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). Application
should be made and transcripts sent by July 1st for fall semester starts, December 1 for
spring semester starts, and May 1st 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.).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ED REM 6710</td>
<td>Educational Research Methods and Design</td>
<td>3 hrs</td>
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<tr>
<td>ED REM 7771</td>
<td>Quantitative Research Methods I</td>
<td>3 hrs</td>
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<tr>
<td>HIR ED 6440</td>
<td>Issues in Institutional Research I</td>
<td>3 hrs</td>
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<tr>
<td>HIR ED 6441</td>
<td>Issues in Institutional Research II</td>
<td>3 hrs</td>
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Elective Courses (3 hours)
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
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 hours)
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 3 hrs
OR
HIR ED 6497 Problems 3 hrs
OR
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 online 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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