TO: Bruce McPherson, 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.
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description of Each Category</th>
<th>Examples of Programs for Each Category</th>
<th>Examples of Programs for Each Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Academic Certificate&lt;sup&gt;1&lt;/sup&gt; Programs (Credit): Post-High School Diploma</td>
<td>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.</td>
<td>Turf Management Certificate; Hydraulics Certificate; …</td>
<td>Respiratory Therapy Certificate; Medical Laboratory Science Certificate; …</td>
</tr>
<tr>
<td>Undergraduate Academic Certificate&lt;sup&gt;1&lt;/sup&gt; Programs (Credit): Post-Bachelor Degree</td>
<td>Designed for post-baccalaureate degree 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.</td>
<td>Business Certificate; Geographic Information Systems Certificate; Exposure Science Certificate; Scientific and Technical Writing Certificate; …</td>
<td>Business Certificate; Geographic Information Systems Certificate; Exposure Science Certificate; Scientific and Technical Writing Certificate; …</td>
</tr>
<tr>
<td>Graduate Academic Certificate&lt;sup&gt;1&lt;/sup&gt; Programs (Credit): Post-Bachelor Degree</td>
<td>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.</td>
<td>Geographic Information System Workshop (8hr) Certificate of Completion; Project Management Course (8hr) Certificate of Completion; Emergency Response Worker Course (24hr) Certificate of Completion; …</td>
<td>Geographic Information System Workshop (8hr) Certificate of Completion; Project Management Course (8hr) Certificate of Completion; Emergency Response Worker Course (24hr) Certificate of Completion; …</td>
</tr>
<tr>
<td>Workforce Development Certificate of Completion Programs (Non-Credit or &lt;12 Credits)</td>
<td>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.</td>
<td>Emergency Medical Technician (EMT) Certification; Food Safety for Food Handlers Certification; …</td>
<td>Emergency Medical Technician (EMT) Certification; Food Safety for Food Handlers Certification; …</td>
</tr>
<tr>
<td>Technician/Professional Certification Programs (Non-Credit or &lt;12 Credits)</td>
<td>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 a standardized exam.</td>
<td>Orientation and Mobility License; Health Education License; Teacher Leader Endorsement; Reading Endorsement; …</td>
<td>Orientation and Mobility License; Health Education License; Teacher Leader Endorsement; Reading Endorsement; …</td>
</tr>
<tr>
<td>Professional Certification Programs</td>
<td>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 a standardized exam.</td>
<td>Orientation and Mobility License; Health Education License; Teacher Leader Endorsement; Reading Endorsement; …</td>
<td>Orientation and Mobility License; Health Education License; Teacher Leader Endorsement; Reading Endorsement; …</td>
</tr>
<tr>
<td>Criteria</td>
<td>Post-High School Diploma</td>
<td>Post-Bachelor Degree</td>
<td>Post-Bachelor Degree</td>
</tr>
<tr>
<td>----------</td>
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</tr>
<tr>
<td>Stand-alone Program and Maximum Credit Overlap Between Academic Certificate and Other Academic Programs</td>
<td>Yes, may be pursued independent of a degree program.</td>
<td>Yes, may be pursued in addition to an undergraduate degree program. Maximum 50% overlap of the credits required for the academic certificate.</td>
<td>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.</td>
</tr>
<tr>
<td>Outcomes-based</td>
<td>Upon completion of the academic certificate in &lt;specify title&gt;, learners will be better prepared to...” &lt;List max 3 Outcomes&gt;</td>
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<td>Upon completion of the academic certificate in &lt;specify title&gt;, learners will be better prepared to...” &lt;List max 3 Outcomes&gt;</td>
</tr>
<tr>
<td>Admission</td>
<td>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</td>
<td>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</td>
<td>Post-baccalaureate admission via the Graduate School. Student declares the Academic Certificate program. Minimum GPA aligned with Graduate School; Official College Transcripts; Completed Application</td>
</tr>
<tr>
<td>Curriculum and Credits</td>
<td>Undergraduate-level courses equivalent to minimum of twelve (12)</td>
<td>Undergraduate-level courses equivalent to minimum of twelve (12)</td>
<td>Graduate-level courses equivalent to minimum</td>
</tr>
</tbody>
</table>

1 Undergraduate Academic Certificate Programs (Credit): Post-High School Diploma
2 Undergraduate Academic Certificate Programs (Credit): Post-Bachelor Degree
3 Graduate Academic Certificate Programs (Credit): Post-Bachelor Degree
4 Workforce Development Certificate of Completion Programs (Non-Credit or <12 Credits)
5a Technician/Professional Certification Programs (Non-Credit or <12 Credits)
5b Professional Certification Programs (Credit)
undergraduate semester credits. If ≥21 credits must be approved by Ohio Department of Higher Education.

<table>
<thead>
<tr>
<th>Arranged/Individual Study Courses</th>
<th>None</th>
<th>None</th>
<th>None</th>
<th>None</th>
<th>None</th>
<th>None</th>
</tr>
</thead>
<tbody>
<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 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>
<td>Not Applicable (However, if for academic credit (≥12 credits), see minimum for academic certificate programs summarized in columns 1, 2 or 3.)</td>
<td>Depends on the program</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>
<tr>
<td>Regular OSU Tuition and Fee Assessment</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No (if non-credit) Yes (if credit)</td>
<td>No (if non-credit) Yes (if credit)</td>
<td>Yes</td>
</tr>
<tr>
<td>Eligibility for Federal Pell Grant and Direct Student Loans</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No (if non-credit) Yes (if credit)</td>
<td>No (if non-credit) Yes (if credit)</td>
<td>No (if non-credit) Yes (if credit)</td>
</tr>
<tr>
<td>Diploma Issued</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

1Academic 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.