

Graduate Certificate in Academic Advising

Undergraduate academic success is an important purpose in higher education. Increasingly, academic advising is a critical and integral process in the retention and success of college students. According to recent research, nearly one half of America's undergraduates leave college prior to graduation. A key to student successful graduation may be effective academic advising.

The purpose of the academic advising certificate is to educate and train individuals to improve their academic advising knowledge, skills, and attitudes and potentially increase college student success and graduation.

Academic Advising

Using the National Academic Advising Association (NACADA) core values and the Council for Advancement of Standards in Higher Education (CAS) for academic advising, the EDLD faculty incorporated the major national goals for academic advisors.

Upon completion of this certification program, students will demonstrate competency in the following areas:

- Promote student growth and development
- Discuss and clarify educational, career, and personal goals
- Understand the institutional, general education, and major requirements of an institution
- Advise on the selection of appropriate course and other educational experiences
- Understand institutional policies and procedures
- Evaluate and monitor student academic progress and the impact on achievement of goals
- Direct students with educational, career, or personal concerns, or skill or learning deficiencies to other resources and programs on a campus
- Knowledge of and refer to educational, institutional, and community resources and activities (e.g. internship, study abroad, honors, service-learning, research opportunities)

- Knowledge of relevant data about student needs, preferences and performance for use in institutional decisions and policy
- Knowledge of latest technology for delivery of advising information

Career Opportunities

The academic advising certificate provides an opportunity to gain knowledge, skills, and attitudes necessary to deliver effective academic advising.

The certificate program is designed for:

1. graduate students anticipating academic advising roles in higher education
2. persons interested in working directly with student athletes in academic advising
3. advisors and administrators who desire more formal education related to academic advising
4. faculty seeking knowledge beyond their discipline to assist their advising skills

Academic advising positions are available in a number of areas within higher education, such as, advising special populations, first year students, career and academic advising, retention programs, athletics, transfer students and technology in advising.

NCADA, the National Academic Advising Association provides resources and job postings: <http://www.ncada.ksu.edu>

Complete your application for admission to Eastern Michigan University
on the Web — <http://www.emich.edu/admissions/apply/>

Eastern Michigan University's undergraduate and graduate catalogs are available at: www.emich.edu/public/catalogs/

Proposed Program of Study

The Academic Advising Certificate consists of the basic concentration (14 credit hours), and electives (1-3 credit hours) for a total of 15-17 credit hours.

Basic Concentration (14 hours)

- EDLD 550 Introduction to Student Affairs (3)
- EDLD 552 Introduction to Academic Advising (3)
- EDLD 631 Human Relation Skills for Educ Leaders (3)
- EDLD 655 College Student Development Theory (3)
- EDLD 687 Master's Internship in Educ Leadership (2)

Department Electives (1-3 hours)

Must be approved by academic advisor.

Admission Requirements

For admission you must:

1. Complete the Application for Graduate Admission. All admission materials, both graduate school and program, are submitted through the Office of Admissions.
2. Have earned a valid undergraduate degree from an accredited four-year institution of higher education.
3. International students must meet the following additional criteria: an official score report from either the Test of English as a Foreign Language (TOEFL), International English Language Test System (IELTS), or the Michigan English Language Assessment Battery (MELAB) must be sent by the testing service directly to the University. Student score reports, faxes or photocopies will not be considered official. Minimum scores for admission is 550 (Paper-based Test), or 79 (Internet-based Test) for the TOEFL; 77 on MELAB; or 6.5 (or higher) on the IELTS. If the TOEFL is taken, the Test of Written English (TWE) is also required. A conditional admission may be available to those students falling just below the minimum score requirements.
4. Applicants must have a 2.70 undergraduate GPA or a 3.0 GPA in the second half of their undergraduate program. A 3.3 GPA or better on a previous graduate degree. A conditional admission may be available for those who fall just below the minimum GPA requirements.

5. Submit **recommendations from two** professional supervisors and/or supervising professors that can address the quality of the applicant's professional work. Applicants may receive these forms from the department office. Recommendation forms are submitted with the Graduate School Application.
6. Applicants must submit a **résumé** detailing their professional and educational experiences.
7. Complete a **personal statement** describing the reasons to pursue a graduate certificate program in academic advising including career and educational goals. The essay must be a minimum of 250 words and will be reviewed as an indicator of writing ability.

Advising

A Department of Leadership and Counseling academic adviser will work with you to assist in the exploration of degree/certificate requirements, evaluation of applications for admission to a degree program, preparation of a plan of study, approval of program changes, and recommendation for graduation. For more information or to schedule an advising appointment, call 734.487.0255 or the off campus location nearest to you.

For More Information

For more information about course content and requirements for admission to the Academic Advising Certificate program, contact:

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Or visit our website:
<http://www.emich.edu/coe/lc/>