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.

Document Date: September 13, 2013
Certificate Name: Certificate in Chinese Professional Communication
Faculty Program Director: Hongming Zhang
Primary Faculty/Staff Contact: Weihua Zhu / Cynthia Koerber
Home Department/Academic Unit (Name/UDDS): East Asian Languages and Literature
Approval Date: Spring 2012
School/College: College of Letters and Science
Approval Date: Spring 2012
UAPC Approval Date: April 22, 2012
Implementation Term (usually the fall term after UAPC approval): Fall 2012
Year that first program review is scheduled (usually 5 years after implementation): 2017-2018

Person/office responsible for maintaining requirements in DARS: Weihua Zhu
Plan Code (assigned by the Registrar’s Office): CERT208
Plan Descr (assigned by the Registrar’s Office): Chinese Prof Comm Cert
CIP Code (assigned by Academic Planning and Analysis): 160301
Primary Divisional Disciplinary Assignment (assigned by APA for analysis purposes only): HUM

Curriculum (check one):

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

Credit total required: 12
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. No
If yes, specify limits:
Will exceptions to the course core requirements be allowed? Yes

Under an unforeseeable special circumstance, but we have not yet experienced such a case
What is the requirement for credits taken in residence at UW-Madison (default is at least 50%)? 50%
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

As long as the student has some prior background in Chinese language
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. Chinese major
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:
_______ 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/No
If yes, specify any restrictions or limits:
The certificate will be open to Special students who graduated from other institutions. Yes/No
If yes, confirm that the proposal explains how resources are available to support these students without disadvantaging degree seeking students. Yes/No
The default minimum residency requirement applies, that at least 50% of the certificate credits must be earned at UW-Madison. Yes/No
If No, specify other limits:
The department/program has a process in place to send declaration forms to the Registrar’s Office. Yes/No
The department/program has a process in place to notify the Registrar’s Office when Special Students complete the certificate requirements. Yes/No