

HUMAN PERFORMANCE IMPROVEMENT
HPI CERTIFICATE – GRADUATE
 University of South Alabama – College of Education and Professional Studies

MINIMUM HOURS REQUIRED: 15

	Hours	Semester	Grade
Core Courses (9 Hours)			
ISD 640 Needs Assessment	3	_____	_____
ISD 641 Performance Systems Technology	3	_____	_____
IDE 645 Advanced Human Performance Improvement	3	_____	_____
Supporting Courses (3 Hours)			
Choose 3 Hours from the following:			
ISD 621 Instructional Design			
			OR
ISD 642 Project Coordination			
			OR
IDE 660 Program Research and Evaluation	3	_____	_____
Culminating Capstone Experience (3 Hours)			
ISD 611 Macro-level Training and Performance Systems <i>(Culminating experience is enrollment in ISD 611 and satisfactory completion of its final project.)</i>	3	_____	_____

Revised 06/07/18

Who can apply?

Current IDD master's and doctoral students may complete the certificate program while working on their degree program. (Students must notify the COE Graduate Studies Office of the intent to pursue this certificate.)

- When degree program is complete and HPI certificate courses are complete, the HPI certificate notation will be added to the transcript.

Students who would like to pursue the HPI certificate independent of a degree program can make application through the Office of Admissions. Interested Individuals will need to have a bachelor's degree.

- When courses are complete, the HPI certificate notation will be added to the transcript.

How to Apply to the HPI Certificate Program

If you are not a currently enrolled student in a graduate program (master's or doctorate), then you will need to apply for admission to the IDD Certificate Program through the Office of Admissions.

Criteria

To be eligible, the student must meet the admission and applicant requirements: a) hold a bachelor's degree or equivalent from a regionally accredited institution, and b) have a cumulative junior/senior undergraduate GPA of 2.5 or higher or 2.75 GPA or higher on the last 64 undergraduate credit hours.

Application Procedures and Requirements

The students apply to the certificate program via University admissions application process and submit documents and fees as required by the IDD master's program. The current requirements are as follows:

1. A completed application for admission to the Graduate School.
2. One official copy of all undergraduate and graduate transcripts.
3. Two letters of recommendation from persons familiar with the applicant's academic and/or professional abilities.
4. A statement of the applicant's career goal(s) and purpose(s) for pursuing one of the certificate programs.
5. Identify the certificate program to which they are applying (either IDD Certificate Program OR HPI Certificate Program.)
6. Results of the Graduate Record Examination (GRE) including the writing component, or results of the Millers Analogies Test (MAT).

Applications, transcripts, letters, and all supporting materials should be submitted to the Office of Admissions, Administration Building, Room 182, University of South Alabama, Mobile, Alabama 36688-0002.

- Applicants are responsible to ensure that all materials arrive within the deadline. Incomplete applications will not be considered. Applications will be retrieved for review when all materials are received.

An IDD program faculty admission committee will review applications, make admissions decisions and a written communication from the university will notify applicants about admissions decisions.

Advising by an IDD Faculty

Once admitted to a certificate program, an academic advisor will be appointed to monitor your progress toward completion of the certification requirements.

Progress and Requirements for Certificate Programs are as follows:

- A certificate faculty advisor will be appointed upon admission to the program. Additionally, a Certificate Committee would be established to monitor the progress of students on a semester-by-semester basis.
- Satisfactory student progress will be a minimum GPA of 3.0 on all certificate program courses and all work attempted is required. A maximum of two Cs can be counted. No grades of D or F may be counted. If a third C or any grade below a third C is earned, the student will be dismissed from the program.

Moving to the Master's Degree program

Individuals in a certificate program may decide to continue studies within a degree program. Having been admitted as a student in a designated certificate program, the individual will need to reapply for the IDD master' program. Upon acceptance, the student will then be enrolled in the master's degree program and the certificate courses that were successfully completed will apply towards the degree requirements.

Revised 06/04/15

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