Graduate Certificate in Higher Education Administration

**Purpose of Program**
The Graduate Certificate in Higher Education Administration will provide an opportunity for those working or seeking to work in institutes of higher education to develop their knowledge and skills in higher education administration. With a large and expanding four-year University and community college student population, this certificate program will enhance the professional preparation and development opportunities for current and prospective higher education administrators. The Graduate Certificate in Higher Education Administration (HEA) is a 15 semester credit hour program available to individuals who have been admitted as a special student and seek the certificate independent of a degree, as well as master’s degree students who are not matriculating through the M.Ed. in Educational Leadership & Policy Studies (HSA concentration).

**Program Options**
Must take 5 of the following:
EDL 5303 Human Relations in Educational Administration
HSA 5103 College Student Development
HSA 5203 Multicultural Issues in Higher Education
HSA 6003 Higher Education Law
HSA 6123 Program Planning and Evaluation in Higher Education
HSA 6303 Seminar in Governance in Higher Education
HSA 6503 The Community College

**Career Opportunities**
Students who complete the Certificate in HEA can find career opportunities such as: assistant director of student relations, resident director, academic advisor, program manager, student development specialist, financial aid advisor, and other higher education administration positions in universities and community colleges.

**Admission Requirements**
- Baccalaureate degree from a regionally accredited institution.
- GPA of at least 3.0 (on a 4.0 scale) in last 30 hrs of baccalaureate degree program and all previous graduate work.
- Evidence of one year of experience in student affairs, higher education administration, or a related field, documented by the submission of a resume.

**How to Apply**
Apply through the UTSA graduate school at: [http://www.utsa.edu/graduate](http://www.utsa.edu/graduate). Please attention all mail (transcripts, etc.) to:

University of Texas at San Antonio
Attn: The Graduate School
One UTSA Circle
San Antonio, TX 78249

**Contact Information:**

**Program:** Educational Leadership & Policy Studies
- Elisha.reynolds@utsa.edu
- 210-458-6620
- Website: [http://elps.utsa.edu](http://elps.utsa.edu)

**College:** College of Education and Human Development
- education@utsa.edu
- 210-458-4370
- Website: [http://coehd.utsa.edu](http://coehd.utsa.edu)

**Application:** Graduate School
- graduatestudies@utsa.edu
- 210-458-4330
- [http://www.utsa.edu/graduate/](http://www.utsa.edu/graduate/)

**Financial Aid:** Financial Aid
- 210-458-8000 (general line)
- 210-458-7169
- [http://www.utsa.edu/financialaid/](http://www.utsa.edu/financialaid/)
Financial Aid and Scholarships:
All students interested in financial aid should fill out the FASFA (Free Application for Federal Student Assistance). The link to this site is: http://www.fafsa.ed.gov/

Students may also be interested in Graduate Assistantship positions available within the College. Typically, these assistantships are 19 hours per week.

Scholarships are also available to Graduate Students. Attached are links to scholarship databases:

http://www.utsa.edu/graduate/Funding%20Opportunities/FundingOpp.htm

http://www.utsa.edu/scholarships/

http://coehd.utsa.edu/Students/Scholarships/index.htm