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)
Type	❶a Stand – Alone Certificate	❶b Embedded Certificate	Stand – Alone Certificate	❸a Stand - Alone Certificate	❸b Embedded Certificate	Non-Credit Stand-Alone Certificate of Completion	Non-Credit Stand-Alone Certification	Stand Alone Certification
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.		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;	Dairy Certificate; Fisher Leadership Certificate	Respiratory Therapy Certificate; Medical Laboratory Science Certificate;	Business Certificate; Geographic Information Systems Certificate; Exposure Science Certificate; Scientific and Technical Writing Certificate;	Medieval Renaissance	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;
Approval	CAA	CAA	CAA	CAA	CAA	OAA (will inform CAA and APAC)	OAA (will inform CAA and APAC)	CAA
ODHE Approval	≥21 credits must be approved	Not required	≥21 credits must be approved	≥21 credits must be approved	Not required	Not required	Not required	May require approval from appropriate state board.

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Stand-alone Program	Yes, may be pursued independent of or concurrent with a degree program.	No, must be pursued with a degree program.	Yes, may be pursued independent of a degree program.	Yes, may be pursued independent of or concurrent with a degree program.	No, must be pursued with a degree program.	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.
Maximum Credit Overlap with degree program	100% overlap of the credits required for the academic certificate.		100% overlap of the credits required for the academic certificate.	100% overlap of the credits required for the academic certificate.		N/A	N/A	Maximum of 50% overlap of the credits required for the academic certificate.
Minimum acceptable grade to apply	C- or better			C- or better and 3.0 overall GPA.	C- or better and 3.0 overall GPA.	N/A	N/A	Varies by college and program.
Transfer credit	100% of applied courses must be taken at Ohio State.			100% of applied courses must be taken at Ohio State.		N/A	N/A	100% of applied courses must be taken at Ohio State.
EM Credit	100% of applied courses must be taken at Ohio State. EM credit not applicable.			100% of applied courses must be taken at Ohio State. EM credit not applicable.		N/A	N/A	100% of applied courses must be taken at Ohio State. EM credit not applicable.
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 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.*
Curriculum and Credits	Undergraduate-level courses equivalent to minimum of twelve (12) undergraduate semester credits.			Graduate-level courses equivalent to minimum of twelve (12) graduate semester credits.		Non-credit continuing education modules/courses, including individual *Short Courses* and *Workshops*, or, a required series of non-credit courses. Programs with course credit must be <12 credits.	Depends on the certification program. Content and minimum number of contact hours may be mandated by a registration or licensure agency/board.	Depends on the certification program. Content and minimum number of contact hours may be mandated by a registration or licensure agency/board, such as, the Ohio Department of Higher Education.

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Admission	Post-high school admission, including high school transcript review by UG Admissions and program. Minimum GPA aligned with OSU undergrad admissions; Official High School Transcripts; Completed Application	Initially admitted to the university as part of an Associates or Bachelors Degree program. An embedded certificate program is "declared" in a similar path to majors. Each college or program may have their own pathway into the program.	Post bachelors admission including college transcript review by UG Admissions and program. Minimum GPA aligned with OSU undergrad admissions; Official College Transcripts; Completed Application	Post-baccalaureate admission via Graduate Admissions. Minimum GPA aligned with Graduate School; Official College Transcripts; Completed Application	Initially admitted to the university as part of a graduate degree program. Secondary admission to certificate program based on criteria established by 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;. . .) or UG or Grad/Prof Admissions. 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
Arranged/Individual Study Courses	None	None	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 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	Yes	Yes	No	No	Yes

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Regular OSU Tuition and Fee Assessment	Yes	Yes, based on primary degree program.	Yes	Yes	Yes, based on primary degree program.	No (if non-credit) Yes (if credit)	No (if non-credit) Yes (if credit)	Yes
Eligibility for Federal Pell Grant and Direct Student Loans	~~Potentially, must be submitted for approval. See resource provided below~~ Contact Financial Aid for information about eligibility	Financial Aid eligibility based on student's primary degree program.	~~Potentially, must be submitted for approval. See resource provided below~~ Contact Financial Aid for information about eligibility	~~Potentially, must be submitted for approval. See resource provided below~~ Contact Financial Aid for information about eligibility	Financial Aid eligibility based on student's primary degree program.	No	No	~~Potentially, must be submitted for approval. See resource provided below~~ Contact Financial Aid for information about eligibility
Diploma Issued	No	No (diploma only issued for primary degree program).	No	No	No (diploma only issued for primary degree program).	No	No	No
Type of Completion Document Issued	University Level Certificate (OAA Level Signature)	Program Level Certificate (Dean level signature)	University Level Certificate (OAA Level Signature)	University Level Certificate (OAA Level Signature)	Program Level Certificate (Dean level signature)	Certificate of Completion	Certificate of Completion or non-OSU certificate provided by certification agency.	None or Program Level Certificate (Dean level signature).

[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.

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Financial Aid Resources: G:\SFA\Compliance\1_GE Disclosure Process\GE Title IV Eligibility Checklist Process\Gainful Employment Title IV Eligibility Checklist.pdf