Implementation Form - Undergraduate Certificates

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

Certificate Name: Celtic Studies
Faculty Program Director: Prof. Mary Trotter
Primary Faculty/Staff Contact: Prof. Chelcy Bowles
Home Department/Academic Unit (Name/UDDS): History / A48 3800
Approval Date: 2003
School/College: College of Letters & Science
Approval Date: Fall 2003
UAPC Approval Date: Fall 2003, revised 6-18-15
Implementation Term (usually the fall term after UAPC approval): Spring 2004
Year that first program review is scheduled (usually 5 years after implementation): Never reviewed
Person/office responsible for maintaining requirements in DARS: Currently, Chelcy Bowles
Plan Code (assigned by the Registrar’s Office): CERT203
Plan Descr (assigned by the Registrar’s Office): Celtic Studies Cert
CIP Code (assigned by Academic Planning and Analysis): 161301
Primary Divisional Disciplinary Assignment (assigned by APA for analysis purposes only): HUM

Curriculum (check one):

x Included in detail in the proposal

A list of required and elective courses is attached

Credit total required: 18
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. Yes
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:
Courses taken Credit/No Credit are allowed.  
If yes, specify limits:  No

Will exceptions to the course core requirements be allowed?  Yes

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

Students may (and are encouraged to) take up to 12 of the 18 required credits abroad, or may complete all requirements in residence.

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.  None

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)  Certificate admissions suspended effective Fall 2015 (UAPC 6-18-15)

_____ 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:  None

The certificate will be open to Special students who graduated from other institutions.  Yes

If yes, confirm that the proposal explains how resources are available to support these students without disadvantaging degree seeking students.  No

The proposal (submitted in 2003) includes no explanation.

The default minimum residency requirement applies, that at least 50% of the certificate credits must be earned at UW-Madison.  No

If No, specify other limits:

Students are allowed (and encouraged) to study abroad through approved programs.  Yes

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

The department/program has a process in place to notify the Registrar’s Office when Special Students complete the certificate requirements.

DRAFT Certificate Implementation Form, March 24, 2012