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 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. Using the National Academic Advising Association (NACADA) core values and the Council for Advancement of Standards in Higher Education (CAS).

Admission Requirements

For admission an applicant must:
1. Complete the Graduate School Application online at emich.edu/graduate/apply/.
2. **ALL APPLICATION MATERIALS MUST BE SUBMITTED ONLINE.**
3. Have earned a valid undergraduate degree from an accredited four-year institution of higher education. Official transcripts must be submitted. Official electronic transcripts can be sent to transcripts_admissions@emich.edu.
4. International students must meet the language requirements of the Graduate School.
5. Applicants must have a 2.70 undergraduate GPA or a 3.0 GPA in the second half of the undergraduate program. A 3.3 GPA or better on a previous graduate degree.
6. Submit recommendations from two professional supervisors and/or supervising professors that can address the quality of the applicant’s professional work.
7. Submit a resume detailing their professional and educational goals.
8. 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.
Admission Process

The rolling admission process for the certificate is as follows:

1. The Office of Admissions will receive and gather ALL required documents online.

   Contact the Office of Admissions via:
   Email: documents_admissions@emich.edu
   Phone: 734.487.3400

2. Completed applications will be reviewed by the faculty review committee. Those applicants who have submitted acceptable GPAs, the resume, personal statement and recommendation forms will be admitted and assigned an advisor. The certificate program must be completed within a three-year period.

   An application may be deemed “questionable” due to a combination of low GPA, fair or poor recommendations, poor writing ability and/or statements that are inconsistent with the student’s goals as an administrator. These “questionable” applications will be reviewed by the faculty who will assess verbal skills, writing skills, educational background and GPAs.

3. All applicants will be notified.

4. All decisions by the faculty regarding admissions are final.

Proposed Program of Study

The Academic Advising Certificate consists of the basic concentration (13 credit hours), and department electives (2-4 credit hours) for a total of 15-17 credit hours.

Basic Concentration (13 hours)

EDLD 550 Introduction to Student Affairs (3)
EDLD 552 Introduction to Academic Advising (3)
EDLD 553 Career Advising (2)
EDLD 631 Human Relation Skills for Educ Leaders (3)
EDLD 687 Master’s Internship in Ed. Leadership (2)

Department Electives (2-4 hours)

Must be approved by academic advisor.

Advisor Information

Ronald Flowers, Ed.D.
Department Head
rflowers@emich.edu

Elizabeth Broughton, Ed.D.
ebroughto@emich.edu

Raul Leon, Ph.D.
rleon1@emich.edu

Carmen McCallum, Ph.D.
cmccall5@emich.edu

Additional Department Information

Information regarding the following can be found on the department website:

- Course Substitutions / Program Changes
- Courses Outside the Program
- Internships

March 2019