

## **NON-DEGREE COMMUNITY COLLEGE LEADERSHIP GRADUATE CERTIFICATE (CCLGC)**

### **I. PROGRAM DESCRIPTION:**

Community colleges are the largest higher education sector in New Jersey and throughout the country. Over 40 percent of all U.S. undergraduates are enrolled at community colleges. The self-standing Community College Leadership Graduate Certificate (CCLGC), in combination with community college administrative and/or teaching experience, will acquaint aspiring community college leaders with the history and mission of community colleges, leadership theories and practice, plus the application of those theories and practice to problem-solving in the community college sector. This 12-credit certificate program is affiliated with and administered by the Ph.D. Higher Education Program.

CCLGC prospective students include individuals who seek to advance their careers in community college leadership and are interested in gaining knowledge and expertise in community colleges that might lead to career opportunities in the community college sector.

### **II. APPLICATION DEADLINES:**

Fall admission priority deadline - December 15

Spring admission priority deadline - October 15

*Note: Applications are also accepted on a rolling basis throughout the year*

### **III. APPLICATION REQUIREMENTS:**

Rutgers students enrolled in any graduate degree program may enroll in courses designated as part of the CCLGC and earn the graduate certificate. Upon completion of the curriculum requirements, the CCLGC will be recorded on the student's academic transcript.

Applicants who are not enrolled in a graduate degree program: Preferred qualifications for admission into the CCLGC self-standing program include an earned master's degree plus 2-5 years of higher education experience. An earned baccalaureate degree from an accredited higher education institution is required. Individuals not currently enrolled in a Rutgers graduate degree program may apply for admission to the CCLGC self-standing program by submitting:

1. Statement of Interest,
2. Two recommendation letters, and
3. Official academic transcripts.

Only complete applications will be reviewed.

### **IV. HOW TO APPLY:**

**Current Rutgers University Students:** All applicants who are **currently** enrolled in a program at Rutgers University and wish to begin the certificate program while continuing their current program should contact the GSE Office of Student and Academic Services (OSAS) at [academic.services@gse.rutgers.edu](mailto:academic.services@gse.rutgers.edu).

**Non-Rutgers University Students:** Applicants who are **not currently** enrolled in a program at Rutgers University apply online at the Graduate Admissions website: <http://gradstudy.rutgers.edu/>

1. Click on "Create Account or Login" and follow the instructions given.
2. Under "Start an application today!", click **Apply Now**  
Application Selection

3. For “Level of Application”, select **Graduate**
4. For “Applicant Type”, select **Certificate**
5. Continue filling out the application, following the on-screen instructions.  
Program of Study
6. Under “Program Information”, make sure **Certificate** is selected for “Applicant Type”
7. For “Area of Study”, select **Education**
8. For “Location/Instructional Method”, select **New Brunswick**
9. For “Program Selection”, select **Education - Community College Leadership (Certificate) New Brunswick**
10. Complete the rest of the application by providing the requested information.
11. Supporting materials should be submitted online. Materials that must be mailed should be addressed to:  
Office of Graduate and Professional Admissions, Rutgers, The State University of New Jersey, Proctor Hall,  
Suite 308, 65 Davidson Road, Piscataway, NJ 08854, U.S.A.
12. Enter payment information for the non-refundable application fee.
13. Submit your application.

**V. PROFESSIONAL EDUCATION REQUIREMENTS:**

Course Number	Course Name	Credits
16:507:510	Higher Education Structures and Governance	3
16:507:525	Economics and Finance of Higher Education	3
16:507:530	Higher Education Leadership	3
16:507:645	The Community College Sector	3
<b>Total Credits</b>		<b>12</b>

**No program requirements may be met at any other institution.** Students are expected to maintain a “B” or better average. Students seeking the CCLGC must also complete an applied research project that is integrated across the four required courses—in other words, a culminating project. Under the direction of the faculty advisor, students will develop a proposal for the applied research project in the Community College Sector course (the first course taken), build on it through each of the courses in the graduate certificate curriculum, and present the completed project.

**VI. PROGRAM FACULTY:**

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