

From: [Bittner, Brandi](#)
To: [Smith, Randy](#); [Sutherland, Sue](#); [Reed, Katie](#)
Cc: [Richardson, Theresa](#); [Meshelemiah, Jacquelyn](#); [Duffy, Lisa](#)
Subject: School Social Work modality clarification
Date: Wednesday, July 1, 2026 5:32:13 PM
Attachments: [Complete with DocuSign School Social Work Gr.pdf](#)

Hi CAA team,

At the June 11 CAA meeting, the School Social Work certificate was approved as a 3a and 3b. As it got set up as an official certificate in the SIS, I noticed that it didn't have an ONL subplan to indicate it was an online certificate. It wasn't set up that way because it didn't appear to be called out explicitly that it was online during the CAA approval process. In an exchange with Theresa and Jacquelyn (and previous conversations), it was expressed that the intent was for this certificate to be online. The registrar's office needs something official to indicate that it was approved as an online certificate before the ONL subplan may be added. What steps need to be taken here to get this rectified?

I am attaching our MOU with the college.

Lisa – I went back and double checked, and we do have this MOU.

Thanks,

Brandi

Asst. Vice Provost Online Enrollment + PCE

Ohio State Online

Memorandum of Understanding

Online Program

Between

School Social Work Certificate Program
College of Social Work
The Ohio State University

And

Ohio State Online
The Ohio State University

Purpose

The purpose of this Memorandum of Understanding (MOU) is to acknowledge that **College of Social Work's School Social Work Certificate Program** has met or exceeded the modality substantive change threshold—making the program an online (ONL) program or is a new online (ONL) program for the university and will meet the requirements for an online program in partnership with Ohio State Online. This MOU also is to acknowledge any legacy online (ONL) program(s) listed will enter partnership with Ohio State Online via the service model described.

Term of MOU

This MOU will become effective upon obtaining all necessary signatures and will remain in effect for the life of the program.

Services Provided for Program Launch

As an online (ONL) program this program will receive Ohio State Online support, such as market research, student acquisition of online (ONL) program students, ongoing online (ONL) program student support, online (ONL) program and course design and development, and state authorization and licensure research and disclosures (if applicable). Per OAA funding guidelines for new online programs, there may be a separate funding request to support the start-up of these services until the revenue attribution is recognized via the Ohio State budget model.



Based on pre-approval planning conversations, this program may leverage the following Ohio State Online services:

Online Enrollment Services: Generating and finding quality prospective online (ONL) program students, selling prospective students on the online (ONL) program and Ohio State, helping re-enroll online (ONL) program students each term to help them reach graduation, and supporting the college to achieve steady-state revenue streams.

Online Instruction Services: Reviewing and recommending evidence-based online (ONL) program curricular design to best meet and support the intended audience and enrollment goals; providing and encouraging online (ONL) program instructor professional learning opportunities; and partnering with instructors for initial online (ONL) program course design, development, and ongoing course updates.

Ohio State Online and college program relationship contacts listed below will have ongoing check-ins and strategy sessions to evolve online (ONL) program services and programs to achieve shared goals. Service activities will be aligned for the online (ONL) program during these meetings.

Table of Program Relationship Contacts

Units	College / Department / Campus	Ohio State Online
Organization Oversight	David Jenkins, Dean	Jason Lemon, Dean
Administrative Oversight	Jennie Babcock, Assistant Dean of Academic Affairs	- John Muir, Director, Online Learning and Innovation - Brandi Bittner, AVP, Online Enrollment
Program Oversight	Theresa Hazelwood, MSW Program Director	- John Muir, Director, Online Learning and Innovation - Brandi Bittner, AVP, Online Enrollment
Course Oversight	Samantha Bates, PhD Associate Professor	Assigned OSO program / course design director, assigned Instructional Designer
Student Support Oversight	Theresa Hazelwood, MSW Program Director	Assigned Reenrollment Team
Marketing/Recruiting Oversight	Amy Prigge	Assigned Marketing Manager and Recruiting lead
Fiscal Oversight	Lisa Wareham, CAO	Jon Rucker, Director, Online Financial Strategy and Analysis



