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>Categories and Criteria for Academic Certificate Programs (1) thru (5), Certificate of Completion Programs (6), and Certification Programs (6a, 6b) at OSU</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criteria</strong></td>
</tr>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td><strong>Description of Each Category</strong></td>
</tr>
<tr>
<td><strong>Examples of Programs for Each Category</strong></td>
</tr>
<tr>
<td><strong>Approval</strong></td>
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<tr>
<td><strong>ODHE Approval</strong></td>
</tr>
<tr>
<td>Criteria</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>Type</td>
</tr>
<tr>
<td>Stand-alone Program</td>
</tr>
<tr>
<td>Maximum Credit Overlap between certificate &amp; degree program</td>
</tr>
<tr>
<td>Minimum acceptable grade to apply</td>
</tr>
<tr>
<td>Transfer credit</td>
</tr>
<tr>
<td>Outcomes-based</td>
</tr>
<tr>
<td>Curriculum and Credits</td>
</tr>
</tbody>
</table>

<sup>1</sup>Programs may or may not be stand-alone and may or may not be embedded in a degree program.

<sup>2</sup>Programs may or may not be stand-alone and may or may not be embedded in a degree program.
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Undergraduate Academic Certificate¹ Programs (Credit): Post-High School Diploma</th>
<th>Undergraduate Academic Certificate¹ Programs (Credit): Post-Bachelor Degree</th>
<th>Graduate Academic Certificate¹ 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>Type</td>
<td>①a Stand – Alone Certificate</td>
<td>①a Stand – Alone Certificate</td>
<td>①a Stand – Alone Certificate</td>
<td>①b Non-Credit Stand-Alone Certificate of Completion</td>
<td>①b Non-Credit Stand-Alone Certificate</td>
<td>①b Stand Alone Certification</td>
</tr>
<tr>
<td>Admission</td>
<td>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</td>
<td>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</td>
<td>Post-baccalaureate admission via Graduate Admissions. Minimum GPA aligned with Graduate School; Official College Transcripts; Completed Application</td>
<td>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</td>
<td>Post-high school admission via the specific unit (i.e. college; department; center; . . .) at OSU. Official High School Transcripts; Completed Application</td>
<td>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</td>
</tr>
<tr>
<td>Arranged/Individual Study Courses</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Minimum Grades and GPA to Complete Program</td>
<td>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.</td>
<td>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.</td>
<td>Not Applicable (However, if for academic credit (≥12 credits), see minimum for academic certificate programs summarized in columns 1, 2 or 3.)</td>
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<td>Depends on the program</td>
<td></td>
</tr>
<tr>
<td>Recorded in the Student Information System (SIS)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### Academic Certificate Programs

- **Undergraduate Academic Certificate**: Programs (Credit): Post-High School Diploma
- **Undergraduate Academic Certificate**: Programs (Credit): Post-Bachelor Degree
- **Graduate Academic Certificate**: Programs (Credit): Post-Bachelor Degree
- **Workforce Development Certificate of Completion Programs (Non-Credit or <12 Credits)**
- **Technician/Professional Certification Programs (Non-Credit or <12 Credits)**
- **Professional Certification Programs (Credit)**

### Criteria

<table>
<thead>
<tr>
<th>Type</th>
<th>Undergraduate Academic Certificate</th>
<th>Bachelor of Arts</th>
<th>Undergraduate Academic Certificate</th>
<th>Bachelor of Science</th>
<th>Graduate Academic Certificate</th>
<th>Bachelor of Professional or Business Administration</th>
<th>Workforce Development Certificate of Completion</th>
<th>Technician/Professional Certification</th>
<th>Professional Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>Academic Certificate</td>
<td>Stand – Alone</td>
<td>2a</td>
<td>Stand – Alone</td>
<td>3a</td>
<td>Non-Credit Stand-Alone Certificate</td>
<td>Non-Credit Stand-Alone Certificate</td>
<td>Non-Credit Stand-Alone Certificate</td>
<td>Stand Alone Certification</td>
</tr>
<tr>
<td>1b</td>
<td>Embedded Certificate</td>
<td>Stand – Alone</td>
<td>2b</td>
<td>Embedded Certificate</td>
<td>3b</td>
<td>Non-Credit Stand-Alone Certificate</td>
<td>Non-Credit Stand-Alone Certificate</td>
<td>Non-Credit Stand-Alone Certificate</td>
<td>Stand Alone Certification</td>
</tr>
</tbody>
</table>

### Contacts/Resources

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### Notes

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