend one of the following:

1. Continue in the Graduate Program,
2. Continue in the Graduate Program with Conditions, or
3. Dismissal from Graduate Program

Continuation of Enrollment

Students who have been granted admission are expected to register in the term for which admission is granted. Any student who fails to register during any one-year period prior to graduation, and who does not have an official leave of absence from study granted by the Higher Education Program and the Graduate School, may be required to apply for re-admission to the program according to the procedures and standards in effect at the time of reconsideration.

Although this *Handbook* provides an overview of the policies, procedures, and requirements of the Higher Education program, the *Handbook* cannot be viewed as having all of the answers. Instead, students must seek answers to questions from other sources including, but not limited to, the Higher Education program faculty, the COE Office of Graduate Studies and Research (COE Room 105), and the Texas Tech University Graduate School (Holden Hall). While faculty advisors are knowledgeable about the policies, procedures, and requirements, the **primary responsibility** for reading and following correct policies and procedures **remains with the student**, not the faculty.

Program of Studies

GRADUATE CERTIFICATE IN HIGHER EDUCATION ADMINISTRATION (15 hours)

The certificate in higher education administration will make possible the opportunity for higher education professionals to hone their skills by taking coursework that focuses on the current trends and methodologies in the higher education administration sector. In addition to trends and methodologies, issues of administration, strategic management, and leadership will also be essential components of the Certificate program. This will help fill a need of educating professionals on leadership and management topics relevant to the complex nature of higher education administration. There will be three required courses for the foundation of this certificate, and students may select two additional electives, based on their unique career needs and future career and educational goals.

Required Courses in Higher Education

9 semester hours

EDHE 5300 History of Higher Education in the US

EDHE 5313 The Comprehensive Community College*

EDHE 5321 Administration of Higher Education**

EDHE 5323 Higher Education and the Law

*If the student works in a 2-year/community college setting the required course is EDHE 5313.

**If the student works in a 4-year college/university setting the required course is EDHE 5321.

Electives

6 semester hours

Electives may be taken from the following Higher Education program coursework, College of Education courses, or courses in other university programs as determined in conjunction with the program coordinator.

EDHE 5303 Critical Issues in Higher Education

EDHE 5305 Leadership in Higher Education

EDHE 5323 Funding Higher Education

EDHE 5332 Student Services in Higher Education

EDHE 5342 College Teaching

TOTAL

15 semester hours

Additional Information

Statement of Intention to Graduate

Students must file a “Statement of Intention to Graduate” in the Graduate School as early as to meet TTU Graduate School deadlines at <http://www.depts.ttu.edu/gradschool/current/Deadlines.php>.

Other Issues

Other important issues such as registration, financial assistance, ethics, and appeals procedures are outlined in the *Student Handbook* at <http://www.depts.ttu.edu/officialpublications/catalog/ViewCat.html>.