Certificate Programs of Study provide educational opportunities for building professional skills and personal growth through a directed course of study. Each program provides an opportunity to focus on a specialized area of interest on a part-time basis. Ringling College of Art and Design currently offers the following certificate programs:

- Book Arts
- General Studies in Fine Arts
- General Studies in Photography
- Interior Concepts
- Digital Graphics

Certificates are earned through enrollment in prescribed sequential courses. Required courses provide the necessary base of study in a field. Elective courses provide the opportunity to expand the skill base in particular areas of interest.

These affordable programs address training needs of students who may have college or professional experience and are seeking to enhance or upgrade their skills, re-enter the job market, or make a career change. They also provide a focused program of study for those seeking greater personal growth in the visual arts.

Certificate courses are non-credit and are not transferable to an academic degree program.

COMBINING CERTIFICATES
Candidates may choose to earn more than one certificate simultaneously. The selection of Combined Certificate must also be indicated on the “Certificate Program Application” form.

ADMISSION POLICY
Certificate Programs have an open admission policy and do not require a portfolio. Continuing Studies and Special Programs (CSSP) administers these programs. (Please note that the College’s degree program courses are not open to Continuing Studies students.)

APPLICATION PROCEDURE
- Submit completed application form to CSSP.
- Include a 100-word goal statement, which helps confirm that a candidate’s goals are realistically attainable, and suited to the program.

Certificate Program start dates are individualized, depending on when a candidate applies to be a certificate student. We recommend that students apply prior to the start of the fall, spring or summer terms.

APPLYING FOR CERTIFICATE STATUS AFTER CLASS CONVENES
Students may apply for certificate status after a term convenes, but they must apply within the first third of class sessions (e.g., by the third class if the course meets for 10 sessions).

APPLICATION APPROVAL
Candidates will be notified of application status by email within two weeks after receipt of the application.

CERTIFICATE PROGRAM TRACK CHANGE
Certificate students may request a transfer from one certificate program to another by completing the following:
- Submit a new application.
- Include a new statement of goals.
- Submit a $50 transfer registration fee.

This policy also applies to those transferring to or from any Combined Certificate program.

TUITION AND CERTIFICATE FEES
Tuition is paid at time of each course registration.

A $25 administrative certificate fee is assessed for each certificate course at the time of registration.
REGISTRATION PROCEDURES
Each certificate program curriculum includes progressive required courses and elective choices. Students must adhere to certificate prerequisites and take required courses in the listed sequence. (Refer to Certificate Programs Curricula for details.)

Elective courses may be taken at random. All adult Continuing Studies courses are eligible electives for each of the Certificate Programs.

Students are responsible for selecting classes within the Certificate Program parameters. To identify required certificate courses each term, refer to the current course listing on the web site www.ringling.edu/CSSP. Certificate codes for required courses are listed at the end of each course description.

CERTIFICATE PROGRAMS OF STUDY CODE KEY
Students must indicate a certificate code as described below for each required and elective course at the time of registration.

BK Book Arts
F General Studies in Fine Arts
P General Studies in Photography
I Interior Concepts
G Digital Graphics
R = Required  E = Elective  For example:
FR = Fine Arts Required
FE = Fine Arts Elective

Students may sign up for classes outside the Certificate Program curriculum. Please make sure to indicate when registering that the course is not for certificate credit.

PERFORMANCE EVALUATION
• Students must maintain the minimum required attendance in all certificate classes.
• Students must earn a Satisfactory (S) in order to apply a course toward their certificate.
• Required courses that receive an Unsatisfactory (U) must be retaken.

CERTIFICATE PROGRAM PROGRESS REPORT
A Certificate Program Progress Report lists a student’s required and elective course registrations with corresponding performance evaluations. Any courses taken outside of the certificate programs are also included in the report for informational purposes only.

These reports are generated at the end of each term for students currently enrolled in a course for certificate credit.

The Certificate Program Progress Report is the certificate student’s tool for keeping track of courses that meet the program’s requirements toward completion.

CERTIFICATE COMPLETION TIMELINE
Certificates may be completed in two to four years.

CERTIFICATE COMPLETION PROCEDURE
• Maintain a record of coursework progress.
• Request or download an "Application for Award of Certificate" form from the website. Submit the completed form during the final term of coursework.
• Upon receipt of completed "Application for Award of Certificate," the certificate administrator will advise if there are any discrepancies.

CERTIFICATE PROGRAM FACULTY
Our courses and workshops are taught by professional artists, designers and experienced educators. Many are faculty members within the degree program at Ringling College of Art and Design. All instructors are passionate about helping students discover and develop their creative potential, whether for self-enrichment or practical career building. The state-of-the-art facilities at Ringling College’s beautiful campus are just north of downtown Sarasota.