Discover how to design business solutions that enhance campus programs and services with this customizable six-course online graduate certificate. This certificate blends business management practices with student affairs concepts, providing skills in key areas important to the business management of student affairs or auxiliary services, including:

- The finance environment within higher education,
- Historical and philosophical foundations of student affairs,
- Leadership and motivation in organizations, and
- Marketing management.

**Curriculum**

**Required courses:**
- BUS 500 – Business Systems and Processes (2 cr., fall)
- BUS 620 – Leadership and Teams (2 cr., fall)
- EDHE 660 – Financial Management in Student Affairs (2 cr., fall)
- EDHE 670 – College Student Personnel Administration (3 cr., fall)

**Electives:**
Choose one:
- BUS 614 – Accounting Concepts (2 cr.)
- BUS 626 – Managing Human Capital (2 cr., spring)
- BUS 630 – Information Management (2 cr., spring)

Choose one:
- EDHE 673 – Student Development Theory (3 cr., spring)
- EDHE 674 – Campus Ecology (3 cr., fall, spring)
- EDHE 676 – Organizational Behavior in Student Affairs (3 cr., summer)

This program can be completed in one year, by taking two classes each semester (fall, spring and summer); or in two years, by taking one class each semester (fall, spring, and summer). Completion time will vary based on the number of credits successfully completed each semester.

A class taken in this certificate program cannot be applied to another certificate program.

**Delivery**
Online

**Credits**
14-16 credits

**Tuition**
$665-998 per credit
- Includes [Student Services](#)
- [Fees](#) assessed separately

**Financial aid** is available; eligibility determined on an individual basis

**Time frame**
Can be completed in 1 – 1.5 years

**Completion requirements**
Successful completion of 14-16 credits from the appropriate courses

**More info**
[online.colostate.edu/certificates/student-affairs-management](online.colostate.edu/certificates/student-affairs-management)

**Contact**
Joy Nyenhuis
Student Success Coach
[joy.nyenhuis@colostate.edu](mailto:joy.nyenhuis@colostate.edu)
(970) 491-2665
Application Deadlines
Fall semester: July 15  Spring semester: January 2  Summer semester: April 15

1 Review Admission Requirements
The online certificate requires that students have a bachelor’s degree from a regionally accredited institution.

2 Prepare Application Materials
While it is not required, it is recommended that you contact us in advance of submitting application materials. Prepare the materials below and upload when you apply online.

• Two letters of recommendation
  You will provide information about your recommenders in the online application. CSU will contact them with instructions and a link to a secure form they will submit on your behalf.

• Resume
  Include any previous experience in student affairs, along with position titles, dates of employment, institutions, and major responsibilities.

• Statement of purpose
  Describe why you are interested in the program, and discuss your long-term professional or personal goals.

3 Complete Online Application
Complete the online graduate application and pay the nonrefundable application processing fee (payable online). As soon as you have completed the required information, please submit your application. Your application will not be reviewed until it is complete and all required materials have been received.

• Choose “Student Affairs in Higher Education (Certificate) – Distance” when choosing the Program of Study.
  (Note: You must first select “Certificate” at the top.)

4 Request Transcripts
Request one official transcript of all collegiate work completed from every institution attended, whether or not you received a degree from those institutions. Transcripts from Colorado State University are not required. Official transcripts can either be mailed in or sent as e-transcripts.

Send e-transcripts to: gradadmissions@colostate.edu
Send paper copies to:
Graduate Admissions
Colorado State University – Office of Admissions
1062 Campus Delivery
Fort Collins, CO 80523-1062

Check Your Application Status
View your application status at any time to ensure your application checklist is complete or to check on updates.

International Students
See website for test score and transcript requirements.