

**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 earned 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.