

# CAREER AND ACADEMIC ADVISING - GRADUATE CERTIFICATE

College of Education Health and Human Services  
School of Foundations, Leadership and Administration  
[www.kent.edu/ehhs/fla](http://www.kent.edu/ehhs/fla)

## About This Program

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.

## Contact Information

- Program Coordinator: **Christa Porter** | [cporte24@kent.edu](mailto:cporte24@kent.edu) | 330-672-0645
- Chat with an Admissions Counselor

## Program Delivery

- **Delivery:**
  - In person
- **Location:**
  - Kent Campus

## Examples of Possible Careers and Salaries\*

### Education administrators, all other

- 8.1% much faster than the average
- 52,100 number of jobs
- \$87,580 potential earnings

### Education administrators, postsecondary

- 3.7% about as fast as the average
- 190,500 number of jobs
- \$97,500 potential earnings

\* Source of occupation titles and labor data comes from the U.S. Bureau of Labor Statistics'

Occupational Outlook Handbook. Data comprises projected percent change in employment over the next 10 years; nation-wide employment numbers; and the yearly median wage at which half of the workers in the occupation earned more than that amount and half earned less.

For more information about graduate admissions, visit the graduate admission website. For more information on international admissions, visit the international admission website.

## Admission Requirements

- Bachelor's degree from an accredited college or university
- Minimum 2.750 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.

## Application Deadlines

- **Fall Semester**
  - Rolling admissions
- **Spring Semester**
  - Rolling admissions
- **Summer Term**
  - Rolling admissions

## Program 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       |   |              |
| <b>Minimum Total Credit Hours:</b>                |   | <b>15</b>    |

<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

| Minimum Certificate GPA | Minimum Overall GPA |
|-------------------------|---------------------|
| 3.000                   |                     |

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

## 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.