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: Education and Educational Services
Faculty Program Director: Charles Kalish
Primary Faculty/Staff Contact: Charles Kalish
Home Department/Academic Unit (Name/UDDS): Educational Psychology/ A17-3000
Approval Date: 2012
School/College: School of Education
Approval Date: July 11, 2012
UAPC Approval Date: October 18, 2012
Implementation Term (usually the fall term after UAPC approval): Spring 2013
Year that first program review is scheduled (usually 5 years after implementation): 2017-2018

Person/office responsible for maintaining requirements in DARS: SoE Education Academic Services
Plan Code (assigned by the Registrar’s Office): CERT293
Plan Descr (assigned by the Registrar’s Office): Educ & Educational Servies
CIP Code (assigned by Academic Planning and Analysis): 130101
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*
*Additional classes will be proposed, but the certificate is viable with currently approved courses.
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:

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Courses taken Credit/No Credit are allowed. Yes
   If yes, specify limits: Up to 3 independent study credits on a cred/no credit basis are allowed.
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 credits (53%)

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.

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 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. Yes
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