

# INSTITUTIONAL RESEARCH AND ASSESSMENT - GRADUATE CERTIFICATE

College of Education and Human Services  
 School of Teaching, Learning and Curriculum Studies  
[www.kent.edu/ehs/tlcs](http://www.kent.edu/ehs/tlcs)

## About This Program

The Institutional Research and Assessment graduate certificate is for professionals in or aspirants for leadership positions in post-secondary settings, as well for those who seek to learn more about assessment and institutional research and their role in American higher education. The program provides knowledge and skills development in the areas of higher education assessment, institutional research, technology and the organization of higher education. Students have the option of an internship experience in higher education at the conclusion of the certificate (strongly recommended for students without full-time work experience).

## Contact Information

- Erica Eckert, Ph.D. | [eekert@kent.edu](mailto:eekert@kent.edu) | 330-672-0557
- Connect with an Admissions Counselor

## Program Delivery

- **Delivery:**
  - Mostly online
- **Location:**
  - Kent Campus

## Examples of Possible Careers and Salaries\*

### Education administrators, all other

- 2.5% slower than the average
- 60,200 number of jobs
- \$89,040 potential earnings

### Education administrators, postsecondary

- 1.7% slower than the average
- 226,600 number of jobs
- \$103,960 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 GPA on a 4.000-point scale
- Official transcript(s)
- Goal statement
- Résumé
- Two letters of recommendation
- English language proficiency - all international students must provide proof of English language proficiency (unless they meet specific exceptions to waive) by earning one of the following:<sup>1</sup>
  - Minimum 79 TOEFL iBT score
  - Minimum 6.5 IELTS score
  - Minimum 58 PTE score
  - Minimum 110 DET score

<sup>1</sup> International applicants who do not meet the above test scores will not be considered for admission.

## Application Deadlines

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

## Program Requirements

### Certificate Requirements

Code	Title	Credit Hours
<b>Certificate Requirements</b>		
HIED 66665	TECHNOLOGY, SYSTEMS AND DATA IN HIGHER EDUCATION ADMINISTRATION	3
HIED 66749	ASSESSMENT AND ACCREDITATION IN HIGHER EDUCATION	3
RMS 65510	STATISTICS I FOR EDUCATIONAL SERVICES	3
RMS 68806	HIGHER EDUCATION DATA AND INSTITUTIONAL RESEARCH	3
Higher Education Knowledge Elective, choose from the following:		3
HIED 66640	UNITED STATES HIGHER EDUCATION	
HIED 66656	HIGHER EDUCATION CURRICULUM	
HIED 66662	POLITICS AND POWER IN ORGANIZATIONS	
HIED 66492	INTERNSHIP IN HIGHER EDUCATION ADMINISTRATION	

**Minimum Total Credit Hours:** 15

## Graduation Requirements

Minimum Certificate GPA	Minimum Overall GPA
3.000	3.000

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

## Program Learning Outcomes

Graduates of this program will be able to:

1. Create outcomes, select measures, and plan assessment processes.
2. Collect and analyze data using the appropriate technique and interpret results in context.
3. Describe and plan for institutional politics and stakeholder positions related to the entire assessment process.
4. Apply technical knowledge (software and applications and systems) for assessment and institutional research.

## Graduate Certificate Policy

- 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:
  - courses were at the graduate level;
  - a grade of "A" or "B" was earned;
  - credit will be less than six years old at the time the certificate is conferred at Kent;
  - and 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.