Signatories

By signing this MOU, all groups agree to be active partners and to abide by this agreement:

Program Director	Signed by: <i>Theresa R Hazelwood</i> DocuSigned by: 339C1DE883A62D...	Date: 10/31/2025
Assistant Dean	DocuSigned by: <i>Jennie Babcock</i> 339C1DE883A62D...	Date: 10/31/2025
College Fiscal Officer	Signed by: <i>Lisa R. Wareham</i> 395F958419F9434...	Date: 11/03/2025
Dean	Signed by: <i>David Allen Jenkins</i> 49EEFEAB40764DB...	Date: 11/03/2025
Vice Provost and Dean of Online Learning	DocuSigned by: <i>Jason Edward Lemon</i> 9C19184E034F41C...	Date: 11/03/2025

Online Program Attributes

Program Working Title:	School Social Work Certificate
Anticipated CAA approval date for ONL modality:	January 2026
Anticipated ODHE approval date for ONL modality:	January 2026

Program level:	☐ Associate	☐ Undergraduate	☒ Graduate	☐ Professional
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Approval type:	☐ New program	☐ Change of delivery	☒ Certificate Type: 3a; 3b	☐ Stackable	☐ Other
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If applicable, will the program continue to offer an on-ground version? (Note, notification to CAA and Ohio State Online will be necessary if an approved program modality is no longer offered.)	☐ Yes	☐ No
Percentage of courses offered online for this program?	100%	
If other, please explain:		

Anticipated term for first enrollment intake:	Spring 2026
(Note, marketing and recruitment will begin about 6 months prior to first enrollment term.)	

Will this program have a differential fee structure?	☐ Yes	☒ No
If yes, please explain justification:		
Note, submissions are due in December for Senate Fiscal review—Financial Planning and Analysis and Student Fee Review Committee review is necessary for differentiated tuition. Once Senate Fiscal Committee recommendations are finalized, the request goes to the President and Provost for review and then for the official Board of Trustees approval.		

Total credit hours for program:	12
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Does this program have mandatory onsite training components? (e.g., practicum, residency, or internship)	☐ Yes	☒ No
If yes, please explain:		

Does this program have any non-mandatory onsite training components? (e.g., orientation)	☐ Yes	☒ No
If yes, please explain:		



Online Program Courses

The online program course delivery strategy at launch is outlined in the table below.

Note: the information in the first row of the table is included only to provide an example of how the information should be formatted.

Course Code and Name	Current Delivery Mode(s)* (how course has been offered previously: in person, hybrid, distance learning, N/A - new course)	Core or Elective	Asynchronous or Synchronous or Both	First Term and Session (if applicable) this Course will be Offered as part of this Online Program	Other terms and sessions (if applicable) this course be offered (None, AU25, SP25, SU25)
SOCWORK 5517: Social Work Services in Schools I	Online In person	Core	Asynchronous		Offered AU, SP, SU
SOCWORK 7517: Social Work Services in Schools II	Online In person	Core	Asynchronous		Offered AU, SP, SU
SOCWORK 7511: Clinical Social Work with Children & Adolescents	Online In person	Core	Asynchronous		Offered AU, SP, SU
SOCWORK 7630: Integrative Seminar on Child & Youth Services	Online In person	Core	Asynchronous		Offered AU, SP, SU

State Authorization

Ohio State Online will support necessary steps for state authorization approvals and notifications, and the program will abide by federal and state laws and disclosure requirements, for items selected yes.		
Will this program enroll students located outside Ohio?	☒ Yes	☐ No
Is this program designed to lead to professional licensure or certification in any state? Potentially – please see proposal.	☒ Yes	☐ No
If yes, what is the name of the professional licensure or certification? Ohio Department of Education and Workforce Pupil Services License		
If yes, is professional licensure or certification required to obtain employment/advancement in the field?	☒ Yes	☐ No
Will this program conduct on-ground supervised field experiences such as clinicals, practicums, student teaching or internships?	☒ Yes	☐ No



