CAREER AND ACADEMIC ADVISING - GRADUATE CERTIFICATE

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
• 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.

Post-baccalaureate work may be taken into consideration when interpreting the GPA for admission.

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.

Program Requirements

Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CES 68182</td>
<td>CAREER COUNSELING</td>
<td>3</td>
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<tr>
<td>HIED 66653</td>
<td>COLLEGE STUDENT DEVELOPMENT: THEORY AND PRACTICE</td>
<td>3</td>
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<tr>
<td>HIED 66679</td>
<td>CAREER ADVISING: THEORY AND PRACTICE</td>
<td>3</td>
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<td>Certificate Electives, choose from the following:</td>
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<tr>
<td>CES 67531</td>
<td>COUNSELING SKILLS AND TECHNIQUES</td>
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<tr>
<td>HIED 66733</td>
<td>INTERPERSONAL AND GROUP DYNAMICS IN EDUCATIONAL ORGANIZATIONS</td>
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<tr>
<td>HIED 66492</td>
<td>INTERNSHIP IN HIGHER EDUCATION ADMINISTRATION</td>
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<tr>
<td>HIED 66677</td>
<td>WORKFORCE, ECONOMIC AND COMMUNITY DEVELOPMENT IN COMMUNITY COLLEGES</td>
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<tr>
<td>HIED 66681</td>
<td>ADMINISTRATION OF ADVISING SERVICES</td>
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Minimum Total Credit Hours: 15

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

Minimum Certificate GPA
3.000

Students declared in a doctoral degree should enroll in the doctoral level version of these courses, if offered.