

Higher Education

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

## College of Education Graduate Education and Research

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# 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), and the Texas Tech University Graduate School (Administration Building). 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**.](http://www.ttu.edu/) Information about the College of Education and the Higher Education Program can be found at <http://www.educ.ttu.edu/>

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# 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 5324 Higher Education & 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 5301 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**