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: Certificate in Digital Studies
Form Date: 
Faculty Program Director: Robert Glenn Howard, professor of Communication Arts, director of Digital Studies
Primary Faculty/Staff Contact: Robert Glenn Howard, professor of Communication Arts, director of Digital Studies
Home Department/Academic Unit (Name/UDDS): Communication Arts
School/College: College of Letters and Science
Approval Date: October 23, 2011
UAPC Approval Date: May 17, 2012 (tentative)
Implementation Term (usually the fall term after UAPC approval): Fall 2012
Year that first program review is scheduled (usually 5 years after implementation): 2017-18

Person/office responsible for maintaining requirements in DARS:
Robert Glenn Howard, professor of Communication Arts, director of Digital Studies

Plan Code (assigned by the Registrar’s Office): CERT257
Plan Descr (assigned by the Registrar’s Office): Digital Studies Cert
CIP Code (assigned by Academic Planning and Analysis): 09.0702
Primary Divisional Disciplinary Assignment (assigned by APA for analysis purposes only): SOC

Curriculum (check one):
___X___ Included in detail in the proposal
______ A list of required and elective courses is attached

Credit total required: 15
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
What is the requirement for credits taken in residence at UW-Madison (default is at least 50%)? 8
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)
_______ 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:
The certificate program is open to all undergraduate students enrolled at the University of Wisconsin — Madison, and to special students who were within two courses of completing the certificate as undergraduate students. No
The certificate will be open to Special students who graduated from other institutions.
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
If No, specify other limits:
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. Yes