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 European Studies
For information about the Certificate in European Studies please see: http://ces.wisc.edu/?q=node/6
Faculty Program Director: Ellen Sapega
Primary Faculty/Staff Contact: Elizabeth Covington (Associate Director)
Csanád Siklós (Certificate Advisor)
Home Department/Academic Unit (Name/UDDS): Center For European Studies/A488693
Approval Date: 1993
School/College: College Of Letters And Science
Approval Date: Fall 1993
UAPC Approval Date: October 28, 1993
Implementation Term (usually the fall term after UAPC approval): 1993-1994
Year that first program review is scheduled (usually 5 years after implementation): Never scheduled

Person/office responsible for maintaining requirements in DARS: Certificate Advisor
Certificate Advisor liaises with Mike Flieger regularly.
Plan Code (assigned by the Registrar’s Office): CERT355
Plan Descr (assigned by the Registrar’s Office): European Studies – Ugrd Cert
CIP Code (assigned by Academic Planning and Analysis): 050106
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

We have no records of the Certificate proposal. A full list of the courses that are regularly offered on campus that count towards the Certificate can be found at:
http://ces.wisc.edu/?q=node/73

Credit total required:
21 “area studies” course credits.
In addition there is a requirement that students satisfy the L&S language requirement in a European language (four semesters or equivalent of a European Language other than English).

All core/required courses are approved through Divisional Committee: Yes/No N/A

NB: European Studies does not have specific core/required courses for its Certificate. Requirements are based on combinations of courses that demonstrate geographic and disciplinary breadth and subject depth (majority of courses that count towards the Certificate are Intermediate/Advanced level courses).

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. No

As a region specific Certificate, only those special topics course sections can count that have a European or European country focus. An example of this is the History 600 senior seminar where only Europe specific course sections can count. Similarly Political Science 390 and 690 which are designated as general study abroad courses can only be used towards the Certificate if the student took these courses while studying abroad in Europe.

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? N/A

Please see above – our Certificate does not have core course requirements. Exceptions are made for topics courses (see above) and also for courses taken while studying abroad in Europe that are posted back to students’ records with course numbers that are not recognized as counting towards the Certificate (e.g. general (non region specific) study abroad course numbers, directed study courses etc...).

What is the requirement for credits taken in residence at UW-Madison (default is at least 50%)? Unknown – we are not aware that there is a requirement, but we have not been aware of this issue as we have not had any students in the past seven years who had less than 50% resident 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

In fact the majority of students declare the Certificate in their senior year, many of whom choose to declare only after returning from study abroad programs in Europe. We are exploring ways to encourage students earlier on in their academic careers (including Freshmen, Sophomores) to be aware of and hence declare the Certificate.

Will the certificate use the default GPA requirements of GPA of 2.0 to be earned on all course work for the certificate? No
If No, specify other requirements. European Studies requires a GPA of 2.5 to be earned on all course work for the Certificate.

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**

Certificate Declaration forms are sent directly to Debbie Moy in the Registrar’s office. We also have a process in place to notify the Registrar’s Office (Barb Rathbun) of students who have completed the Certificate requirements – please note that we notify the Registrar’s Office only of students at the point when they have graduated and also hold the Certificate. We send a list of graduating Certificate students to the Registrar’s Office after the Fall, Spring, and Summer terms.

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.

**At present the Certificate is not available to non-degree seeking students as one of the Certificate requirements is that the student fulfill requirements of a B.S. or B.A. degree in an established major in a school or college at the University of Wisconsin-Madison.**

**Making Undergraduate certificates available to Special Students**

As noted above we do not currently make the Undergraduate Certificate 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. **No**

If yes, specify any restrictions or limits:

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. **N/A**

If No, specify other limits:

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

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