

Certificates of Study

3335-9-29 Degrees and certificates

3335-9-32.1 Requirements for a certificate of study

Proposal

- I. Well-defined Program
 - A. State purpose of program
 - B. Include semester by semester sample program
 - C. Minimum requirements to complete program, including off-campus field experiences (if applicable)
 - D. Flexibility; opportunity for electives
 - E. Length of program compared to similar programs
 - F. Input from outside groups (i.e., accrediting body)
 - G. Exit criteria
- II. Adequate Enrollment
 - A. Projected enrollment (include justification for estimate)
 - B. Goals of enrollees
 - C. Opportunities for graduates
 - D. Minimum requirements to undertake program of study; admissions policy
- III. Sufficient Resources
 - A. Adequacy and availability of facilities and staff, including off-campus field experience sites
 - B. Projected resource needs and plans to meet those needs
- IV. Justifiable Expenses
 - A. Additional faculty
 - B. Course additions or deletions
 - C. Necessary budget adjustments
 - D. Available and anticipated funding
- V. Adequate Demand
 - A. Evidence of sufficient demand by students, faculty, general public, and/or business
 - B. Duration of demand (long/short term)
 - C. Ability of other programs to meet demand
- VI. Competitiveness with other Institutions: Limited Overlap within the University
 - A. Overlap with other programs or departments (include letters of interest or objection)
 - B. Duplication of effort by other areas in the University, another university, or another school

- C. Similar programs at other universities in Ohio or in the United States and their levels of success

VII. Other Considerations

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

Withdrawing or Deactivating 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.

Reinstating or Reactivating 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.

Categories and Criteria for *Academic Certificate* Programs (1 thru 3), *Certificate of Completion* Programs (4), and *Certification* Programs (5a, 5b) at OSU

Criteria	1 Undergraduate <i>Academic Certificate</i> ¹ Programs (Credit): Post-High School Diploma	2 Undergraduate <i>Academic Certificate</i> ¹ Programs (Credit): Post-Bachelor Degree	3 Graduate <i>Academic Certificate</i> ¹ Programs (Credit): Post-Bachelor Degree	4 Workforce Development <i>Certificate of Completion</i> Programs (Non-Credit or <12 Credits)	5a Technician/Professional <i>Certification</i> Programs (Non-Credit or <12 Credits)	5b Professional <i>Certification</i> Programs (Credit)
Description of Each Category	Designed for post-high school diploma students who want to earn an <i>Academic Certificate</i> by completing courses with undergraduate academic credit in a select topic area. These individuals may not have need, time, interest, resources or patience to pursue a full undergraduate degree program.	Designed for post-bachelor degree students who want to earn a post-baccalaureate <i>Academic Certificate</i> by completing courses with undergraduate academic credit in a select topic area to supplement or complement their undergraduate degree program.	Designed for post-baccalaureate students who want to earn an <i>Academic Certificate</i> by completing courses with graduate academic credit in a select topic area. These individuals may not have need, time, interest, resources or patience to pursue a full graduate degree program.	Designed for individuals, including working professionals, who want to earn a workforce development <i>Certificate of Completion</i> by completing minimum number of equivalent contact hours of continuing education modules and/or courses, with or without continuing education units (CEUs), in a select topic area. These individuals may not have academic foundation or interest in pursuing programs requiring academic credit.	Designed for individuals who want or need to meet requirements and/or eligibility for licensure or registration exams for <i>certification</i> in some particular technical or professional area or skill. Typically involves prescribed education and training culminating in some form of standardized exam to become <i>certified</i> .	Designed for individuals who want or need to meet requirements and/or eligibility for licensure or registration exams for <i>certification</i> in some particular technical or professional area or skill, such as the Ohio standard teaching license or specialization endorsement. Involves prescribed undergraduate education and training culminating in a standardized exam.
Examples of Programs for Each Category	Turf Management Certificate; Hydraulics Certificate; ...	Respiratory Therapy Certificate; Medical Laboratory Science Certificate; ...	Business Certificate; Geographic Information Systems Certificate; Exposure Science Certificate; Scientific and Technical Writing Certificate; ...	Geographic Information System Workshop (8hr) Certificate of Completion; Project Management Course (8hr) Certificate of Completion; Emergency Response Worker Course (24hr) Certificate of Completion); ...	Emergency Medical Technician (EMT) Certification; Food Safety for Food Handlers Certification; ...	Orientation and Mobility License; Health Education License; Teacher Leader Endorsement; Reading Endorsement; ...
Criteria	1 Undergraduate <i>Academic Certificate</i> ¹ Programs (Credit):	2 Undergraduate <i>Academic Certificate</i> ¹ Programs (Credit):	3 Graduate <i>Academic Certificate</i> ¹ Programs (Credit):	4 Workforce Development <i>Certificate of Completion</i> Programs	5a Technician/Professional <i>Certification</i> Programs	5b Professional <i>Certification</i> Programs

