Implementation Form - Undergraduate Certificates

This form must accompany an undergraduate certificate proposal. An updated form should be submitted when changes to the certificate are made. It is used by administrative offices to better assist departments and programs with implementation. Questions in this form reflect guidelines in the Full Guidelines for For-Credit Certificates, http://apir.wisc.edu/certificates.htm.

Document Date: April 28, 2014
Certificate Name: Undergraduate Certificate in French
Faculty Program Director: Associate Chair for French, Department of French and Italian, in concert with undergraduate advisors and the department’s French Instructional Committee.
Primary Faculty/Staff Contact: Ms. Sue Grass
Home Department/Academic Unit (Name/UDDS): French and Italian / A4826

Approval Date: December 13, 2013
School/College: College of Letters and Science
Approval Date: April 24, 2014
UAPC Approval Date: June 23, 2014
Implementation Term (usually the fall term after UAPC approval): Fall term 2014
Year that first program review is scheduled (usually 5 years after implementation): AY 2019-20

Person/office responsible for maintaining requirements in DARS: L&S, Mike Pflieger
Person/office responsible for maintaining curriculum exceptions and substitutions: Associate Chair for French/French undergraduate advisors, Dept. of French and Italian

Information to be completed by RO and APIR:
Plan Code (assigned by the Registrar’s Office): CERT316
CIP Code (assigned by Academic Planning and Institutional Research): 16.0901
Primary Divisional Disciplinary Assignment (assigned by APIR for analysis purposes only): H

Curriculum (check one):
___X___Included in detail in the proposal, see http://apir.wisc.edu/UAPC201314June.htm
______A list of required and elective courses and any other program requirements is attached
Credit total required (12-21 credits): 15
Projections for annual enrollment: [not provided by the program]
Requirements for credits earned in residence at UW-Madison (default is at least 50%): 50%

Please answer the following yes or no:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will there be limits on enrollment?</td>
<td></td>
<td>x</td>
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<tr>
<td>If Yes, please explain:</td>
<td></td>
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<tr>
<td>Confirm that all core/required courses are approved through the school/college curriculum committee.</td>
<td></td>
<td>x</td>
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<tr>
<td>Confirm that courses in the curriculum are offered on a regular basis and have space for students in the program.</td>
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<td>x</td>
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<tr>
<td>All courses numbered less than 699.</td>
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<td>x</td>
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<tr>
<td>Are courses taken as Pass/Fail or Audit allowed?</td>
<td></td>
<td>x</td>
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<tr>
<td>If Yes, specify limits:</td>
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<td></td>
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<tr>
<td>Are courses taken Credit/No Credit allowed?</td>
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<td>x</td>
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<tr>
<td>If Yes, specify limits:</td>
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<tr>
<td>The credit total is no more than half of the credits required for related majors.</td>
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<td>Special topics courses are only used if all instances count for the certificate.</td>
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<td>x</td>
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<tr>
<td>Will the certificate use the default GPA requirements of GPA of 2.0 to be earned on all course work for the certificate? If No, specify other requirements:</td>
<td></td>
<td>x</td>
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<tr>
<td>Will exceptions to the course core requirements be allowed?</td>
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<td>x</td>
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<tr>
<td>If yes, specify limits and process:</td>
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<tr>
<td>Confirm that the program faculty and staff understand that a student’s graduation should not be delayed to complete the certificate.</td>
<td></td>
<td>x</td>
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<tr>
<td>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?</td>
<td></td>
<td>x</td>
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<tr>
<td>Confirm that the program/department has a process in place to report certificate enrollment to the Registrar’s Office.</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Confirm that the program/department has a process in place to monitor student progress and to notify the Registrar’s Office when students complete the certificate requirements.</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

Specify overlap provisions – name degree/major or certificate programs that may not be earned along with the certificate, including any degree/major or certificate programs that may have overlapping names and or content. (Note that majors take priority over certificates.):

Undergraduate major in French
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 on the next page)

Curriculum

Below is a description of the Undergraduate Certificate in French as it would appear in catalog format. Following that description, we address stipulations (as described in the guidelines for certificate programs) we have not referred to directly in the description.

a. Catalog description.

The Undergraduate Certificate in French offers students the opportunity to develop their proficiency in French language and their knowledge of literature and culture in the French-speaking world, thereby complementing their major(s) in other subjects across the University. It also strengthens the applications of students who intend to pursue careers or graduate study in areas where French is useful. The Undergraduate Certificate in French is open to all undergraduate students.

The Undergraduate Certificate in French requires 15 credits of French coursework including French 228, French 271 and courses at the 300 level and above. 9 of the 15 credits must be taken on the UW-Madison campus. Up to 3 transfer credits and up to 6 credits earned through a UW-sponsored study abroad program may be applied toward the certificate with departmental approval (transfer and study abroad credits cannot exceed 6 credits total). Courses for the certificate cannot be taken on a credit/no credit or pass/fail basis. Retroactive credits do not satisfy criteria for the Undergraduate Certificate in French.

Students may declare the Undergraduate Certificate in French at any time and are encouraged to do so as early as possible, once enrolled as an undergraduate.

The 15 credits required for the Undergraduate Certificate in French will be distributed as follows:

- 2 required core courses: 228 and 271;
- 1 advanced course in language, selected (through advising) from the following: 311, 312, 313, 314, 315, 350, 351, or 590;
- 2 elective courses, at the 300-level or higher, selected from among the following classes: 311, 312, 313, 314, 315, 321, 322, 325, 347, 348, 350, 351, 430, 431, 432, 433, 440, 449, 450, 451, 454, 461, 462, 465, 467, 471, 472, 531, 532, 567, 568, 590, 595, 600-697.

Note: for courses taken on campus at the 300 level or higher, prerequisites must be met or permission given by the department.
b. Stipulations not addressed in the above description.

i. Core courses (228, 271) are distinct courses (not special topics courses), and are approved.

ii. All topics of special topics courses – 449, 461 and 462 – will satisfy requirements for the certificate.

iii. With regard to courses offered on campus, no exceptions are anticipated. Courses taken abroad that do not have a French department equivalent may be considered for the certificate (e.g., a French political science course taken in French, through a study abroad program, and given a Political Science equivalent). Exceptions will be made by a qualified advisor in French and based on review of course curriculum.

iv. The certificate curriculum contains no unique requirements that could potentially impede a student’s progress to degree.

v. The certificate is designed to accommodate students who start both as new freshmen and as transfer students.

vi. Retroactive credits cannot be used to satisfy criteria for the certificate; they are equated to courses that, in the French language sequence, precede the courses required for the certificate.