

# Admission Requirements

## Academic Prerequisites

Applicants must hold a master's degree from a regionally accredited institution or its international equivalent. The master's degree may be in any discipline, as the certificate is designed to serve faculty and staff across all academic fields.

## Professional Experience

Candidates should have one of the following:

- Current employment in higher education as faculty, staff, or graduate teaching assistants
- Demonstrated commitment to pursuing a career in higher education teaching
- Relevant teaching experience in formal or informal educational settings

## Application Materials

Complete applications must include:

**Academic Transcripts:** Official transcripts from all post-secondary institutions attended, demonstrating completion of a master's degree with a minimum cumulative GPA of 3.0 on a 4.0 scale.

**Statement of Purpose:** A 500-750 word essay addressing the applicant's motivation for pursuing the certificate, relevant teaching experience or interests, and professional goals related to higher education pedagogy.

**Professional Resume/CV:** Current resume or curriculum vitae highlighting educational background, work experience, and any teaching-related activities.

**Letters of Recommendation:** Two letters of recommendation, preferably from individuals who can speak to the applicant's potential for success in higher education teaching. These may include supervisors, colleagues, or former professors.

## Additional Considerations

- International applicants whose native language is not English must demonstrate English proficiency through TOEFL (minimum score of 80 iBT) or IELTS (minimum score of 6.5)
- Applicants may be required to participate in an informal interview or consultation with program faculty
- Rolling admissions with priority deadlines of March 1 for fall admission and October 1 for spring admission

## **Conditional Admission**

Applicants who do not meet all requirements but show strong potential may be considered for conditional admission on a case-by-case basis, subject to completion of specified prerequisites or maintenance of satisfactory academic progress during initial coursework.