

## Certificate Programs Proposal

The following definitions are intended to increase uniformity at Drake University in the use of the terms for certificate programs and related non-degree programs. Three broad types of programs are distinguished: (1) academic certificate programs; (2) non-academic credit; and (3) workshops and short courses. These guidelines also apply to programs that are offered through, or in partnership with, a third party. A stand-alone certificate must demonstrate that it provides for increased employability or enhanced professional qualifications for anyone receiving the certificate.

### Program Definitions

**Academic certificate programs** provide substantial education at undergraduate, post-baccalaureate, and graduate levels. The programs center on a coherent and relatively free-standing body of knowledge and skills, and their completion represents the achievement of competence in a well-defined domain. Academic certificate programs typically require 12 to 18 credit hours. The content, methodology, and workload for all courses applied toward the program must be clearly defined and appropriate for the level and amount of credit awarded. An academic certificate program can be a free-standing program that bears little resemblance to existing degree programs or a subset of courses offered as part of an existing curriculum for a degree program. Academic records of course work and program completion must be maintained by the Office of the Registrar and show on the student's official Drake transcript. The certificate document is issued by the Office of the Registrar.

**Non-academic certificate programs** are generally professional development programs and often involve the awarding of a document of completion and continuing education units (CEUs). The program may be either associated with an academic program or a stand-alone program. While these programs may be rigorous and require a substantial investment of time, they, unlike academic certificate programs, generally do not articulate into a degree program. No official record of the student's participation is maintained by the Office of the Registrar; instead, records of CEUs awarded and program completion will be maintained by Drake Online and Continuing Education and/or the school or department offering the program. Documents may be issued to provide an assessment of competence, a record of work completed, or confirmation of program completion. However, these documents must not resemble a Drake diploma, include the Drake seal, bear a Drake graduation date, or contain the words "diploma."

**Workshops and short courses** are standalone topic-based programs and do not carry academic credit. A document may be produced and distributed to acknowledge participation in these types of activities, it must only acknowledge the student's attendance and involvement. These programs do not include a recorded assessment or evaluation of the student's level of performance, and no official record of the students' participation is maintained by the Office of the Registrar. Documents (e.g., an "Acknowledgement of Participation" or "Confirmation of Participation") may be presented to students completing these workshops or short courses. However, these documents must not resemble a Drake diploma, include the Drake seal, bear a Drake graduation date, or contain the words "certificate" or "diploma."