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 11, 2013
Certificate Name: German
Faculty Program Director: Mark L. Louden
Primary Faculty/Staff Contact: Mark L. Louden
Home Department/Academic Unit (Name/UDDS): German/A 483500
Approval Date: 10/14/2008
School/College: College of Letters and Science
Approval Date: 10/22/2008
UAPC Approval Date: Spring 2009
Implementation Term (usually the fall term after UAPC approval): Spring 2009
Year that first program review is scheduled (usually 5 years after implementation): Spring 2015

Person/office responsible for maintaining requirements in DARS: Mark L. Louden
Plan Code (assigned by the Registrar’s Office): CERT477
Plan Descr (assigned by the Registrar’s Office): German Certificate
CIP Code (assigned by Academic Planning and Analysis): 160500
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

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
(if one includes prerequisites for the major)
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? No
What is the requirement for credits taken in residence at UW-Madison (default is at least 50%)? 100%
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 – Students may not earn both a Certificate and a Major in German
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: None
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.
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