

# Graduate Certificate in Institutional Research

## Overview

The Graduate Certificate Program in Institutional Research provides the formal training institutional researchers need in an era of increased federal and state reporting requirements, legal mandates, extensive use of “data mining,” and pressure for accountability. The number of Institutional Research Offices on campuses is expanding with even the smallest institution needing a trained academic as an institutional researcher. This program was designed with support from the Association for Institutional Research (AIR) and the National Center for Educational Statistics. It meets the set of knowledge, skills, and abilities identified by AIR for institutional researchers. The UM-St. Louis campus collaborates with the UM campuses in Columbia and Kansas City and with the UM System Office in delivering this program.

This program is intended to be a post-Master’s degree program. It consists of an 18-hour program of study including courses in research methods, institutional research issues, higher education management, and a capstone course. *The courses are delivered through a variety of methods* (see “Distance Education” later). Students can engage in part-time or full-time study for the certificate. In addition to students from higher education, we encourage doctoral students from related areas in the social sciences to take all or part of the certificate.

## Application

Prospective students are encouraged to apply for the Graduate Certificate program in Institutional Research through the University web site ([www.umsl.edu](http://www.umsl.edu)). Application should be made and transcripts sent by July 1<sup>st</sup> for fall semester starts, December 1<sup>st</sup> for spring semester starts, and May 1<sup>st</sup> for summer semester starts.

## Program of Study

### Required Core Courses (12 hours)

The core provides courses in educational research and has an in-depth introduction to the issues involved in institutional research (ethics, legal requirements, student issues, faculty issues, reporting requirements, governance, finance, funding formulas, planning, etc.).

ED REM 6710, Educational Research Methods and Design	3 hrs
ED REM 7771, Quantitative Research Methods I	3 hrs
HIR ED 6440, Issues in Institutional Research I	3 hrs
HIR ED 6441, Issues in Institutional Research II	3 hrs

### Elective Courses (3 hrs)

The elective course provides additional in-depth knowledge in one area of research methods or higher education. One course from the following list should be chosen:

ED REM 7772, Quantitative Research Methods II	3 hrs
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ED REM 7781, Qualitative Methods in Educational Research	3 hrs
ED REM 6730, Educational Program Evaluation	3 hrs
ED REM 6712, Survey Research Methods in Education	3 hrs
HIR ED 6420, Legal Aspects of Higher Education	3 hrs
HIR ED 6476, Organization & Administration of Higher Education	3 hrs
HIR ED 6405, Financial Aspects of Higher Education	3 hrs
HIR ED 6406, Governance of Higher Education	3 hrs

### **Capstone in Institutional Research Applications (3 hrs)**

This experience is intended to synthesize previous course work in a hands-on experience, such as working with a National Center for Education Statistics (NCES) database, working with a simulated dataset to develop typical reports required by Institutional Research Offices, or a supervised experience working in an IR Office at a college or university.

HIR ED 6990, Internship, OR	3 hrs
HIR ED 6497, Problems, OR	3 hrs
EDUC 7880, Research Internship I (for doctoral students)	3 hrs

### **Distance Education**

Students who do not live in the St. Louis area can take HIR ED 6440 and 6441 on line and arrange for the capstone to be carried out locally. Nine credits of statistics and research methods courses, wherein an online format might not be ideal, can be taken at the graduate level at a local accredited institution and transferred into the certificate program. Check with an advisor to determine equivalent courses to those UMSL courses listed here.

### **Information**

For more information about the certificate program, contact:

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