THE OHIO STATE UNIVERSITY

Office of Academic Affairs

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TO: Bruce McPheron, Interim Executive Vice President and Provost

FROM: W. Randy Smith
            Vice Provost for Academic Affairs

DATE: May 18, 2016

RE: Categories and Expansion of Academic and Other Certificate Programs

Academic and other certificate programs as standalone, non-degree program offerings have become increasingly common at universities throughout the country. During recent years, as these programs continued to emerge elsewhere, the question regarding certificate programs, especially those offered for academic credit as standalone programs, has been discussed within several units and at several levels at The Ohio State University (OSU). It was known that the OSU Graduate School offered a few academic certificate programs, but these were not standalone programs and instead were only permissible if students were concurrently pursuing a graduate degree.

A discussion at the Academic Program Advisory Committee (APAC) led to an informal exploration of what currently is being offered. It was determined that several academic credit and non-credit programs and courses are offered as "certificates", "certificates of completion", and "certifications" by several units within the University. It was determined by APAC that there was a need for increased clarity regarding the types and the differences among these programs and courses offered.

Accordingly, I convened a subcommittee, led by Michael Bisesi, College of Public Health, consisting primarily of APAC members, to discuss and establish categories and criteria to inventory and organize existing programs and courses and develop new ones that lead to certificates, certificates of completion and certifications. The attached table defines and differentiates between the types of these programs and courses offered for credit and non-credit.

This document will need to be reviewed, and approved by the Council on Academic Affairs, and that Council will need to specify the approval process for those that are credit-bearing. The Office of Academic Affairs will need to determine the process for documenting those that are not credit bearing.

After your review, I would like this placed on the agenda of a forthcoming Academic Affairs leadership meeting.

Categories and Criteria for *Academic Certificate* Programs (❶ thru ❸), *Certificate of Completion* Programs (❹), and *Certification* Programs (❺a, ❺b) at OSU

Criteria	❶ Undergraduate *Academic Certificate*[1] Programs (Credit): Post-High School Diploma	❷ Undergraduate *Academic Certificate*[1] Programs (Credit): Post-Bachelor Degree	❸ Graduate *Academic Certificate*[1] Programs (Credit): Post-Bachelor Degree	❹ Workforce Development *Certificate of Completion* Programs (Non-Credit or <12 Credits)	❺a Technician/Professional *Certification* Programs (Non-Credit or <12 Credits)	❺b Professional *Certification* Programs (Credit)
Description of Each Category	Designed for post-high school diploma students who want to earn an *Academic 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.	Designed for post-bachelor degree students who want to earn a post-baccalaureate *Academic Certificate* 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 *Academic Certificate* 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 *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 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 *certification* in some particular technical or professional area or skill. Typically involves prescribed education and training culminating in some form of standardized exam to become *certified*.	Designed for individuals who want or need to meet requirements and/or eligibility for licensure 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.
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	❶ Undergraduate *Academic Certificate*[1] Programs (Credit):	❷ Undergraduate *Academic Certificate*[1] Programs (Credit):	❸ Graduate *Academic Certificate*[1] Programs (Credit):	❹ Workforce Development *Certificate of Completion* Programs	❺a Technician/Professional *Certification* Programs	❺b Professional *Certification* 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	*Upon completion of the academic certificate in <specify title>, learners will be better prepared to. . ."* <List max 3 Outcomes>	*Upon completion of the academic certificate in <specify title>, learners will be better prepared to. . ."* <List max 3 Outcomes>	*Upon completion of the academic certificate in <specify title>, learners will be better prepared to. . ."* <List max 3 Outcomes>	*Upon completion of the workforce development course (or program) in <specify title>, learners will be better prepared to. . ."* <List max 3 Outcomes>	*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.*	*Upon completion of the program in <specify title>, learners will be better prepared to <specify>. . .and eligible for recommendation for license or endorsement.*
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	❶ **Undergraduate** *Academic Certificate[1]* **Programs (Credit): Post-High School Diploma**	❷ **Undergraduate** *Academic Certificate[1]* **Programs (Credit): Post-Bachelor Degree**	❸ **Graduate** *Academic Certificate[1]* **Programs (Credit): Post-Bachelor Degree**	❹ **Workforce Development** *Certificate of Completion* **Programs (Non-Credit or <12 Credits)**	❺a **Technician/Professional** *Certification* **Programs (Non-Credit or <12 Credits)**	❺b **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

	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 *Short Courses* and *Workshops*, 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	Yes	Yes	Yes	No (if non-credit) Yes (if credit)	No (if non-credit) Yes (if credit)	No (if non-credit) Yes (if credit)
	For programs <u>completed with academic credit</u>, eligibility is possible if program meets federal regulations and gainful employment requirements to establish financial aid eligibility with the Department of Education. Contact the Office of Student Financial Aid <u>ESUE-SFA-Compliance@osu.edu</u> to apply for or confirm program 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.