Certificate Of Completion

Envelope Id: F1E281B6-010F-47AC-A377-530C9EF1A2E4

Status: Completed

Subject: Complete with Docusign: School Social Work Grad Cert - OSO MOU

Source Envelope:

Document Pages: 6

Signatures: 5

Envelope Originator:

Certificate Pages: 3

Initials: 0

Jonathan Mark Rucker

AutoNav: Enabled

1050 Carmack Rd

Envelopeld Stamping: Enabled

Columbus, OH 43210

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

rucker.78@osu.edu

IP Address: 71.79.175.15

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Status: Original

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Signer Events

Theresa R Hazelwood

hazelwood.19@osu.edu

The Ohio State University

Security Level: Email, Account Authentication (None), Login with SSO

Signature

Signed by:

Theresa R Hazelwood
35F8F108702C4D2...

Timestamp

Sent: 10/31/2025 11:46:46 AM

Viewed: 10/31/2025 2:21:51 PM

Signed: 10/31/2025 2:22:01 PM

Signature Adoption: Pre-selected Style

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Electronic Record and Signature Disclosure:

Not Offered via Docusign

Jennie Babcock

babcock.79@osu.edu

Security Level: Email, Account Authentication (None), Login with SSO

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Jennie Babcock
339C1DE893AC42D...

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Using IP Address: 107.194.147.137

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Lisa R. Wareham

wareham.19@osu.edu

Business Manager

The Ohio State University

Security Level: Email, Account Authentication (None), Login with SSO

DocuSigned by:

Lisa R. Wareham
395F958419F9434...

Sent: 10/31/2025 4:20:45 PM

Viewed: 11/3/2025 8:43:46 AM

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Signature Adoption: Pre-selected Style

Using IP Address: 65.185.148.103

Electronic Record and Signature Disclosure:

Not Offered via Docusign

David Allen Jenkins

jenkins.1443@osu.edu

Dean

Security Level: Email, Account Authentication (None), Login with SSO

Signed by:

David Allen Jenkins
49EEFEAB40764DB...

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Signed: 11/3/2025 8:57:27 AM

Signature Adoption: Pre-selected Style

Using IP Address: 164.107.210.208

Electronic Record and Signature Disclosure:

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Signer Events	Signature	Timestamp
Jason Edward Lemon lemon.297@osu.edu Vice Provost and Dean The Ohio State University Security Level: Email, Account Authentication (None), Login with SSO	DocuSigned by:  9C19184E034F41C... Signature Adoption: Pre-selected Style Using IP Address: 128.146.234.102	Sent: 11/3/2025 8:57:28 AM Viewed: 11/3/2025 9:50:08 AM Signed: 11/3/2025 9:50:23 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Brandi N Bittner bittner.102@osu.edu Security Level: Email, Account Authentication (None)	COPIED	Sent: 11/3/2025 9:50:25 AM
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Jonathan Mark Rucker rucker.78@osu.edu Security Level: Email, Account Authentication (None)	COPIED	Sent: 11/3/2025 9:50:25 AM
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Erin R McLaughlin mclaughlin.556@osu.edu Security Level: Email, Account Authentication (None)	COPIED	Sent: 11/3/2025 9:50:26 AM
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Sarah Autumn Holt holt.249@osu.edu The Ohio State University Security Level: Email, Account Authentication (None)	COPIED	Sent: 11/3/2025 9:50:28 AM
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Kathryn Marie Reed reed.901@osu.edu The Ohio State University Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 11/3/2025 9:50:29 AM
Lisa N Delaney delaney.177@osu.edu The Ohio State University Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 11/3/2025 9:50:30 AM
Maria N. Miriti miriti.1@osu.edu The Ohio State University Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 11/3/2025 9:50:31 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/31/2025 11:46:46 AM
Certified Delivered	Security Checked	11/3/2025 9:50:08 AM
Signing Complete	Security Checked	11/3/2025 9:50:23 AM
Completed	Security Checked	11/3/2025 9:50:31 AM
Payment Events	Status	Timestamps