**APPLICATION TO RECEIVE THE CERTIFICATE IN HIGHER EDUCATION ADMINISTRATION**

**MISSISSIPPI COLLEGE SCHOOL OF EDUCATION**

**DEPARTMENT OF TEACHER EDUCATION AND LEADERSHIP**

**BOX 4009**

**CLINTON, MS 39058**

*Students who have a bachelor’s degree and wish to know more about higher education administration may pursue a Certificate in Higher Education Administration. The 15 hours of graduate-level coursework included in this program provides a background for careers in university administration. Courses may be taken in both traditional and online formats.*

**Instructions:** Please complete this form and return it to the Department of Teacher Education and Leadership.

**Semester you are completing certificate requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name** (to appear on certificate): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

City State Zip

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

List all courses taken to fulfill certificate requirements. A minimum of 15 semester hours must be completed at Mississippi College. Indicate all transfer credit (TR), courses substituted (SUB), and courses in progress (IP), if any.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Number** | **Course Title** | **Semester** | **Grade** | **Hours Earned**  (TR, SUB, or IP) |
| HED 6500 | Basic Understandings in Higher Education Administration |  |  |  |
| HED 6501 | Law and Higher Education |  |  |  |
| HED 6502 | Finance and Higher Education |  |  |  |
| HED 6503 | Student Development Theories – Ethics and Inquiry |  |  |  |
| HED 6506 | The Community College |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Total Hours Required: 15**

**Bachelor’s Degree Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Degree/Major University Date

**Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advisor’s Signature** (confirming completion): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit to the Office of the Registrar for verification and posting of the certificate upon completion.