

CERTIFICATE OF STUDY

FACULTY RULES THAT GOVERN CERTIFICATES OF STUDY

3335-9-29 Degrees and certificates
335-9-321 Requirements for a certificate of study

STANDARDS AND CONSIDERATIONS FOR PROPOSED CERTIFICATE OF STUDY

Well-defined Program

1. State purpose of program
2. Include quarter by quarter sample program
3. Minimum requirements to complete program, including off-campus field experiences (if applicable)
4. Flexibility; opportunity for electives
5. Length of program compared to similar programs
6. Input from outside groups (i.e., accrediting body)
7. Exit criteria

Adequate Enrollment

1. Projected enrollment (include justification for estimate)
2. Goals of enrollees
3. Opportunities for graduates
4. Minimum requirements to undertake program of study; admissions policy

Sufficient Resources

1. Adequacy and availability of facilities and staff, including off-campus field experience sites
2. Projected resource needs and plans to meet those needs

Justifiable Expenses

1. Additional faculty
2. Course additions or deletions
3. Necessary budget adjustments
4. Available and anticipated funding

Adequate Demand

1. Evidence of sufficient demand by students, faculty, general public, and/or business
2. Duration of demand (long/short term)
3. Ability of other programs to meet demand

Competitiveness with other Institutions: Limited Overlap within the University

1. Overlap with other programs or departments (include letters of interest or objection)
2. Duplication of effort by other areas in the University, another university, or another school
3. Similar programs at other universities in Ohio or in the United States and their levels of success

Other Considerations

1. Date proposed program to become effective
2. Previous submittals of the same or similar program proposals (indicate reasons for withdrawal or disapproval)

WITHDRAWAL OR DEACTIVATION OF AN EXISTING CERTIFICATE OF STUDY

A unit requesting a withdrawal or deactivation must clearly state if the program is to be deactivated or terminated. Termination is a final step that removes the program from the possibility of future reactivation. To deactivate a program means that it is held in abeyance until reactivation becomes feasible. In both cases no new admissions into the program are possible. Withdrawal of an existing certificate of study must be reviewed and approved by the same bodies that approved the existence of the degree. The proposal must include information on how the withdrawal will impact on the University, justification and an explanation of the withdrawal. Forms should be submitted for the permanent elimination of any courses necessitated by the withdrawal of the certificate.

REINSTATEMENT OR REACTIVATION OF A CERTIFICATE OF STUDY

The reinstatement or reactivation of a certificate of study must follow the same procedures and guidelines as the establishment of a certificate, except that the approval process ends with the Council on Academic Affairs for programs in effect prior to September 20, 1963.

FLOW CHART, NEW CERTIFICATE OF STUDY

