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.
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Undergraduate Academic Certificate(^1) Programs (Credit): Post-High School Diploma</th>
<th>Undergraduate Academic Certificate(^1) Programs (Credit): Post-Bachelor Degree</th>
<th>Graduate Academic Certificate(^1) Programs (Credit): Post-Bachelor Degree</th>
<th>Workforce Development Certificate of Completion Programs (Non-Credit or &lt;12 Credits)</th>
<th>Technician/Professional Certification Programs (Non-Credit or &lt;12 Credits)</th>
<th>Professional Certification Programs (Credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description of Each Category</strong></td>
<td>Designed for post-high school diploma students who want to earn a University Certificate 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.</td>
<td>Designed for post-baccalaureate students who want to earn a post-baccalaureate University Certificate by completing courses with undergraduate academic credit in a select topic area. These individuals may have need, time, interest, resources or patience to pursue a full graduate degree program.</td>
<td>Designed for individuals who want or need to earn a Bachelor's Degree in a select topic area. These individuals may have need, time, interest, resources or patience to pursue a full graduate degree program.</td>
<td>Designed for individuals with workplace development certificates of completion who want to earn a workforce development certificate of completion 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 have academic foundation or interest in pursuing programs requiring academic credit.</td>
<td>Designed for individuals who want or need to meet requirements and/or eligibility for licensing or registration exams for certification 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.</td>
<td>Designed for individuals who want or need to meet requirements and/or eligibility for licensing or registration exams for certification 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.</td>
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<td><strong>Examples of Programs for Each Category</strong></td>
<td>Turf Management Certificate; Hydraulics Certificate; …</td>
<td>Respiratory Therapy Certificate; Medical Laboratory Science Certificate; …</td>
<td>Business Certificate; Geographic Information Systems Certificate; Exposure Science Certificate; Scientific and Technical Writing Certificate; …</td>
<td>Geographic Information Systems Workshop (8hr) Certificate of Completion; Project Management Course (5hrs); Certificate of Completion; Emergency Response Worker Course (24hrs); Certificate of Completion; …</td>
<td>Emergency Medical Technician (EMT) Certification; Food Safety for Food Handlers Certificate; …</td>
<td>Orientation and Mobility License; Health Education License; Teacher Leader Endorsement; Reading Endorsement; …</td>
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<tr>
<td>Criteria</td>
<td>Curriculum and Credits</td>
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<tr>
<td><strong>Undergraduate Academic Certificate Programs (Credit):</strong> Post-High School Diploma</td>
<td>Undergraduate-Level courses equivalent to minimum of transfer (12)</td>
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<tr>
<td><strong>Undergraduate Academic Certificate Programs (Credit):</strong> Post-Bachelor Degree</td>
<td>Undergraduate-Level courses equivalent to minimum of transfer (12)</td>
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<td><strong>Graduate Academic Certificate Programs (Credit):</strong> Post-Bachelor Degree</td>
<td>Graduate-Level courses equivalent to minimum of transfer (12)</td>
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<td><strong>Workforce Development Certificate of Completion Programs (Non-Credit or &lt;12 Credits):</strong></td>
<td>Non-Credit continuing education courses/credit courses, Depends on the certification program, Content and Minimum</td>
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<td><strong>Technology/Professional Certification Programs (Credit):</strong></td>
<td>Depends on the certification program, Content and Minimum</td>
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<td><strong>Professional Certification Programs (Credit):</strong></td>
<td>Depends on the certification program, Content and Minimum</td>
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<td>Study Course Arranged (Individual/Group)</td>
<td>GPA for Completion Program</td>
<td>Minimum Academic Grade</td>
<td>Minimum GPA</td>
<td>Minimum GPA</td>
<td>GPA for Completion Program for Academic Certificate</td>
<td>Number of Contact Hours</td>
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<td>None</td>
<td>Minimum GPA 2.0/4.0</td>
<td>Minimum GPA 3.0/4.0</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Depends on the program</td>
<td>Yes</td>
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</table>

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

UNDERGRADUATE STUDIES COMMITTEE

ACADEMIC UNIT CURRICULUM COMMITTEE

COLLEGE CURRICULUM COMMITTEE

COLLEGE FISCAL APPROVAL

COUNCIL OF GRADUATE STUDIES (if applicable)

COUNCIL ON ACADEMIC AFFAIRS

GRADUATE STUDIES COMMITTEE