Implementation Form - Undergraduate Certificates

This form must accompany a certificate proposal. It is used in used by administrative offices to better assist departments and programs with implementation.

Certificate Name: Certificate in Archaeology
Faculty Program Director: Sissel Schroeder
Primary Faculty/Staff Contact: Sissel Schroeder/Arianna Murphy (Staff)
Home Department/Academic Unit (Name/UDDS): Anthropology / A4807
Approval Date: 12/2/2002
School/College: College of Letters and Science
Approval Date: 2002
UAPC Approval Date: 2002
Implementation Term (usually the fall term after UAPC approval): Fall 2002
Year that first program review is scheduled (usually 5 years after implementation): Revised in 2012 -2017

Person/office responsible for maintaining requirements in DARS: Arianna Murphy, Undergraduate Advisor
Plan Code (assigned by the Registrar’s Office): CERT120
Plan Descr (assigned by the Registrar’s Office): Archaeology Cert
CIP Code (assigned by Academic Planning and Analysis): 450301
Primary Divisional Disciplinary Assignment (assigned by APA for analysis purposes only): SOC

Curriculum (check one):

_____ Included in detail in the proposal
_____ x A list of required and elective courses is attached

Credit total required: 21 credits
All core/required courses are approved through Divisional Committee: Yes
All courses numbered less than 699: Yes
The credit total is less than half of the credits required for related majors: No
Special topics courses are only used if all instances count for the certificate: Yes
Courses taken as Pass/Fail are allowed: No

If yes, specify limits:

DRAFT Certificate Implementation Form, March 24, 2012
Courses taken Credit/No Credit are allowed.  
If yes, specify limits: **No more than 3 credits taken C/NC will count towards the certificate**

Will exceptions to the course core requirements be allowed?  
No

What is the requirement for credits taken in residence at UW-Madison (default is at least 50%)?  
15 credits

Does the certificate have enough flexibility to make it accessible to transfer students and students who identify an interest as late as their junior year?  
Yes

Will the certificate use the default GPA requirements of GPA of 2.0 to be earned on all course work for the certificate?  
Yes

If No, specify other requirements.

Specify overlap provisions – name degree/major or certificate programs that may not be earned along with the certificate.  Note that majors take priority over certificates.

**May have no more than 15 credits overlapping with a major in Anthropology**

Program faculty and staff understand that a student’s graduation should not be delayed to complete the certificate.  
Yes

The department/program has a process in place to send declaration forms to the Registrar’s Office.  
Yes

Which students are eligible for the certificate?  Check those that apply.

___x___ Undergraduates in all schools/colleges (this is the default eligibility)  
_____ Undergraduates in specific schools/colleges.

List specific schools/colleges:

___x___ University Special (non-degree seeking students).  Complete the noted section below.

**Making Undergraduate certificates available to Special Students**

*Special students must hold a bachelor’s degree to enroll in an undergraduate certificate program.  Special students should be served only after all demand by degree-seeking undergraduates is met. *)

The certificate will be open to Special students who graduated from UW-Madison.  
Yes

If yes, specify any restrictions or limits: **University Special students may complete their final 3 credits toward the certificate up to 6 months following graduation**

The certificate will be open to Special students who graduated from other institutions.  
No

If yes, confirm that the proposal explains how resources are available to support these students without disadvantaging degree seeking students.  
N/A

The default minimum residency requirement applies, that at least 50% of the certificate credits must be earned at UW-Madison.  
Yes

If No, specify other limits:

The department/program has a process in place to send declaration forms to the Registrar’s Office.  
No

The department/program has a process in place to notify the Registrar’s Office when Special Students complete the certificate requirements.  
No