	Post-High School Diploma	Post-Bachelor Degree	Post-Bachelor Degree	(Non-Credit or <12 Credits)	(Non-Credit or <12 Credits)	(Credit)
Stand-alone Program and Maximum Credit Overlap Between Academic Certificate and Other Academic Programs	Yes, may be pursued independent of a degree program.	Yes, may be pursued in addition to an undergraduate degree program. Maximum 50% overlap of the credits required for the academic certificate.	Yes, may be pursued independently of a degree program or in addition to a graduate or professional degree program. Maximum 50% overlap of the credits required for the academic certificate.	Yes, typically, independent of academic program requirements. However, these programs are not always mutually exclusive from those described in the preceding columns.	Yes, typically, independent of academic program requirements. However, these programs are not always mutually exclusive from those described in the preceding columns.	Yes, may be pursued independent of a degree program. Overlap with degree programs permitted.
Outcomes-based	<i>Upon completion of the academic certificate in <specify title>, learners will be better prepared to. . ."</i> <List max 3 Outcomes>	<i>Upon completion of the academic certificate in <specify title>, learners will be better prepared to. . ."</i> <List max 3 Outcomes>	<i>Upon completion of the academic certificate in <specify title>, learners will be better prepared to. . ."</i> <List max 3 Outcomes>	<i>Upon completion of the workforce development course (or program) in <specify title>, learners will be better prepared to. . ."</i> <List max 3 Outcomes>	<i>Upon completion of the program in <specify title>, learners will be better prepared to <specify>. . .and eligible to sit for applicable registration or licensure exam.</i>	<i>Upon completion of the program in <specify title>, learners will be better prepared to <specify>. . .and eligible for recommendation for license or endorsement.</i>
Admission	Post-high school admission, including high school transcript review, by the applicable College/unit. Student declares the Academic Certificate program. Minimum GPA aligned with OSU undergrad admissions; Official High School Transcripts; Completed Application	Post-baccalaureate admission, including college transcript review, by OSU Undergraduate Admissions. Student declares the Academic Certificate program. Minimum GPA aligned with OSU undergrad admissions; Official College Transcripts; Completed Application	Post-baccalaureate admission via the Graduate School. Student declares the Academic Certificate program. Minimum GPA aligned with Graduate School; Official College Transcripts; Completed Application	Post-high school admission via the specific unit (i.e. college; department; center; . . .) at OSU. Completed Application.	Post-high school admission via the specific unit (i.e. college; department; center; . . .) at OSU. Official High School Transcripts; Completed Application	Depends on program. Post-high school admission via the specific unit (i.e. college; department; center;. . .) at OSU. Official High School Transcripts; Completed Application or post-baccalaureate admission via the Graduate School. Student declares the license or endorsement program. Minimum GPA aligned with Graduate School; Official College Transcripts; Completed Application
Criteria	① Undergraduate Academic Certificate ¹ Programs (Credit): Post-High School Diploma	② Undergraduate Academic Certificate ¹ Programs (Credit): Post-Bachelor Degree	③ Graduate Academic Certificate ¹ Programs (Credit): Post-Bachelor Degree	④ Workforce Development Certificate of Completion Programs (Non-Credit or <12 Credits)	⑤ a Technician/Professional Certification Programs (Non-Credit or <12 Credits)	⑤ b Professional Certification Programs (Credit)
Curriculum and Credits	Undergraduate-level courses equivalent to minimum of twelve (12)	Undergraduate-level courses equivalent to minimum of twelve (12)	Graduate-level courses equivalent to minimum	Non-credit continuing education modules/courses,	Depends on the certification program. Content and minimum	Depends on the certification program. Content and minimum

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	undergraduate semester credits. If ≥ 21 credits must be approved by Ohio Department of Higher Education.	undergraduate semester credits. If ≥ 21 credits must be approved by Ohio Department of Higher Education.	of twelve (12) graduate semester credits. If ≥ 21 credits must be approved by Ohio Department of Higher Education.	including individual <i>Short Courses</i> and <i>Workshops</i> , or, a required series of non-credit courses. Programs with course credit must be < 12 credits.	number of contact hours may be mandated by a registration or licensure agency/board.	number of contact hours may be mandated by a registration or licensure agency/board, such as, the Ohio Department of Higher Education.
Arranged/Individual Study Courses	None	None	None	None	None	None
Minimum Grades and GPA to Complete Program	Minimum GPA 2.0/4.0 . . . units may require higher GPA; Only grades of "A" through "C-" may be counted toward the completion of the academic certificate program.	Minimum GPA 2.0/4.0 . . . units may require higher GPA; Only grades of "A" through "C-" may be counted toward the completion of the academic certificate program.	Minimum GPA 3.0/4.0 . . . units may require higher GPA Only grades of "A" through "C-" may be counted toward the completion of the academic certificate program.	Not Applicable (However, if for academic credit (≥ 12 credits) , see minimum for academic certificate programs summarized in columns 1, 2 or 3.)	Not Applicable (However, if for academic credit (≥ 12 credits) , see minimum for academic certificate programs summarized in columns 1, 2 or 3.)	Depends on the program
Recorded in the Student Information System (SIS)	Yes	Yes	Yes	No	No	Yes
Regular OSU Tuition and Fee Assessment	Yes	Yes	Yes	No (if non-credit) Yes (if credit)	No (if non-credit) Yes (if credit)	Yes
Eligibility for Federal Pell Grant and Direct Student Loans	For programs completed with academic credit, financial aid eligibility may be possible if program meets federal regulations, gainful employment requirements, and is specifically approved with the Department of Education. Contact the Office of Student Financial Aid by emailing ESUE-SFA-Compliance@osu.edu or contacting Vicki Miller, Associate Director of Compliance (614)688-8228 to confirm current program eligibility or discuss options for pursuing aid eligibility.					
Diploma Issued	No	Yes	Yes	No	No	No

¹*Academic Certificate* programs refer to those that require completion of courses with academic credits. Academic certificate programs are "stand-alone" or "independent" programs, which mean they do not need to be completed as part of an academic degree program. This is the primary distinction when compared to minor programs or specialization tracks which only can be completed coinciding with an academic degree.

Flow Chart: New Certificate of Study

