

# CAREER AND ACADEMIC ADVISING - GRADUATE CERTIFICATE

**College of Education Health and Human Services**  
 School of Foundations, Leadership and Administration  
 300 White Hall  
 Kent Campus  
 330-672-2012  
 www.kent.edu/ehhs/fla

## Description

The Career and Academic Advising graduate certificate meets the needs of students interested in learning more about academic and career advising and/or aspiring to work in academic advising or career services or to become a credentialed career development facilitator. Furthermore, this certificate program is appropriate for professionals currently employed in career services settings, including counseling supervisors, counselors, career advisors, career specialists, school counselors, workforce development specialists and academic advisors.

### Fully Offered At:

- Kent Campus

## Admission Requirements

- Bachelor's degree from an accredited college or university
- Minimum 3.000 undergraduate GPA is preferred<sup>1</sup>
- Official transcript(s)
- Résumé or vita
- Goal statement
- Interview
- Two letters of recommendation

For more information about graduate admission, please visit the Graduate Studies website.

<sup>1</sup> Post-baccalaureate work may be taken into consideration when interpreting the GPA for admission.

## Gainful Employment Disclosure

Disclosure statement for this certificate.

## Graduate Certificate Policy for the College of Education, Health and Human Services

- Students seeking a graduate certificate must maintain a minimum 3.000 grade point average. A graduate certificate student who receives a combination of more than 8 credit hours of B- or lower grades, or more than 4 credit hours of grades lower than C is subject to dismissal. Students who are unable to maintain academic standards of the College are subject to dismissal for academic reasons. Grades of C- or below are not counted toward completion of the certificate.

- Certificates must be completed within six years after the first graduate enrollment.
- No more than 2 credit hours of workshop may be used toward a certificate.
- Before being eligible to be awarded a Certificate, students must be admitted to the Certificate program.
- Students currently in a graduate degree program may also apply to a certificate program. Their degree seeking coursework may be applied to the certificate coursework with advisor approval. The courses must be completed within six years and satisfy certificate course requirements.
- Students who have a previous graduate degree and are not currently seeking another graduate degree may transfer a maximum 6 credit hours with advisor approval. These credits may include hours from another KSU program, or from another accredited institution, if the following conditions are met: (1) courses were at the graduate level; (2) a grade of "A" or "B" was earned; (3) credit will be less than six years old at the time the certificate is conferred at Kent; and (4) student was admitted as a graduate student at the time the course was taken.
- Some program areas may be more restrictive. Students are advised to consult their program.

## Program Requirements

### Certificate Requirements

Code	Title	Credit Hours
<b>Certificate Requirements</b>		
CES 68182	CAREER COUNSELING	3
HIED 66653	COLLEGE STUDENT DEVELOPMENT: THEORY AND PRACTICE	3
HIED 66679	CAREER ADVISING: THEORY AND PRACTICE	3
Certificate Electives, choose from the following:		6
CES 67531	COUNSELING SKILLS AND TECHNIQUES	
HIED 66733	INTERPERSONAL AND GROUP DYNAMICS IN EDUCATIONAL ORGANIZATIONS	
HIED 66492	INTERNSHIP IN HIGHER EDUCATION ADMINISTRATION <sup>1</sup>	
HIED 66677	WORKFORCE, ECONOMIC AND COMMUNITY DEVELOPMENT IN COMMUNITY COLLEGES	
HIED 66681	ADMINISTRATION OF ADVISING SERVICES	
Other course as approved by faculty advisor		
Minimum Total Credit Hours:		15

<sup>1</sup> Students must have completed at least 6 credit hours in the certificate program before applying for an internship. Internships must be in settings suitable for academic and career advising services.

## Graduation Requirements

<b>Minimum Certificate GPA</b>
3.000
• Students declared in a doctoral degree should enroll in the doctoral level version of these courses, if offered.