

# Certificate

## Community College Leadership Certificate

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The synchronous, online graduate certificate in Community College Leadership is designed for emerging leaders in community college administration, as well as administrators who have recently transitioned to a community college from careers in other industries. The 15-credit program targets the American Association for Community Colleges (AACCC) standards.

### Admission

Prospective students seeking admission to the graduate certificate program in Community College Leadership must:

1. Meet all University admission requirements as listed in the Old Dominion University Catalog;
2. Provide one letter of recommendation that demonstrates the applicant's academic and writing ability as well as leadership potential;
3. Provide a CV or resume that describes the applicant's academic and professional background;
4. Complete an online application; and
5. Upload transcripts of all undergraduate and/or graduate work at regionally-accredited institutions.

There are two windows for applications. Materials for Fall admission are due by May 1 and Spring admissions started October 1. The admissions committee composed of Higher Education and Community College Leadership faculty will review all applications then will make admission decisions.

### Curriculum Requirements

CCL 820	Community College Leadership	3
CCL 830	Community College Politics, Policy, and Advocacy	3
CCL 824	Community College Finance, Fundraising, and Resource Management	3
CCL 826	Community College Curriculum, Program Development, and Quality Assurance	3
CCL 868	Internship in Community College Leadership	3
<b>Total Credit Hours</b>		<b>15</b>

### Additional Requirements

#### Continuance

Students must meet all department, college, and university policy requirements for continuation in their academic program. See department policy above.

#### Exit

In order to graduate from the program, students must successfully complete all coursework.

### Continuance Policy and Procedures for the Educational Leadership Program

The following policy has been established for continuance in *Educational Leadership Program*.

At the end of each semester – fall, spring, and summer – the graduate program directors (GPD) will review student records. As per university policy, students who do not maintain an overall GPA of at least 3.0 in their ELS program will be placed on probation. Students placed on probation have one semester to bring their overall GPA back to a minimum of 3.0. A student may be placed on probation only one time in their EFL program and will not be eligible for a second probationary period. Should a student's GPA fall below 3.0 twice, he/she will be dismissed from the program.

Students who receive a grade of F in any ELS required or elective program course or who receive a final grade of lower than B- in more than one class in their program will be dismissed from their program by the Graduate Program Director and Department Chair. A failing grade in dissertation credits for one semester places the student in warning status and does not automatically dismiss the student from the program. However, two failing grades in dissertation credits will result in dismissal from the program. Students may follow the Grade Appeal Procedure in the ODU Graduate Catalog. In the event a grade is appealed such that the student comes into compliance with the EFL Continuance Policy, he/she will be reinstated.

In accord with University policy, ODU email is considered official communication.